



# Emmanuel Holcombe C of E Primary

## Admissions Policy

### *Our Vision for this Christian Community is*

To grow together in love and learning,  
through faith, family and friendship.

*'Live a life filled with love,  
following the example of Christ.'*

EPHESIANS 5 V2

### **Mission statement**

In our small, friendly school, everyone respects and cares for one another.

In our community, church, home and school we work together to grown in faith and friendship.

In our learning we encourage each individual to reach their potential to grow through skills, knowledge and understanding.

<b>Approved by:</b>	Full Governing Body	<b>Date:</b> October 2024
---------------------	---------------------	---------------------------

<b>Last reviewed on:</b>	December 2023
--------------------------	---------------

<b>Next review due by:</b>	October 2025
----------------------------	--------------

## **Admissions**

Emmanuel Holcombe Church of England Primary School is a voluntary aided school. The Governing Body is the admission authority for the school, and the school is required to act in accordance with the School Admissions Code. The admissions process is co-ordinated by Bury Council (the Local Authority) and the school liaises with the Local Authority and with Manchester Diocese on admissions issues.

As a small Church school, we welcome all parents of prospective pupils to visit our school at any time, by arrangement with the Headteacher. Each year we hold several open days, to which we invite any parents of present pupils and prospective pupils to come and visit our school, meet the children and staff.

### **Reception Year Admission Arrangements**

From September 2020, the school's published admission number (PAN) for the admission of children to the Reception Year changed to 15. If no more than 15 applications are received for admission to the Reception Year, all applicants will be offered places.

The school will admit all children with a Statement of Special Educational Needs or an Education, Health & Care plan naming the school.

### **Oversubscription criteria**

When the number of applications received is greater than the number of remaining places available, (after the admission of any children with a statement of special educational needs or an Education, Health and Care plan naming the school), the decision on which children will be admitted will be based on the following oversubscription criteria, which will be applied in the order of priority set out below:

1. Looked after children and previously looked after children. (A looked after child is a child who is (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 at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangement order or special guardianship order.
2. Children who attend Emmanuel Holcombe Preschool.
3. Brothers/half-brothers/stepbrothers and sisters/half- sisters/stepsisters of children living in the same household, who will also be in school in the September when admission is sought. In the case of families with shared parenting, "living in the same household" will be decided by the address of the parent to whom the child benefit is paid, which will be taken to be the child's home address.
4. Children whose parent/guardian is in regular attendance at public worship at any Church of England Church in the Parish of Holcombe and Hawkshaw. Regular attendance is defined as at least one parent/guardian attending public worship at church at least monthly for a period of at least 12 months, preceding the date of formal application. Confirmation from the Rector will be sought.
5. Children whose parent/guardian is in regular attendance at public worship at any other church which is in membership of Churches Together in Britain and Ireland. Regular attendance is defined as at least one parent/guardian attending public worship at church at least monthly for a period of at least 12 months preceding the date of formal application. Confirmation will be sought from the relevant faith leader. A list of churches in membership of Churches Together in Britain and Ireland can be viewed at [www.ctbi.org.uk](http://www.ctbi.org.uk)
6. Any other children.

### Tie-breakers

Where there are more applicants for the available places within a category, the distance to the child's home address from the main gate of the school, measured by the means of straight-line distance, will be used as the determining factor, nearer addresses having priority.

If the distance from home to school does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.

### Children from multiple births

Where there are children of multiple births wishing to be admitted and the sibling (brother or sister) is offered the final place, the governors may admit over the published admission number if it is possible to do so.

### Applying for places

Applications must be made on the Local Authority's application form or on-line application system. Details of all the applications made will be forwarded to the school by the Local Authority and the school will publish the information on the school website.

Applications received after the closing date will be treated as late applications. The Local Authority will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after those applications received on time.

### Appeals

Should there be a situation where an application for admission has been turned down by the Governing Body, because the school is oversubscribed, parents will be informed of the reason why admission was refused and of their right to appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Admissions Team of the Local Authority. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

### Waiting list

Where we have more applications than places, the admissions criteria will be used to determine the allocation of places. 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 until the 31<sup>st</sup> December at the end of the autumn term following admissions in September.

### Deferred Admissions

Children are entitled to a place in Reception at the beginning of the Autumn term following their fourth birthday. Parents can defer the date their child is admitted to school 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. Where parents wish, their child may attend on a part time basis until the child reaches compulsory school age.

### Requests for admission outside a child's normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. 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.

Parents requesting admission out of the normal age group must put their request in writing, addressed to the Headteacher at the school, together with any supporting evidence that the parent wishes to be taken into account. The governing body will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided 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 also take into account the views of the Headteacher. When informing a parent of their decision on the year group the child should be admitted to, the governing body will set out clearly the reasons for their decision.

Where the governing body agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and governing body must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The governing body must not give the application lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

#### Non-routine/in-year admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school may arrange to visit the school. They will be asked to complete an application form and will be offered a place by the Headteacher if one is available. The Local Authority will be informed of the offer of a place once it has been accepted. If the PAN has been reached, the governors will decide regarding the offer of a place. If there is no place available in our school then the applicant will be informed in writing, together with the Local Authority, and information about how to appeal against the refusal will be provide

#### **Preschool Admission Policy**

Emmanuel Holcombe Primary School offers a 13 place Preschool. Every child is offered the Universal 15 hours funding, and some are eligible for 30 hours extended funding.

#### Admissions criteria

If the number of children requiring places exceeds the number of places available, then the following will be taken into consideration. The criteria listed below is applied in priority order: The children admitted under Priorities 1 and 2 are minimal and only make up a very small percentage of our pupils, nevertheless, the priority criteria will still apply.

**Priority 1:** Children in public care (Looked after Children) who are the subject of a full care order.

**Priority 2:** Other children considered 'vulnerable' and whose application is supported by the Assistant Director for Social Care.

**Priority 3:** Children who have older siblings in years Reception- Year 6. 'Siblings' includes full, step, half, foster or adopted brothers and sisters living permanently at the same address.

**Priority 4:** Children whose parent/guardian is in regular attendance at public worship at any Church of England church in the Parish of Holcombe and Hawkshaw. Regular attendance is defined as at least one parent/guardian attending public worship at church at least monthly for a period of at least 12 months preceding the date of formal application. Confirmation from the Rector will be sought. A list of Church of England churches in the Parish, and a map of the Parish, can be viewed at the school.

**Priority 5:** Children whose parent/guardian is in regular attendance at public worship at any other church, which is in membership of Churches Together in Britain and Ireland. Regular attendance is defined as at least one parent/guardian attending public worship at church at least monthly for a period of at least 12 months preceding the date of formal application. Confirmation will be sought from the relevant faith leader. A list of churches in membership of Churches Together in Britain and Ireland can be viewed at [www.ctbi.org.uk](http://www.ctbi.org.uk)

**Priority 6:** Shortest walking distance to school.

**Priority 7:** Any other children.

The criteria may not be applied in exceptional circumstances. This decision is at the discretion of the Governing Body. Applications for a place under exceptional circumstances needs to be put in writing to the Chair of Governors.

Children who have not been offered a place initially will be put on a waiting list. If places become available during the academic year, the children on this waiting list will be given priority