

Name and telephone number	Address	Admission limit 2018	Admission limit 2019
<b>Bickershaw C.E. Primary 01942 866317</b>	Bickershaw Lane, Bickershaw, Wigan WN2 4AE	22	22

### Admission Criteria 2019/20

Where the school receives more applications than places available, the following admission criteria will be applied once places have first been allocated to pupils who have a Statement of Special Educational Needs or Education, Health and Care Plan which names the school:

1. Looked after children and previously looked after children<sup>+</sup>.
2. Children whose parents<sup>\*</sup> are involved in the work and worship of Bickershaw Parish Church and attend on a regular basis confirmed by a reference from the Vicar/Minister <sup>(a)</sup>.
3. Children who have a brother or sister<sup>\*\*</sup> attending Bickershaw C.E. Primary School, on entry.
4. Children whose parents are involved in the work and worship of another Anglican Church and attend on a regular basis confirmed by a reference from the Vicar/Minister <sup>(a)</sup>.
5. Children whose parents are involved in the work and worship of another Christian Church and attend on a regular basis confirmed by a reference from the Vicar/Minister <sup>(a) and (b)</sup>.
6. Distance from home to school. Children living nearest to the school, measured in a straight line from the child's home address to the main office entrance of the school, will be given priority.

### Notes

<sup>+</sup>Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). 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.

\*Parent is defined as a person with parental responsibility.

\*\*We will include, half-brothers and half-sisters; stepbrothers and stepsisters; foster brothers and foster sisters who live at the same address as part of the same family unit.

<sup>(a)</sup> Parental involvement is taken to mean a minimum of monthly attendance for 12 months confirmed by a letter from the Vicar/Minister.

<sup>(b)</sup> The Governing Body defines 'Christian Church' as being any church in membership of, or sharing the statement of belief of 'Churches together in England'

### Tie-breaker

If more children fall into any one category than the number of places left, the Governors will offer places to the children who live nearest to the school. Distance will be measured in a

straight line from the children's home address to the main school entrance, using Wigan Council's measuring system.

In cases where there are two or more children with the same distance measurement (for example if more than one child lives in a block of flats), where to admit another child would breach the infant class size regulations, a system will be used to randomly pick who will be offered a place. Please contact the school if you would like more information about this.

If we offer the last place available to one of twins (or triplets and so on) our policy is to admit the other twin or triplets too.

### **Child's home address**

You must give the correct permanent home address. This is where the child and parent, or the person who has care of the child or parental responsibility, normally live.

If you are separated and your child spends time at each parent's address, the address we use for admission to school is that of the main carer. We use the address of the parent who gets the Child Benefit for this.

### **Deferred entry**

Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, the place will be held open and not offered to another child. Parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

### **Part-time attendance**

Parents can request that their child attends part-time until the child reaches compulsory school age.

### **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 February will be included with on time applications.

### **Waiting lists**

A 'waiting list' will be established for unsuccessful applicants.

Places may become available at a school after the offer date on 16<sup>th</sup> April 2019. To decide which children have these places we will:

- Put all children who we refused a place at one of their preferences on the waiting list for the school;
- Keep the 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 the end of the autumn term.

Important information about the waiting list: We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the admission criteria.

## **Notes**

The length of time that a child's name has been registered at the school is not one of the criteria.

## **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 April and 30 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 early entry into Year 7 should be made before 31 October in the previous academic year in order to give sufficient time for the case to be considered prior to the offer of school places on 1 March.
- 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 January) in order to give sufficient time for the case to be considered prior to the offer of school places on 16 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 voluntary-aided, foundation and academy schools will be referred to the school to be considered.

Requests for community and voluntary controlled schools will be considered by the local authority. We will look at the following factors but these are not exhaustive:

- Parent's 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 local authority to consider.

### **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 preferred 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 through the Council's complaints procedure for decisions made by the local authority or under the school's complaints procedure where the decision has been made by the school.

# Bickershaw Church of England Primary School

## Supplementary Information Form

### Child's Details:

Full Name: .....

Date of Birth: .....

Home Address: .....

Postcode: .....

Telephone No: .....

Information Linked to oversubscription criteria once places have been allocated to pupils with a Statement of Special Educational Needs or Education, Health and Care Plan:

1. Is the child a looked after or previously looked after child? .....

2. Are children's parents regularly involved in the work and worship of Bickershaw Parish Church and attend on a regular basis<sup>(a)</sup> .....

3. Does the child have a brother or sister attending Bickershaw C. E. Primary School on entry .....

Surname: ..... Forename: .....

Surname: ..... Forename: .....

4. Are children's parents regularly involved in the work and worship of another Anglican Church and attend on a regular basis<sup>(a)</sup> ..... (Which) .....

5. Are children's parents regularly involved in the work and worship of another Christian Church and attend on a regular basis<sup>(a)</sup> ..... (Which) .....

(a) Regular attendance is deemed to be a minimum of once a month for 12 months – written evidence required from Vicar/Minister.

Parent's Name: ..... Parent's Signature: ..... Date: .....

Application to Governors for Admission to Bickershaw Church of England Primary School  
commencing September .....

**PLEASE NOTE THAT COMPLETION OF THIS FORM DOES NOT GUARANTEE A PLACE AT THIS SCHOOL.**