

ST. BARTHOLOMEW'S

CHURCH OF ENGLAND PRIMARY SCHOOL

Admissions Policy

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Our Vision

In our St. Bartholomew's family, we want everyone in our school to flourish and succeed. We believe that everyone is unique and created in God's own image, each with their own special gifts, skills, talents and abilities.

Our vision is to create a warm and caring environment: where children aspire to be the best that they can be; where they are encouraged to believe in themselves; where they are challenged to develop in to wonderful human beings who help to create a better world for the children of the future; where Jesus and His teachings are central.

This vision is rooted in the Bible: Psalm 1 v1-3 (Jeremiah 17)

"Happy is the person who doesn't listen to bad things and doesn't do what bad people do.
2 They love God's teachings.
They think about those teachings everyday.
3 They are strong, like a tree planted by a river.
It will flourish and produce fruit.
Its leaves don't die.
Everything they do will succeed."

Aspire & Believe, Flourish & Succeed within the heart of God's family.

Admissions Policy

This policy has been developed with the school's core Christian Values at the forefront: Hope, Thankfulness, Love, Friendship, Service, Trust, Honesty, Forgiveness and Respect.

- With our HOPE in Jesus, we aim to provide our children with the knowledge and understanding that will allow them to become valuable citizens in a LOVING environment
- We are THANKFUL to our staff for their SERVICE to our children
- Every member of our school community belongs to our family, and as such there is FRIENDSHIP among all.
- We know that all adults and children will behave with HONESTY and RESPECT towards each other.
- We put our TRUST in Jesus, acknowledging that we all make mistakes and therefore FORGIVE each other when appropriate.

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Introduction

This document sets out the admission arrangements of St. Bartholomew's CE Primary School. For the purposes of this policy, the Governing Body is the admission authority.

Process

Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of 15th January.

The Local Authority will inform parents of the offer of a place on behalf of the Governing Body on the national offer date 16th April or the next working day.

The St Bartholomew's CE Primary School has an admission number of 30 pupils for entry into Reception. The school will accordingly admit at least 30 each year if sufficient applications are received. All applicants will be admitted if 30 or fewer apply. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below.

The Governing Body must adhere to infant class size legislation requirements and therefore no class of 5, 6 and 7 year olds (Reception, Year 1 and Year 2) can contain more than 30 children with one teacher.

Oversubscription Criteria

1. Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)

The first oversubscription criterion must always be Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children. As this is a legal requirement, it automatically appears as the first of the school's oversubscription criteria.

A “Looked After Child” (LAC) s a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Social and Medical need

Priority will be given in exceptional circumstances to a small number of children whose mental or physical impairment means they have a demonstrable and significant need to attend this school over any other.

Supporting evidence in the form of a letter from a doctor or social worker or other relevant qualified, independent professional, would be required. Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations and does not guarantee that a child will be given priority as each decision will be made on the merits of the individual case. Supporting evidence should be submitted by 15th January by e-mail to the school office (office@st-barts.bolton.sch.uk).

3. Siblings

Siblings of pupils attending the school at the time of admission. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

Faith based Criteria

4. Children who together with an appropriate adult are regular attendees at any Church of England church.

Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least twelve times across a minimum of nine months ending on 31st December of the year prior to admission into Reception.

5. Children who together with an appropriate adult are regular attendees at any other religious faith service.

Membership and practice of the faith will be established by information provided on the Supplementary Information Form completed by a designated faith leader of the relevant faith. For the purposes of these admission arrangements 'practising' means

attendance at least twelve times across a minimum of nine months ending on 31st December of the year prior to admission into Reception.

In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church, or in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship. For example, if the place of worship was closed for up to a month, the expectation of twelve attendances will be reduced to eleven.

6. All other children based on proximity to the school. We will measure the distance by a straight line. All straight-line distances are calculated electronically using a geographical information system and with the support of the Local Authority. Distances are measured, in miles, from the home address point to the school address point. Home and school address point locations are as defined in the Local Land and Property Gazetteer (LLPG).

Tie-breaker

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code). If the selected child is a twin, the school will automatically admit the sibling as well.

Late applications

Applications received after the closing date and before the Admissions Authority admission meeting will be placed last in the criteria in which they fall unless the Admissions Authority is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time. Supporting evidence, including that provided by the required Supplementary Information Form, must also be supplied by the closing date for applications, unless it is satisfied that there are exceptional circumstances which reasonably prevented it being submitted on time. In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

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In-Year admissions

From time to time a place becomes available further up the school. The allocation of places is in accordance with the admissions criteria. All applications should be made through the Local Authority portal (click here). A response will be received within 10 – 15 school days. If no school places are available, this will be taken to the in-year fair access panel and a decision will be made within 20 school days.

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

Waiting Lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the 31st August each year. This will be maintained by the admission authority and it will be open to any parent to ask for their child's name to

be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

Appeals Procedure

1. All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact the Headteacher at St Bartholomew's CE Primary School at The Fairways, Westhoughton, Bolton, Gtr Manchester, BL5 3NZ within 20 days of the date of the letter refusing your child a place at the school for information on how to appeal. Information on the timetable for the appeals process is on our website at https://www.st-barts.bolton.sch.uk/ .

School age

A full-time school place in the Reception class is available for children from the September following their 4th birthday, etc.

Deferred entry for infants

A child is entitled to a full time place in the September following their 4th birthday. Parents have the right to defer their child's entry until later in the school year, or to attend part-time until they reach compulsory school age. Places cannot be deferred to the next academic year. If a parent wishes to defer the child's entry, they must contact the Headteacher in writing explaining their reasons.

Address definition

The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child.

Enquiries

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Should be to the Headteacher at The Fairways, Westhoughton, Bolton, Gtr Manchester, BL5 3NZ.

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SUPPLEMENTARY FORM FOR PARENTS APPLYING FOR ADMISSION INTO ST. BARTHOLOMEW'S CE PRIMARY SCHOOL, WESTHOUGHTON

This form must be submitted along with the local authority's common application form if you wish to apply under the Faith Based Criteria section of the admissions policy as part of your application. The completed form should be returned to school by 15th January.

Child's name:

Date of birth:

Child's address:

Postcode:

Name and address of the place of worship the child and appropriate adult attend:

Has the child, with an appropriate adult, been attending a place of worship for at least twelve attendances across a minimum of nine months ending on 31st December of the year prior to admission into Reception?

Yes ☐ No ☐

I declare that the above information is correct and complete.

Parent's name:

Parent's Signature:

Date:

I confirm that the above information is correct and complete.

Name of Place of Worship:

Denomination/Religion:

Vicar/Minister/Leader's Name:

Vicar/Minister/Leader's Signature:

Address:

Telephone Number:

Forms which have not been countersigned by an official from the place of worship will not be taken into consideration.

Hope Respect Thankfulness Honesty Forgiveness Trust Friendship Service Love

Fun and Achieve!