



*Baines' Endowed Primary School  
& Children's Centre  
A Church of England Academy  
Part of Cidari, Blackburn Diocese Multi Academy Trust  
Penrose Avenue, Blackpool, FY4 4DJ*



### **ADMISSION ARRANGEMENTS 2018**

Applications for admission to the academy for September 2018 should be made on-line at [www.blackpool.gov.uk/schooladmissions](http://www.blackpool.gov.uk/schooladmissions) or on the Common Application Form between September 2017 and 15<sup>th</sup> January 2018. It is not normally possible to change the order of your preferences for schools after the closing date.

Parents **must** complete the Local Authority form, stating three preferences. Parents who wish their application to this Church academy to be considered against the faith criteria **should** also complete the supplementary form. If the school is oversubscribed, a failure to complete the supplementary form 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. The Supplementary Information Form is available from the school.

Email/letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on or around 16<sup>th</sup> April 2018. 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, Cidari: the Blackburn Diocese Multi Academy Trust, the Diocesan Board of Education, the Local Authority and other admissions authorities in the area.

**The number of places available for admission to Reception in the year 2018 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 thirty children; the governors have decided that any mixed age class 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, educational, health and care plan naming the school, the Governing Body will allocate places using the criteria below, which are listed in order of priority.

#### Criteria

1. (a) Children in public care and previously looked after children.  
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.
- (b) Children with special medical or social circumstances affecting the child where these needs can only be met at this school. 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 is question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
2. Children whose parent/guardian is a member of the worshipping community (for a minimum period of 1 year) in a church in full membership of Churches Together in England or the Evangelical Alliance. "Parental worshipping" is normally taken to mean a minimum of monthly attendance at church at public worship for at least one year leading up to 1<sup>st</sup> September 2017. The governors will request confirmation of this from the relevant

member of the clergy or church officer – the clergy reference form is included at the end of this policy. 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 for those within the Evangelical Alliance at [eauk.org](http://eauk.org). Lists are taken as that on 1<sup>st</sup> September 2017. Churches in membership of the equivalent bodies in Northern Ireland, Scotland and Wales are equally accepted. A maximum of 20 children will be taken under this criterion.

3. Children whose parent/guardian is a member of the worshipping community (for a minimum period of 1 year leading up to 1<sup>st</sup> September 2017) of a non-Christian faith in membership of the UK Interfaith Network. The major world faiths are those in membership of the UK Interfaith Network; in addition to Christians, it includes Buddhists, Baha'is, Hindus, Jains, Jews, Muslims, Sikhs and Zoroastrians. The parent must meet the normal religious obligations of the faith. The governors will request confirmation of this from the relevant member of the clergy or worship leader.

4. Children with a sibling attending our school or any school within Cidari, Blackburn Diocese Multi Academy Trust, on the date of application and on the date of admission. Siblings include step, half, foster, adopted brothers and sisters living at the same address.

5. Children whose parents live within the ecclesiastical parishes of St Paul's Marton or St. Wilfrid's Mereside. A map showing parish boundaries for both St Paul's and St Wilfrid's are available in the school prospectus or from the school office.

6. Other Children

#### TIE BREAKER FOR ALL CRITERIA

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. Where two addresses have the same distance, or the cut off point is for addresses within the same building, then the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

**Admissions information:** In 2016 there were 215 applications for 70 places, 95 of these were first preferences. Of the 70 places offered, under the criteria below, this year:

1a – children in care or formerly in care – 1 allocated

1b – children with medical, social or welfare needs – 2 allocated

2 – Member of worshipping community at any church in membership with Churches Together or the Evangelical Alliance – 1 allocated

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

4 – Children who have a sibling in school – 30 allocated

5 – Children living within the Ecclesiastical parishes of St Paul's, Marton and St Wilfrid's, Mereside – 36 allocated

6 – Other children – 0 allocated

The final child offered a place lived within the parish and 0.507 miles from school.

In 2016 5 families chose to appeal for places, none of these appeals were successful.

**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 or in-year admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form by the Local Authority, once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. 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-apply 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. **Parents should notify Miss Snape (Headteacher) at school by the end of May.** 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. Appeals which are received after the deadline will be slotted into the schedule where this is possible. There is no guarantee that this will happen and late appeals may be heard after the stipulated date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venues and the number of appeals for each school (which will vary year on year). 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. You may also request that your child attend school part time until he/she reaches his/her fifth birthday.

**Admission of children outside their normal age group:** Parents may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child<sup>1</sup> 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 must submit a written request to the headteacher via the school address if they wish to request admission out of the normal year group. This must be received at the time of application and this must be accompanied by professional supporting evidence (doctor, consultant, psychologist). Governors will make a decision about admission outside the normal year 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; 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.

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<sup>1</sup> The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth (or on their fifth birthday if it falls on 31 August) It is likely that most requests for summer born children admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely

*Governors will also take into account the views of the head teacher and staff of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the governors will set out clearly the reasons for their decision.*

Where governors agree to a parents' request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child is admitted to a relevant age group (ie the age group to which pupils are normally admitted to the school) the local authority and governors will 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 oversubscription criteria where applicable. We will 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 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.*

**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. In exceptional circumstances we are now able to offer places for both twins and all triplets even when this means breaching infant class size limits. This may also apply to children who are siblings within the same year group.

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

This policy was last updated September 2016 and approved by the Governing Body.

Diocesan Supplementary Information Form

**Admission to primary school, 2018**

**Baines' Endowed Primary School and Children's Centre, a Church of England Academy**

**Name of child:**

Surname ..... Christian names .....

Date of birth .....

**Name of parent/guardian** .....

Address .....  
.....  
.....

Postcode .....

Contact telephone number .....

**If you are applying to this school on faith grounds, please complete the following sections:**

**Place of worship** one of parents / guardians regularly attends:

Name of place of worship .....

Address .....  
.....

**Name of vicar / priest / minister / faith leader / church officer:**

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Address .....  
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Postcode ..... Telephone .....

**Your faith leader will be contacted in order to provide the information.**

**Return this form to the school before 15<sup>th</sup> January 2018.**

This form is for use of the School; it will be sent to the appropriate faith leader, to be returned direct to the school.

Clergy Reference Form

**Admission to primary school, 2018**

**Baines' Endowed Primary School and Children's Centre, a Church of England Academy**

**Name of child:**

Surname ..... Christian names .....

Date of birth .....

**Name of parent/guardian** .....

Address .....

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Post code .....

Contact Telephone .....

This parent has given your name as a reference for his/her commitment to the church/place of worship.

Our criteria require the parent to have attended their place of worship at least monthly for 12 months prior to 1<sup>st</sup> September 2017.

Has this been the pattern for this parent? YES / NO

Signed .....

Name ..... Date: .....

Position .....

Church .....

This church is a part of (please tick):

Churches Together in England    Evangelical Alliance    North West Partnership

Please return this form to .....

By .....

With thanks for your time in completing this reference.