

MOTTRAM C.E. PRIMARY SCHOOL

ADMISSION ARRANGEMENTS 2018/2019

Parents should be aware before applying that in this school RE, collective worship and our whole ethos are based on the teachings of the Church of England.

Applications for admission to the school are made on-line, by using the common application form, held at Tameside.gov.uk. between October 2017 and January 2018. If you are applying under criteria 2, 4, or 7 then you must complete the school's Supplementary Form, obtained from school, and return it to school no later than the closing date. The school will send out a letter from the Local Authority which will explain how to apply and how to view the on-line Starting Out booklet.

It is not normally possible to change the order of your preferences for schools after the closing date in January 2018.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

The number of places available for admission to the Reception class in the year 2018 will be a maximum of 20. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. 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 this number. By law, no infant class may contain more than thirty children.

Children with Statements

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a Statement of Special Education Needs that names their school.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to its policy. In the event that there are more applicants than places, the governing body will allocate places using the following criteria, which are listed in order of priority:

1. Looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school. A Supplementary Form must be completed and returned to school.
3. Children who have a sibling in school who will still be attending school the following year.
4. Children whose parent(s) are faithful and regular worshippers in the Parish Church of St Michael & All Angels, Mottram in Longdendale. A Supplementary form must be completed and returned to school, together with a letter from the vicar.
5. Children resident in the Parish of St Michael & All Angels, Mottram in Longdendale. A map showing the parish is available from school. Proof of address will be required on allocation of a place – see Note (g).
6. Children who live nearest to Mottram School. Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey. Proof of address will be required on allocation of a place – see Note (g).
7. Children whose parent(s) are faithful and regular worshippers either at other Christian churches, or at other places of worship, for whom this is the nearest Church School. This is defined as attending another place of worship at least once per month for twelve months prior to application. A Supplementary Form must be completed and returned to school, together with a letter from the vicar, or minister or other church officer.

Notes

- a) Professional supporting evidence from 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. A panel of governors will make a decision as to whether to admit a child under this criterion, using the evidence provided. All information provided will be treated in the strictest confidence.
- b) By “faithful and regular” we mean attendance at a minimum of one service per month at the 10.30am service for at least twelve months prior to the closing date for applications. A letter from your vicar or minister or other church officer will be required as proof of attendance, as well as a completed supplementary form.
- c) A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to ‘parent’s attendance at church’ it is sufficient for just one parent to attend.
- d) A map showing the boundaries is available from the school.
- e) The sibling criterion includes; natural sisters/brothers; half sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children, or the child of the parent/carer’s partner, and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending the preferred school.
- f) Where the above criteria are not adequate to distinguish between requests for admission which cannot all be accepted without exceeding the admission limit, priority will be decided as follows. Distance will be measured as a straight line from the child’s home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority’s school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.
Tie-breaker - in the event of distances being the same for two or more applications where this distance would be the last place/s to be allocated, a random lottery will be implemented between the applications where the distance is the same. The random lottery will be carried out in a place accessible to the public and supervised by someone independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.
- g) Proof of address. Applicants must provide TWO from the following list:
 - Mortgage statement*
 - Tenancy agreement or letter from landlord*
 - Council Tax statement*
 - council Tax benefit statement*3
 - TV licence*
 - Home contents insurance certificate*
 - Buildings insurance certificate*
 - Recent utility bill (gas, electricity, water, land-line telephone bill but not a mobile phone bill)**
 - Letter from solicitor confirming exchange of contracts on a house**
 - * issued within the last 12 months
 - ** issued within the last 3 months.

Late Applications for Admission

The closing date for applications in the normal admissions round is in January 2018. Applications received after this date will be considered after all applications received on time have been processed.

Change of Preference

Changes to preferences, ranking order or pupil details, will not be allowed after the closing date in January 2018 except in exceptional circumstances, for example, if the family has recently moved address. Evidence must be provided to support the request. An intention to change address cannot be considered by the local authority until the move has actually taken place and proof is available, or parents may provide a solicitor’s

letter confirming an exchange of contracts on a property, or a tenancy agreement. No changes can be considered even where there are exceptional circumstances once information has been exchanged with the other admission bodies by the Council, because the allocations process has commenced. In the case of primary schools this date is in February 2018.

Waiting List

If the school is oversubscribed the Local Authority will maintain a waiting list on our behalf. Parents, who have expressed the school as a preference and have not been offered a place at the school or at a higher preference school, will automatically be placed on the waiting list along with those who have submitted an appeal or opted to go on the list. All pupils on the waiting list will be ranked according to the oversubscription criteria. Places will be offered, should any become available, to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. A significant change of circumstances, such as a change of address, will be taken into account: evidence must be provided. Children who have been referred under the local authority's Fair Access protocol or who are the subject of a direction by the local authority to admit must be given precedence over any other children on the waiting list.

Home Address

The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit.

In-Year Transfers

With effect from September 2014, Tameside MBC will coordinate all requests for in-year transfers (i.e. those other than at the normal time of admission into reception / year7) for children resident in the Tameside area. This will include requests for places at Community, Voluntary-Controlled, Voluntary-Aided, Foundation schools and academies, whether they are in Tameside or in another local authority. Requests for places at this school will be forwarded by Tameside MBC to governors, and considered by the governing body.

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 must be allowed at least 20 school days from the date of notification that their application was unsuccessful to submit their appeal.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. Written notice of the date of the appeal must be sent at least 10 school days in advance 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

Children are eligible for a Reception place from the beginning of the school year in which they become 5 years old. However they do not become of compulsory school age until the start of the term after their fifth birthday. Parents may therefore request that their school place be deferred until later in the school year. However they cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

Twins and other multiple births

In cases where twins, triplets, other multiple birth siblings, or other siblings whose date of birth falls within the same academic year, where one of the siblings is the 20th child admitted an exception will be made to allow the other sibling(s) in to the class.

These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

Children of staff at the school

The Governing Body may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances;

- a. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.