

# School Admission Arrangements for Academic Year 2024 – 2025



School Admissions Arrangements for Academic Year 2024 – 2025 approved by Governors: January 2023

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Chair of Governors

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School Admissions Arrangements for Academic Year 2024 – 2025 shared with parents/carers and on the school website:

January 2023

***'Never settle for less than your best'***

*Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12*

**Our school motto**

Never settle for less than your best.

**Our Vision**

Following in the footsteps of Jesus, each member of our community will flourish as resilient, respectful and adaptable individuals prepared for life's journey. Along the way we will encourage and inspire each other to continue growing as beacons of light in our own lives and the wider world.

**Our Mission Statement**

St. George's Central seeks to provide quality education rooted in the Christian faith, serving the spiritual, moral, and educational needs of the community of which it is part.

**School Admission Arrangements**

The school has an admission number of 45 pupils for entry to the Reception Year. If no more than 45 applications are received, all applicants will be offered places. The school will admit all pupils with a Statement of Special Educational Needs or an Educational Health Care Plan (EHCP) where the school is named in the Statement or EHCP.

Parents/carers must complete the Local Authority application form along with the school's Supplementary Information Form where applicable. If, after the admission of pupils with a Statement of Special Educational Needs or EHCP, there are more applicants for places than the number of places remaining available, places will be allocated using the following oversubscription criteria, which will be applied in the order of priority shown:

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. 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 arrangements order or special guardianship order)]. 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\*\*.
2. Children with sisters or brothers in school on the date that the list of children (who have named us on their admissions application) is ranked; (to include full brothers and sisters, half brothers & sisters, step brothers & sisters and foster brothers/sisters who live at the same address as part of the same family unit).
3. Children who, with their immediate families\*\*\* are regular worshippers at St George's Church, Tyldesley (a regular worshipper is deemed as one who attends Sunday worship on at least 12 occasions during the 12 month period prior to the closing date for applications – **January 2023-January 2024**). Written verification by a member of the clergy or designated church officer, or a St George's Church, Tyldesley Attendance Card, is required as evidence of regular worship.
4. Children with compelling medical or social needs who live in St George's parish.\*\*\*\*\* Written evidence from a professional involved with the child is required in a separate letter.
5. Children who, with their immediate families\*\*\* have an active membership of a church which is a member of Churches Together in Britain and Ireland, either within the boundary of St George's parish or outside of the boundary (a regular worshipper is deemed as one who attends worship on at least 12 occasions during the 12 month period prior to the closing date for applications – **January 2023-January 2024**). Written verification by a member of the clergy or designated church officer, or a St George's Church, Tyldesley Attendance Card, or a completed Supplementary Information Form is required as evidence of regular worship.

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6. Children who live within the parish of St George\*\*\*\*\* with priority given to those living nearest to the school (from the child's home address\*\*\*\* to the main gate at school as measured by the LA).
7. Children who live outside the parish of St George\*\*\*\*\* with priority given to those living nearest to the school (from the child's home address\*\*\*\* to the main gate at school as measured by the LA).

\* Applications for previously looked after children must be supported with appropriate evidence, i.e. a copy of the adoption order, residence order or special guardianship order.

\*\* Applications must be supported with appropriate evidence that the child has been adopted from state care.

\*\*\* 'Immediate family' is classed as the parent/carer/grandparent.

\*\*\*\* Front door of the child's home address is taken as the address at which the child sleeps for the majority of the school week.

\*\*\*\*\*A map showing the boundary for St George's parish, and other Christian churches within it, is available at the school office or through clicking the link below:

<https://www.saintgeorgescentral.wigan.sch.uk/Documents/Admission/Parish%20Boundary.pdf>

NB: Parents/carers are advised to complete the school's own Supplementary Information Form in addition to the Local Authority form where additional information would have a direct bearing on the decisions about oversubscription criteria.

#### Tie Breaker

In the event of oversubscription in any criterion, priority will be given to the children living nearest to the school (from the child's front door to the main gate at school as measured by the LA). Occasionally, the distance from home to school is the same for more than one child. In this case a system will be used to pick at random who will be offered the place. The random allocation process will be supervised by someone independent of the school.

NB: Where there are children of multiple births wishing to be admitted, and the sibling takes the final place, the governors may admit over the infant class requirement (the normal limitation is a maximum of 30 children per infant class, subject to some specific exceptions set out in the School Admissions Code) if it is possible to do so.

#### Late applications

Late applications (those received after the closing date) will only be considered after those received by the closing date. The only exception to this is applications for looked after children that are received by 15<sup>th</sup> February will be included with on time applications.

#### Waiting List Policy

Places may become available at St George's Central after the offer date. In order to decide which children should be allocated these places the school will:

- Put names of all the children who were refused places on the waiting list for the school;
- Keep this list in priority order, decided by the oversubscription criteria for the school only;
- Offer places that become available to the next child on the waiting list; and
- Keep the waiting list until, at least, 31<sup>st</sup> December 2024.

The school cannot take into consideration the length of time a child's name has been on the waiting list as only the admissions criteria for the school can be considered. This means that a child's position on the list may change if another parent requests that their child's name be put on the list and their child has a higher priority in the admissions criteria.

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### **Deferred Entry and Part Time Attendance**

Children are entitled to a full time place in school in the September following their fourth birthday. Once they have been offered a place at the school, the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

### **Nursery Classes**

The admission criteria for schools differ from those for nursery classes. Attendance at the nursery or a co-located children's centre does not guarantee admission to the school. Parents must submit an application for a place in the Reception class by the closing date.

### **Child's Home Address**

You must give the correct permanent home address. This is where the child and parent (or person who has care of the child or parental responsibility) normally live. If you are separated and your child spends time at each parents' address, the address used for admission to the school is that of the main carer. We use the address of the parent who receives the Child Benefit for this purpose.

### **Appeal Against Non-allocation**

(a) Parents/carers who are not offered a place for their child will be informed of this in writing and also of their right to appeal. In the first instance they should write to the Chair of Governors of St George's Central CE Primary School and Nursery, setting out the grounds for appeal, within 20 days of final allocation.

(b) The right of appeal is through an Appeals' Panel. This Panel's decision is final and binding.

(c) Parents/carers will be notified in writing of the Appeal Panel's decision with letters being sent within 5 school days of the hearing wherever possible.

### **Admission of children outside their normal age group**

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

The parents of a summer born child (born between 1<sup>st</sup> April and 30<sup>th</sup> August) may choose not to send their 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. A decision is made on the basis of the circumstances of each case. The process is as follows:

#### **Stage 1 – request**

Parents make a formal request to the Local Authority School Organisation Team in writing with any supporting evidence they wish to be considered. A request for delayed entry to reception class should be made at the same time as applying for a place for normal entry (i.e. by the closing date of 15<sup>th</sup> January) in order to give sufficient time for the case to be considered prior to the offer of school places on 16<sup>th</sup> April. A request for in year admission outside of the normal age group should be made on the normal in year transfer form. We do not accept requests for early entry to reception class for children who will not be of statutory school age.

#### **Stage 2 – decision**

Requests for St George's Central CE Primary School and Nursery will be referred to the school to be considered. We will look at the following factors but these are not exhaustive:

- Parents' views.
- The needs of the child and the possible impact on them of being educated out of year group.
- The child's medical history and views of medical professionals if appropriate.
- In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth.
- Whether delayed academic, social, emotional or physical development is adversely affecting their readiness for school.
- Any other information which the parent requests the school to consider.

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### **Stage 3 – outcome**

Parents are notified of the decision in writing by the School Organisation Team.

### **Request agreed**

If the request is agreed the application will be considered for the year group requested and ranked alongside any other applications.

**There is no guarantee that a place will be offered at the school.** 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.

Where a child has been educated out of their normal age group, the parent may again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of that school to decide whether to admit the child out of their normal age group.

### **Request refused**

There is no statutory right of appeal against the refusal of a request for admission outside the normal age group. However, if the parents are dissatisfied they have the right to complain under the school's complaints procedure.

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**Supplementary Information Form for entry to Reception Class, September 2024  
(Academic Year 2024–2025)**

As St George's Central CE Primary School and Nursery is a Voluntary Aided school, you are advised to complete this supplementary information form in addition to the Local Authority form should you fall within **Criteria 5 of the School Admission Arrangements and you do not have a completed St George's Church, Tyldesley Attendance Card**. The school sets out the criteria for admissions, in the order that they would be applied in the case of oversubscription (i.e. if more than 45 applications are received). **Please complete the sections that are relevant to your circumstances. This form should be returned to the school office only.**

Child's Name	
Child's Date of Birth	
Parent's/Carer's Name	
Address	
Post Code	
Contact No. for parent/carers	
Name(s) of any brothers/sisters currently attending St. George's Central CE Primary School and Nursery.	

Please attach a separate letter (e.g. from a doctor, psychologist or social worker) setting out evidence of your child's medical or social circumstances and the reasons why these could only be met at St George's Central CE Primary School and Nursery.

If you attend a church, please ask a member of the clergy or designated church officer to complete and sign the following section of the form, or attach written verification/church attendance card to this form.

Denomination and name of church/place of worship child attends.	
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Please tick the box below to confirm the child's attendance.

I confirm that the child has attended regular Sunday worship during the 12 month period prior to the closing date for applications – January 2023-January 2024.	
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Name of member of the clergy or designated church officer: \_\_\_\_\_

Signature of member of the clergy or designated church officer: \_\_\_\_\_

Signed \_\_\_\_\_ (Parent/Carer)

**Please use the Admissions Criteria for 2024-25 when completing this form.**

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