

St Anne's CE (Aided) Primary School  
Ormerod Avenue  
Royton  
OL2 5DH



# Admissions Policy

*Growing Together to Flourish in God's World*

**2025**

## **Admissions Policy**

As an Aided School, admissions at St Anne's are the responsibility of the Governors, in agreement with the Diocesan Board of Education and the Local Authority. Responsibility for admissions is delegated to the Admissions Committee.

Oldham Local Authority manages our admissions process. Please refer to Oldham Local Authority to find out about our school's admission and appeal arrangements including timetables and deadline for hearing admission appeals.

<https://www.oldham.gov.uk/admissions>

### **Making an Application**

#### **Reception**

Applications for admission to the school Reception class should be made on-line using the Local Authority Common Application Form by the national closing date of **15<sup>th</sup> January**.

All applications will be considered. We do ask parents to also complete the schools own **Supplementary Information Form** to enable the Governors to apply the oversubscription criteria to place applicants in priority order for admission. These are available from the School Office and on the school website. Your application will be considered even if not submitted with a Supplementary Information Form.

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

#### **Nursery**

Parents may register an interest in applying for a place in the school's Nursery at any time before end of the first week in January prior to admission. The school will issue application forms during the January prior to admission. These, and any supporting documentation, should be returned to school by the deadline stated on the form (usually the first Friday in March). In the event of there being more applications than places available the governors will allocate places by use of the same oversubscription criteria as those used for the primary school.

Letters informing parents of whether or not their child has been allocated a place in the Nursery will be sent out by the school by the April of the year of admission.

**A place in the Nursery does not guarantee a place in the Reception class the following year. A separate application must be made for a place in the Reception class.**

### **Admission procedures**

The number of places available for admission to the Reception class in the year 2025 will be a maximum of 40. A maximum of 26 part-time places are available in the Nursery. The Nursery will not contain more than 26 children in any one session.

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 40. By law, no infant class may contain more than thirty children. The school maintains 120 infant places and classes are organised into groups of 30.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to the agreed Co-

ordinated Admission Scheme. In the event that there are more applicants than places, the governing body will allocate places in Nursery and Reception using the criteria listed in the policy below, which are listed in order of priority:

*Pupils with EHC plans where the school is named must be admitted. The oversubscription criteria do not apply. If, after the admission of pupils with EHCPs, there are more applicants than places remaining available, the following oversubscription criteria will be applied in the order of priority shown:*

1	Children in public care and previously looked after children.
2	Children who regularly attend St Anne's Parish Church.
3	Children who will have an older brother or sister attending the school at the time of their admission.
4	Children who regularly attend other Anglican Churches.
5	Children who regularly attend any other Christian church.
6	All other children in order of proximity to the school.

#### NOTES:

*Note 1: This includes any "looked after child", "previously looked after children and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was (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 the school.*

*This criteria also includes looked after children and all previously looked after children who appear (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.*

*Note 2: Regular attendance means a minimum of fortnightly attendance at church at public worship for at least the year prior to 1 September in the year before admission to the school. Evidence of regular attendance by the child must be provided by a member of the clergy or other designated church officer on the Supplementary Form provided.*

*For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at <https://www.churchofengland.org/sites/default/files/2019-12/Designated%20Churches.pdf>*

***In the event that during the period specified for attendance at worship the church 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 alternative premises have been available for public worship.***

*Note 3: Brother or sister includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart.*

*Note 4: Where there are more applicants for the available places within this or any other category, Oldham Local Authority will measure distances between home and school using the GIS system. Places will be awarded to those living nearest to the school.*

### **How is the distance measured?**

Distance is calculated by the straight-line measurement from the applicant's home address location to the centre point (centroid) of the preferred school. (All measurements are subject to prepositional accuracy changes.) On entering the address into the admissions system, the address is PAF (Postal Address File) matched against address-point data held in the system. When an address is PAF matched, the system looks up a six-figure grid reference (e.g. 123456, 123456) for that property known as an Address-Point Location Co-ordinate (APLC). Each property has a unique APLC. The straight-line distance from this address point to the centroid (a six-figure grid reference) is then calculated to the nearest 0.001 mile. The PAF file held by Oldham Council is supplied by Royal Mail and is updated quarterly.

### **Admissions information:**

Last year the school was able to admit 40 children.

### **Late applications for admission**

Where there are extenuating circumstances for an application being received after the last date for applications those reasons will be considered by the Local Authority.

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 school has more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list at parents' request. 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.

### **Address of pupil**

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the Local Authority. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. 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 Local Authority will carry out relevant checks. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

### **Flats and apartments**

Where applications are made from the same multiple dwelling sharing a single address point, such applications in a single criterion will be considered initially by distance between the address point and the school in the normal way.

### **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).

### **Applying for a Place Outside of Normal Transfer Times**

Parents with children of statutory school age who move into or within Oldham, and require a school place outside the normal transfer times, should apply for a school place the online application form which can be found at [www.oldham.gov.uk/inyeartransferform](http://www.oldham.gov.uk/inyeartransferform).

Oldham Council co-ordinate transfers on behalf of the school and all applications for an in-year school place in Oldham need to be submitted using this form. This applies if pupils;

1. are moving from another school in Oldham
2. are moving here from another part of the UK, or
3. are new arrivals to the UK

Parents must also complete the supplementary documentation if they wish their application to be considered under the school's faith criteria. This is available on our website: [www.stannesroyton.oldham.sch.uk](http://www.stannesroyton.oldham.sch.uk).

If a place cannot be offered information about how to appeal against the refusal will be provided.

The admissions team, on request, will provide information to parents about the places still available in all schools within its area.

### **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 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 14 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 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.

Send your form and any other documents to:

School Appeals,  
Oldham Council,  
Level 4,  
Civic Centre,  
West Street,  
Oldham OL1 1UL

### **Fraudulent applications**

Where the governing body discovers that a child has been awarded a place as the result of a misleading application from a parent 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.

### **Twins**

Where there are children of multiple births wishing to be admitted and the sibling is the 40<sup>th</sup> child, the governors may admit over the infant class requirement if it is possible to do so.

### **Deferred Admissions**

Children will be admitted to the Reception class at the beginning of the Autumn term before their fifth birthday, and to the Nursery class at the beginning of the Autumn term before their fourth birthday. Parents may request that their school place be deferred until later in the school year and if they do this the place will be held for the child. They cannot, however, 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.

Please give details of the points you wish to be taken into consideration regarding your child's qualifications for entry under the above criteria, either on the school's supplementary information form or in a covering letter.

### **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 a child has suffered from particular social or medical issues impacting on their schooling. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than year 1. 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 in writing 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 governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the Headteacher, including the Headteacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate. 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.

Please keep this copy of the Admissions Policy for your own information.