

St. Anne's (Stanley) C of E Primary School



Approved by: The Governing Body

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1. Aims

This policy aims to:

Explain **how to apply** for a place at the school

Set out the school's **arrangements for allocating places to the pupils** who apply

Explain **how to appeal** against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

In the care of a local authority, or

Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or

Became subject to a child arrangements order, or
Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. Parents/guardians are required to name the school as one of their preferences on their home local authority application form (on line preference form).

The deadline for applications for those children applying for a Reception place starting September 2023 is 15th January 2023.

In addition to completing the local authority on line application form parents should also complete a purple admission form (available from the school office) for St. Anne's C of E Primary school. **Failure to complete both the school and local authority forms means your application may not be considered.**

You will receive an offer for a school place directly from your local authority. **The National Offer Day is 16th April, 2023.**

Nursery places are allocated directly by the school using our purple admission form (available from the school office). Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

5. Requests for admission outside the normal age group

Parents/Guardians are entitled to request a place for their child outside of their normal age group – please contact the school directly via telephone (0151 228 1506) or alternatively email at

stanley-ao@st-annesstanley.liverpool.sch.uk

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

Parents' views

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

Whether they may naturally have fallen into a lower age group if it were not for being born prematurely

The Headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of **60** pupils for entry in Reception – Year 6. The agreed Nursery admission numbers are 30 morning places and 30 afternoon places. The school offer 30 hours provision within the admission criteria.

6.3 Oversubscription criteria

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place. In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.
2. Priority will next be given to children on the basis of exceptional medical need/social need. Applicants wishing to be considered under this criterion should submit documentary evidence with the preference form by the closing date. Senior Council Officers will review the evidence and if necessary take advice from educational professionals, the Local Authority's medical officer, social workers etc. A decision will be made as to whether your application falls under this criterion based on the evidence supplied. If your circumstances change after the closing date or you require further advice, please contact the Local Authority.
3. Priority for baptised Church of England children whose parents/guardians are on the electoral roll of the parish of St. Anne (Stanley).
4. Priority for baptised Church of England children from other parishes. Proof of baptism will be required.
5. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.
6. Priority will next be for children of other faiths. Applicants will be required to provide written confirmation from a religious leader to confirm membership of the faith.
7. Priority will next be given to children whose parents/guardians have expressed a preference for the school.

If there are more applicants than places available in any of the above criteria, then distance from home to school will be used to decide which children are admitted.

6.4 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. The distance will be measured by the shortest suitable walking route between the child's permanent home address and the main entrance to the school.

A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

6.5 Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

Email: stanley-ao@st-annesstanley.liverpool.sch.uk

School address:- St. Anne's (Stanley) C of E Primary School, Prescott Road, Liverpool L13 3BT

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

Email: stanley-ao@st-annesstanley.liverpool.sch.uk

School address: - St. Anne's (Stanley) C of E Primary School, Prescott Road, Liverpool L13 3BT

The deadline for receipt of appeals is May, 2023 for a reception place in September 2023.

Admission appeals are heard by an independent panel.

In the event of over-subscription the names of unsuccessful applicants will be placed on a waiting list. The list will be kept open and managed by the Local Authority until the end of the first term in which the children are admitted. If a parent or guardian wishes the child's name to remain on the waiting list after the first time they should notify the school in writing by the end of the autumn term.

9. Monitoring arrangements

This policy will be reviewed and approved by the governing body of St. Anne's (Stanley) C of E Primary School every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.