



# BAINES' ENDOWED CHURCH OF ENGLAND PRIMARY SCHOOL

Penrose Avenue, Blackpool, FY4 4DJ  
Tel: 01253 762532



## **ADMISSION ARRANGEMENTS**

Applications for admission to the school for September 2012 should be made on the common application form enclosed with the Local Authority's brochure within the defined period. It is not normally possible to change the order of your preferences for schools after the closing date.

Parents **must** complete the Local Authority application form. Parents who wish their application to this Church school to be considered against the faith criteria **should** also complete the questions on the common application form about their faith reference. If the school is oversubscribed, a failure to complete these supplementary questions may result in your application for a place in this school being considered against lower priority criteria as the Governing Body will have no information upon which to assess the worship attendance.

*Applications may also be made on-line by using the common application form with the supplementary questions.*

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on Monday 23<sup>rd</sup> April 2012. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

## **ADMISSION PROCEDURES**

Arrangements for admission to our school have been agreed following consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area.

**The number of places available for admission to the Reception class in the year 2012 will be a maximum of 70.**

The Governing Body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds their admission number. By law, no infant class may contain more than 30 children; the Governors have decided that any mixed age classes should not exceed 27. The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. In the event that there are more applicants than places, after admitting all children with a statement of educational need naming the school, the Governing Body will allocate places using the criteria below, which are listed in order of priority:

### Criteria

- 1a. Children in Public Care
- 1b. Children with special medical or social circumstances affecting the child where these needs can only be met at this school.
2. Children with a parent/guardian who is a member of the worshipping community (for a minimum period of 1 year) of the Parish Church of St Paul, Marton.
3. Children with a parent/guardian who is a member of the worshipping community (for a minimum period of 1 year) in a church in membership of Churches Together in England.
4. Children who have a sibling attending the school on the date of application and on the date of admission.
5. Children with a parent/guardian who is a member of the worshipping community (for a minimum period of 1 year) of a non-Christian faith in membership of the UK Interfaith Network.
6. Other children.

PLEASE SEE NOTES OVERLEAF

## **NOTES:**

### **PRIORITY 1**

- (a) A 'Looked After Child' is a child who is in the care of the Local Authority or provided with accommodation by that Authority (as defined in Section 22 of the Children Act 1989) at the time of application and allocation. If a child ceases to be a 'Looked After Child' after the application is made, this is regarded as a relevant change of circumstances.
- (b) Professional supporting evidence from a professional, e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.

### **PRIORITIES 2 AND 3**

"Parental worshipping" is normally taken to mean a minimum of monthly attendance at church at public worship for at least 1 year. The date on which this is judged is the 1<sup>st</sup> September in the year of application for admission to the school.

The governors will request confirmation of this from the relevant member of the clergy or church officer.

The list of churches in membership with Churches Together in England can be found on the *Churches Together in England* website at [cte.org.uk](http://cte.org.uk), and is taken as that on 1<sup>st</sup> September in the year of application for admission to the school. The list must not include groups outside the main stream. Churches in membership of the equivalent bodies in Northern Ireland, Scotland and Wales are accepted. A maximum of 50 children will be taken under these 2 criteria.

### **PRIORITY 4**

Siblings include step, half, foster, adopted brothers and sisters living at the same address.

### **PRIORITY 5**

The major world faiths are those in membership of the UK Interfaith Network; in addition Christians, it includes Buddhists, Baha'is, Hindus, Jains, Jews, Muslims, Sikhs, and Zoroastrians.

The level of active involvement in the faith would need to equate to that listed for priorities 2 and 3 above.

Confirmation of this will be sought from the relevant faith leader.

### **TIE BREAKER FOR ALL PRIORITIES**

Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. In the event of equal distance, a random allocation will be used to determine who takes priority for a place.

**Admissions information:** In 2010 there were 185 applications for 68 places. Of the 68 places offered this year:

Priority 1a – children in care – 0 allocated

Priority 1b – children with medical, social or welfare needs – 1 allocated

Priority 2 – Member of worshipping community at St. Paul's Marton – 0 allocated

Priority 3 – Member of worshipping community of any church in membership with Churches Together – 2 allocated

Priority 4 – Children who have a sibling in school - 28 allocated

Priority 5 – Member of a worshipping community of a non-Christian faith in membership with the UK Interfaith network – 0 allocated

Priority 6 – Other children – 37 allocated

10 families chose to appeal for places, 1 of these appeals was successful.

The information for 2011 will be available from the school after 26th April 2011.

**Late applications for admission:** Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

**Waiting list:** Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

This waiting list will operate for the full autumn term.

**Address of pupil:** The address used on the school's admission form must be the current one at the time of application, i.e. the family's main residence. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP, Council Tax Office, Electoral Registration Officer, utilities provider. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

**Non-routine admissions:** It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be required to complete a common application form, provided by the Local Authority, allowing them to express up to three preferences. The admission of all students to Blackpool schools will be co-ordinated by the Schools Admissions Team, in line with recent changes in legislation. If there is no place, then the School Admissions Team will provide information about how to appeal against the decision. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

Please note that you cannot re-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

**Appeals:** Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify Mr. Cowley (School Business Manager) at school.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 10 days' notice of the place and time of the hearing.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable Governing Body would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

**Fraudulent applications:** Where the Governing Body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the Governing Body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

**Deferred admission:** If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January.

**Twins, etc:** Where there are twins, etc wanting admission and there is only a single place left within the admission number, then the Governing Body will exercise as much flexibility as possible within the requirements of infant class sizes. If places for both twins or all triplets, etc cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group. If only a single place can be offered for siblings (including twins or triplets etc) then a random draw will decide who is offered the place.

The Admissions Policy at Baines' Endowed Church of England Primary School will be reviewed and modified annually.

This policy was last updated November 2010 and approved by the Governing Body.

Signed: \_\_\_\_\_