



# **Huyton with Roby CE Primary School**

## **Policy for Admissions 2019 – 2020**

**(2019-2020 is the sixth year in a seven year cycle for consultation. The first year was 2014-2015)**

**Author:** Mrs J Stratford

**Date of Policy:** January 2018

**Date of Ratification:** March 2018

**Governor's Meeting:** Ratified at Full Governing Body Meeting

**Review Date:** Autumn 2018

Signed.....Chair of Governors

Date of Signature.....

## **Admissions Policy and Procedures September 2019/20**

**Determined by the Full Governors Meeting \_\_March 2018\_\_\_\_\_**

### **Admissions to an academy in the Liverpool Diocesan School Trust**

Admissions to a school in the LDST are the responsibility of the Governors, in agreement with the Diocesan Board of Education and the Local Authority.

The agreed admission number for entry to the reception classes is 60.

The agreed admission number for entry to the nursery classes is 60.

Responsibility for allocating places is delegated to the Governors Admission Committee which includes the headteacher.

The governors follow the requirements of the national School Admission Code and the requirements of the Knowsley Primary Admissions Scheme for 2019/20

When the number of requests for admission is more than the number of available places, priority will be given in the following order.

### **Criteria for the allocation of school places**

1.1. Children in Public Care. This includes any “child looked after” and any child who was previously looked after but immediately after being looked after became subject to an adoption, residences or special guardianship order.

Proof: Appropriate documentations from LA agencies

1.2. Children whose parents worship regularly at St. Michael’s Church, Huyton, St. Bartholomew’s Church Roby and Trinity Church Huyton. See note regarding regular attendance.

Proof: clergy of one of the three churches to complete form in appendix 1

1.3. Children whose parents worship regularly at other Christian Churches in Huyton or Roby. See note regarding regular attendance.

Proof: clergy/pastor of the church to complete form in appendix 1

1.4. Children who have an older brother or sister on roll at the time of application and who will still be attending the school at the time of their admission. This includes full, half or step brothers and sisters, foster brothers or sisters and children who are living at the same address and are part of the same family unit.

1.5. Other applicants.

In the event of a tie-break within any of the criteria above, children living the shortest distance from the school will have priority; this will be measured in a straight line from home to school, using the LA computer GIS system.

The address which receives child benefit will normally be used if the child’s time is split between two homes, but the governing body reserves the right to request other proofs as fit the individual circumstances.

If there are two children who have exactly the same distance measurement, then random selection will be applied to determine the outcome.

Where the distance tiebreak does not assist e.g. twins, triplets wanting admissions and there is only a

single place left within the admission number, then the governing body will exercise as much flexibility as possible with 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.

Note. 1 Regular attendance is taken to mean a minimum of a fortnightly attendance at church at public worship for at least one year prior to seeking a clergy reference. Regular attendance of a parent or guardian must be provided by a member of the clergy or other designated church officer on the form provided.

Note. 2. The reception classes and key stage 1 classes are organized into 6 classes of no more than 30 in each.

The key stage 2 classes are organized into 8 classes of no more than 30 in each.

Note 3. Time scale for admissions to the reception classes is highlighted in the LA co-ordinated admission booklet for the relevant academic year.

Note 4. If parents or carers choose to submit a faith reference from the clergy in appendix 1, then it is their responsibility to return it to the school by the closing date given.

Note 5. The school must appear on the list of the three preferences on the relevant Local Authority form. Where no faith reference has been handed in, then applicants will be considered on the information on the common application form.

Note 6. Where an application is made for a reception place for a child who does not reach compulsory school age\* by 31<sup>st</sup> August 2019, it is possible to defer entry until later in the school year. The parent cannot, of course, defer entry beyond the beginning of the term after the child's fifth birthday.

Parents of summer-born children may request the governors' agreement to apply for a reception place the year following the normal reception intake date. Parents who wish to take up this option should apply for a place during the normal application year and submit at the same time the local authority's additional form to make the request. The Authority will pass the request to the Governing Body. Forms can be obtained from the Local Authority.

\* Compulsory school age = beginning of term following 5<sup>th</sup> birthday.

### **Right of Appeal**

Under the School Standards and Framework Act 1998, parents have the right to appeal if their application is not successful in the first instance. Information about this is also provided by the LA. The right to appeal is through an independent Appeals Committee, set up in accordance with the 1998 Act. The appeal paperwork should be submitted to the governors of the school and the school will then organise an independent appeal.

### **Publication of admission criteria**

The Governing Body will make this policy available to any interested parent.  
The Governing Body will publish the main criteria in the school prospectus.  
The Governing Body will make this policy available to other local schools.

## **Nursery Admissions.**

Huyton with Roby CE Primary School has a 60 place nursery, i.e.30 places in each session – morning and afternoon with some places reserved for the 30hr full time places. Governors shall ensure that a maximum of 60 part time places are available in the nursery each year. (Please note that not all 60 may be vacant, as it may be that some places are already filled by children already on roll and not yet old enough to be admitted to reception or accessing the 30hr childcare offer.)

NB - A place in the Nursery class does not guarantee a place in the reception classes the following year; application must be made on the relevant Local Authority form at the appropriate time.

The criteria and procedures below are followed for nursery admissions. Parents should note that children will be admitted to the Nursery class normally at the beginning of the academic year in which their fourth birthday falls. It is not common that places are available for younger children.

Parents should complete the school's nursery application form, and if they wish, the supplementary form regarding church attendance,(Appendix 2) and submit it to school no later than 15<sup>th</sup> January of the year in which September admission is sought. Allocation letters will be sent out on or around 16<sup>th</sup> April of the year in which September admission is sought.

If a place is offered, confirmation of date of birth and home address will be required. Where evidence is not satisfactory, places may be withdrawn.

Where there are more applicants than places available, the following priorities will be applied in order:

### **Criteria for the allocation of nursery places**

1.1 Children who are at least three years of age by 31<sup>st</sup> August 2019 and whose parents worship regularly at St. Michael's Church, Huyton, St. Bartholomew's Church Roby and Trinity Church Huyton. See note regarding regular attendance.

Proof: clergy of one of the three churches to complete form in appendix 2

1.2 Children who are at least three years of age from 31<sup>st</sup> August 2019 and whose parents worship regularly at other Christian Churches. See note regarding regular attendance.

Proof: clergy/pastor of the church to complete form in appendix 2

1.3 Children who are three years of age from 31<sup>st</sup> August 2019 and who have an older brother or sister on roll at the time of application and who will still be attending the school at the time of their admission. This includes full, half or step brothers and sisters, foster brothers or sisters and children who are living at the same address and are part of the same family unit.

1.4 Other children who are at least three years old on 31 August 2019

In the event of a tie-break within any of the criteria above, children living the shortest distance from the school will have priority; this will be measured by a system devised by the governors

If there are two children who have exactly the same distance measurement, then random selection will be applied to determine the outcome.

The address which receives child benefit will normally be used if the child's time is split between two homes, but the governing body reserves the right to request other proofs as fit the individual circumstances.

Where the distance tiebreak does not assist e.g. twins, triplets wanting admissions and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible with 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.

Where places remain unfilled, applications on behalf of younger children will be considered:

1.5 Children who are at least 3 years old by 31<sup>st</sup> December 2019.

1.6 Children who are at least 3 years old by 31 March 2020

1.7 Children who are at least 3 years old by 31 July 2020

In the event of a tie-break within any of the criteria above, children living the shortest distance from the school will have priority; this will be measured using a system devised by the governors. If there are two children who have exactly the same distance measurement, then random selection will be applied to determine the outcome.

Where the distance tiebreak does not assist e.g. twins, triplets wanting admissions and there is only a single place left within the admission number, then the governing body would consider the possibility of offering places above the normal ratio limitations.

Note. 1 Regular attendance is taken to mean a minimum of a fortnightly attendance at church at public worship for at least the year prior to 1<sup>st</sup> September in the year before admission to nursery class.. Regular attendance of a parent or guardian must be provided by a member of the clergy or other designated church officer on the form provided.

Note. 2. The nursery classes are organised into 2 classes of no more than 30 in each.

Note 3. If parents or carers choose to submit the faith reference from the clergy in appendix 2, then it is their responsibility to return it to the school by the closing date given.

Please keep this copy of the admission policy for your own information.

Please contact the Headteacher or Clerk of Governors of the School if you need further information regarding admissions to Huyton with Roby C.E. (Aided) Primary School.

Appendix 1 Faith Ref from clergy.

Appendix 2 Faith Ref from clergy for nursery.

Prospective parents are warmly invited to visit the school but are asked to make an appointment in order that adequate time can be provided.

NB - Whether parents visit the school or not has no effect on consideration of their application.

Huyton- with- Roby School  
Supplementary Form

Appendix 1.

This form should be completed in addition to the Local Authority preference form by any applicants who wish to be considered under criterion 1.2 or 1.3 of the school policy and returned directly to the school by the closing date specified.

This form will be disregarded if the applicant does not name Huyton- with- Roby School as a preference on the Local Authority application form.

**Name of child:**

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

Date of Birth.....

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

Address.....

.....Post Code.....

Telephone .....Mobile.....

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

Name of place of worship.....

Address.....

.....

Name of vicar/priest/minister/faith leader.....

Address.....

.....

Post Code..... Telephone.....

**Worship attendance:**

How frequently do you attend worship?

At least fortnightly  Less

For how long has this been your practice?

For 1 year or more  Less

Please obtain your faith leader's signature below in order to confirm this information before submitting this form to school.

Signed..... Vicar/minister.....

Date.....

**Huyton- with- Roby School  
Supplementary Form**

**Appendix 2.**

**This form should be completed in addition to the Local Authority preference form by any applicants who wish to be considered for a nursery place under criterion 1.2 or 1.3 of the school policy and returned directly to the school by the closing date of 15<sup>th</sup> January of the year in which September admission is sought.**

**Name of child:**

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

Date of Birth.....

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

Address.....

.....Post Code.....

Telephone .....Mobile.....

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

Name of place of worship.....

Address.....

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Name of vicar/priest/minister/faith leader.....

Address.....

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Post Code..... Telephone.....

**Worship attendance:**

How frequently do you attend worship?

At least fortnightly  Less

For how long has this been your practice?

For 1 year or more  Less

Please obtain your faith leader's signature below in order to confirm this information before submitting this form to school.

Signed..... Vicar/minister.....

Date.....