

DIOCESE OF CHESTER
OXTON ST SAVIOUR'S CHURCH OF ENGLAND AIDED SCHOOL
ADMISSION POLICY 2018

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 should be made on the common application form enclosed with the Local Authority's brochure and also on the School's supplementary form if you are applying under criteria 2, 3, 4, 7 or 8 between September 2017 and 15 January 2018.

Applications may also be made on-line by using both the common application form and the Supplementary Form. It is not normally possible to change the order of your preferences for schools after the closing date. Whether application is made on paper or electronically, **both the common application form and the supplementary form must be completed by those applying under criteria 2, 3, 4, 7 or 8.**

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority in April. 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 will be a maximum of 35. 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. However the governors may admit above the admission number in certain circumstances. Please contact the school for clarification.

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 previously looked after children. (see note a)
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school. (see note b)
3. Children whose parents are faithful and regular worshippers in the Parish Church of Oxton St Saviour, Birkenhead with St Andrew Noctorum and who have a sibling in school who will still be attending the following year. (see note c)
4. Children whose parents are faithful and regular worshippers in the Parish Church of Oxton St Saviour, Birkenhead with St Andrew Noctorum. (see note c)
5. Children who have a sibling in school who will still be attending school the following year.
6. Children resident in the parish of Oxton St. Saviour, Birkenhead with St. Andrew Noctorum. A map showing the parish is available from the school and on the school website: www.oxtonstsaviours.wirral.sch.uk
7. Children whose families are faithful and regular worshippers in a neighbouring Anglican Church for whom this is the closest Church of England school based on the distance from the school measured by the shortest walking route from the front door of the child's home address or the main entrance of the block of flats they reside in, to the nearest entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. In the event of a tie break a lottery will be undertaken. (see note d)
8. Children whose families are faithful and regular worshippers of another Christian denomination, as recognised by Churches Together in Britain and Ireland and for whom this is the closest Church of England school based on the distance from the school measured by the shortest walking route from the front door of the child's home address or the main entrance of the block of flats they reside in to the nearest entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. In the event of a tie break a lottery will be undertaken. (see note d)
9. Other children.

Notes

- (a) A looked after child is a child who is a) in the care of the Local Authority, or b) being provided with accommodation by a Local Authority in the exercise of their social services functions (under section 22(1) of the Children Act 1989) A previously looked after child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- (b) 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 is question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
- (c) By “faithful and regular” we mean attendance at a minimum of two services per month for at least the 2 years prior to the closing date for applications. Please post your supplementary form to: **The Parish Office, St Saviour’s Parish Centre, Bidston Road, Prenton, Wirral, CH43 2JZ**, a receipt will be sent to you. The form will be completed by the incumbent or their authorised signatory and returned to school.
- (d) Please ensure your supplementary form has been completed by your minister and posted to: **The Parish Office, St Saviour’s Parish Centre, Bidston Road, Prenton, Wirral, CH43 2JZ**.
- (e) 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.
- (f) A map showing the boundaries is available from the school and also on the school website: www.oxtonstsaviours.wirral.sch.uk
- (g) Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner, and in every case, the child should be living in the same family unit at the same address.
- (h) 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 on the basis of the distance from the school measured by the shortest walking route from the front door of the child’s home address or the main entrance of the block of flats they reside in to the nearest entrance of the school, using the Local Authority’s computerised measuring system, with those living closer to the school receiving the higher priority. In the event of a tie break a lottery will be undertaken in a public place with names drawn from a box.
- (i) All children with birthdays between 1 September 2012 and 31 August 2013 are admitted in September. For children with a birthday after Christmas or after Easter parents may defer entry until later in the year and the headteacher should be consulted if this option is being considered.

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.

Multiple Births

Where there are children from multiple births wanting admission and there is only a single place left within the admission number, the governors may admit above the admission number if it is possible to accommodate them.

Admissions information:

Last year the school was oversubscribed. The Admissions Committee applied the criteria and ranked the children accordingly and as a consequence all 35 places were filled.

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 there are more applications for FS2 than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list which is held and administered by the Local Authority. 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 until the end of the autumn term only.

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 school and 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. utility bill 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. 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. Admission will then be as in the Local Authority's coordinated scheme.

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 the Director of Law, HR and Asset Management, Town Hall, Brighton Street, Wallasey, CH44 8ED of their intention to appeal, they will then be supplied with an appeal form which should be returned within 4 weeks of receiving the letter refusing a place.** You will normally receive 14 days' notice of the place and time of the hearing which parents can attend in order to present their case or alternatively they can rely on their written submission.

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.

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.

Oxton St Saviour's CE Aided Primary School
Supplementary form to be returned to school by the Church Officer signing the form.

Name of Child			
Surname	Christian names		
Date of birth	Boy <input type="checkbox"/>	Girl	<input type="checkbox"/>

Name of parent/guardian	
Address	
Post code	
Telephone	Mobile

Place of worship one of parents / guardians regularly attends:

Name of place of worship	
Address	
Name of vicar / priest / minister / faith leader / church officer	
Address	
Post code	Telephone

Worship attendance (TO BE COMPLETED BY THE INCUMBENT):

I confirm that this applicant has attended a minimum of two services per month for at least 2 years prior to the closing date for applications as in criteria 3, 4, 7 or 8 YES / NO
Signature of incumbent or their authorised signatory _____
Office held _____

Special medical or social Circumstances

Tick here if you are applying under this criterion <input type="checkbox"/>
Give details of professional evidence submitted

Please post to: **The Parish Office, St Saviour's Parish Centre, Bidston Road, Prenton, Wirral, CH43 2JZ**