



Admissions Arrangements Policy

Christ in everything we do...

- Happiness, love and security abound
 - Everyone is special
- Every achievement is celebrated
- Relationships and teamwork matter
- A beacon of light in the community
 - Christ in everything we do

Head Teacher
Chair of Governors

Sandie Edward
Jeremy Hooper

Introduction

This document sets out the admission arrangements of St Philip's Church of England Primary School, Southport. For the purposes of this policy, the Local Governing Board is the admissions authority.

Process

1. Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date.
2. The Local Authority will inform parents of the offer of a place on behalf of the Local Authority on the national offer date or the next working day.
3. St Philip's Church of England Primary School, Southport has a Pupil admission number of 30 pupils for entry into Reception. The school will accordingly admit at least 30 each year if sufficient applications are received. All applicants will be admitted if 30 or fewer apply. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below.
4. St Philip's Primary School is a Voluntary Aided Church School. Supplementary forms must be completed when applying for a place at our school regardless of the category under which you are applying and even if you have a sibling who attends already. Parents with siblings in school must complete the relevant documentation.
5. If you are applying under category 3, 4 or 5 you will also be required to complete our Ministers Reference form.
Forms must be requested from the school office and must be returned to school by the national closing date.
6. If you are applying under category 1, the admissions authority of St Philip's Primary School will check and where necessary request evidence from parents to demonstrate the child is eligible for priority under oversubscription category 1.

The admissions Criteria for the school are as follows:

- 1) Looked After (**LAC**), and children who were previously Looked After children (**PLAC**) (in state care) but immediately after being looked after became subject to adoption, child arrangement order or Special Guardianship or children who appear to the admissions authority of the school to have been in state care outside of England and cease to be in state care because they were adopted (**IPLAC**)
- 2) Children who have a brother or sister attending school and who will still be there at the start of the new academic year.
- 3) Children who regularly attend worship at St. Philip's and St. Paul with Wesley with an immediate family member
- 4) Children who regularly attend worship with an immediate family member at another Anglican or Methodist Church.
- 5) Children who attend worship regularly with an immediate family member at some other Christian Church which is designated under the Ecumenical Relations Measure nationally by the Archbishops of Canterbury and York or locally by the diocesan bishop, or is a member of churches Together in England, or the Evangelical Alliance, or a partner church of Affinity'.
- 6) Other children decided by distance

SELECTION PROCEDURE

After the admission of pupils with an Education, Health and Care Plan which names the school and where there are more applications than places available, the Admissions committee will place each application into one of the criteria categories set out above, depending on the answers given on the application form and the additional information provided.

The committee will then accept all the applications in category 1), and then those in the category 2) and so on until the 30 places available for admission are filled.

Tie Breaker Clause – distance from home to school. Distance measurements are provided by the Local Authority.

Definitions

Definition of **immediate family member** as defined by the Governing Body of St Philips Primary School is the Legal Parents, Carers or Guardians, Maternal or Paternal Grandparents, Aunt, Uncle or Older Sibling who is 18 or older.

Definition of **brothers and sisters**. This includes stepbrother and stepsister living in the **same** household.

Regular worship is defined as one parent or an immediate family member attending worship at least twice a month for the six months period in the year prior to the child starting school. (A Minister's reference form must be completed and submitted to the school office by the national closing date)

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship".

Definition of **Looked After (LAC)** as defined by the Governing Body of St Philips Primary School is a child who is in the care of the local authority in England or is being provided with accommodation by the local authority in England in the exercise of their social services function.

I PLAC - A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

PLAC - children who were previously looked after by English local authorities

Late applications

1. Applications received after the closing date and before the [Admission Authority's] admission meeting will be placed last in the criteria in which they fall unless the [Admission Authority] is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time. Supporting evidence, including that provided by the required Supplementary Information Form, must also be supplied by the closing date for applications, unless it is satisfied that there are exceptional circumstances which reasonably prevented it being submitted on time. In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

In-Year admissions

1. From time to time a place becomes available further up the school. The allocation of places is in accordance with the admissions criteria. Preference will be given to children moving into the area from outside the Local Authority area who do not have a school place. Evidence will need to be provided that the child has recently moved in.

Admission of children outside their normal age group

1. Parents may request that their child is admitted to a year group outside their normal age range, for instance where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- 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.

The school will consider each case on its merits, considering the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

Waiting Lists

1. The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the admission authority and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

Appeals Procedure

1. All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact the school office at St Philip's Church of England Primary School, Southport at Hampton Road, Southport, Merseyside, PR8 6SS within 30 days of the date of the letter refusing your child a place at the school for information on how to appeal. Information on the timetable for the appeals process is on our website at <https://www.stphilipssouthport.com/>

School age

1. A full-time school place in the Reception class is available for children from the September following their 4th birthday.

Deferred entry for infants

1. Parents offered a place for their child have a right to defer entry, or to take a place up part- time, until the start of the term beginning immediately after their child has reached compulsory school age of 4. However, places cannot be deferred until the next academic year.

Address definition

1. The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child.

Enquiries

1. Should be sent to The School Office by email or by letter for the attention of the Head Teacher.