



St Helens Council

## **ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS: ACADEMIC YEAR 2020-21**

Applications for primary school places during the normal admissions round are processed in accordance with St Helens co-ordinated admissions scheme for maintained primary schools and academies.

### **Admission Age**

Children become of statutory school age at the beginning of the first term after they reach the age of five. The School Admissions Code states that admission authorities must provide for the admission of all children in the September following their fourth birthday. Places must be offered on a full time basis but 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.

### **Deferred Entry**

Parents may also request that their child's entry be deferred until later in the school year following their fourth birthday, providing they do not defer beyond the point at which they reach compulsory school age. Children born in the summer term are not required to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning Year 1.

**In all cases parents will be advised to discuss any request for deferred entry with the relevant primary school.**

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

As a general principle, the Local Authority believes that children should be educated within their chronological peer group. The National Curriculum enables schools to modify both the curriculum offered and the assessment procedures in order to meet individual needs. Inclusion, therefore, should be promoted through curriculum differentiation within the classroom, rather than by moving the child into another year group.

The School Admissions Code makes it clear that it is school admission authorities who are responsible for making the decision on which year group a child should be admitted to but they should make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. Therefore, the Local Authority has drafted a separate protocol for the admission of children outside their normal age group. A copy of this protocol that explains how applications will be processed is available on the Council's website, at:

<https://www.sthelens.gov.uk/schools-education/school-admissions/primary-schools/>

### **Applications for Reception Year places where a Nursery Unit is attached to a Primary School**

Where schools have a nursery unit attached, a separate application must be made for admission to the reception class. Attendance in the nursery does not guarantee admission to the school for primary education. Applications must be made in the normal way and the oversubscription criteria will be applied as stated below.

#### **Published Admission Numbers**

| <b>Voluntary Controlled Primary Schools</b> | <b>Admission Number 2020-21</b> |
|---|---------------------------------|
| Eccleston Lane Ends Primary                 | 35                              |
| Queens Park CE/URC Primary                  | 60                              |
| Rainford CE Primary                         | 45                              |
| Sutton Oak CE Primary                       | 45                              |
| The District CE Primary                     | 60                              |
| Wargrave CE Primary                         | 60                              |

| <b>Community Primary Schools</b> | <b>Admission Number 2020-21</b> |
|----------------------------------|---------------------------------|
| Allanson Street Primary          | 60                              |
| Ashurst Primary                  | 30                              |
| Bleak Hill Primary               | 60*                             |
| Broad Oak Primary                | 90                              |
| Carr Mill Primary                | 45                              |
| Chapel End Primary               | 60*                             |
| Eaves Primary                    | 30                              |
| Eccleston Mere Primary           | 60                              |
| Garswood Primary                 | 30                              |
| Grange Valley Primary            | 30                              |
| Legh Vale Primary                | 70                              |
| Longton Lane Primary             | 45                              |
| Lyme Community Primary           | 30                              |
| Merton Bank Primary              | 30                              |
| Newton-le-Willows Primary        | 90                              |
| Oakdene Primary                  | 30                              |
| Rainford Brook Lodge Primary     | 30                              |
| Rivington Primary                | 30                              |
| Robins Lane Community Primary    | 30                              |
| Sherdley Primary School          | 60                              |
| Sutton Manor Community Primary   | 30                              |
| Thatto Heath Community Primary   | 90                              |
| Willow Tree Primary              | 45*                             |

\*Under review

## **Oversubscription Criteria (for all except Eccleston Lane Ends Primary)**

Where the number of applications for admission is greater than the published admission number, applications will be considered against the oversubscription criteria set out below. After the admission of pupils with Statements of Special Educational Needs or EHC Plans, where the school is named on the Statement/Plan, the criteria will be applied in the following order:

1. Looked after children and children who were previously looked after but then became subject to adoption, a child arrangements order, or special guardianship order.<sup>1</sup> This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted;<sup>2</sup>
2. children who have a brother or sister at the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit;
3. other children.

<sup>1</sup> *A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.*

<sup>2</sup> *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.*

### **Tie Break**

In the event of any over-subscription in the number of applications made under any of the categories above the Local Authority will offer places first to children whose family home is nearest the school. The measurement shall be done by the Local Authority in a straight line using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the school.

Where the tie-break does not distinguish between applicants, e.g. children living in the same block of flats, random allocation will be used. This will be done by drawing lots and supervised by someone independent of the school.

### **Special Conditions for Twins (etc.)**

Where the final place in a year group is offered to one of twins or triplets etc., the Local Authority will not apply the tie-break as it will admit the other twin etc. too, even if that means going above the admission number for the school concerned.

## **Oversubscription Criteria for Ecclestone Lane Ends Primary**

Where the number of applications for admission is greater than the published admission number, applications will be considered against the oversubscription criteria set out below. After the admission of pupils with Statements of Special Educational Needs or EHC Plans, where the school is named on the Statement/Plan, the criteria will be applied in the following order:

1. Looked after children and children who were previously looked after but then became subject to adoption, a child arrangements order, or special guardianship order.<sup>1</sup> This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted;<sup>2</sup>
2. children who have a brother or sister at the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit;
3. children who live within the catchment area (see map below);
4. other children.

<sup>1</sup> *A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.*

<sup>2</sup> *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.*

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### **Definition of Home Address**

This is the address where the child and parent, or person with parental responsibility, normally live. The address which receives child benefit will normally be used if the child's time is split between two homes, but the Authority reserves the right to request other proofs as fit the individual circumstances. It may be necessary for the Authority to carry out checks to confirm that addresses given are genuine. Parents may, therefore, be asked to produce documentary evidence of their child's home address e.g. Council tax or utility bills

If parents are planning a permanent house move after applying but before places are allocated they will be required to provide documentary evidence of this e.g. a copy of an exchange of contract or a tenancy agreement.

### **False Information**

Where the Local Authority discovers that a child has been awarded a place as a result of any false information e.g. home address, date of birth it may withdraw the offer of a place.

### **Late Applications**

Applications submitted after the closing date will only be considered alongside those who applied on time when they are received before the allocation procedures begin. However, as this date cannot be predicted, parents have no guarantee that any application received after the closing date will be included.

### **Waiting List**

During the normal admissions round, if a place is refused because the school is oversubscribed the applicant will automatically be placed on the waiting list. The waiting list will be kept in priority order according to the oversubscription criteria and not on the date on which applications were received. 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.

Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

The waiting list will close at the end of the autumn 2020 term, parents who wish their child to remain on the reception year waiting list after this date will need to re-apply on an in year application form.

### **Appeal Procedure**

Where parents are unsuccessful in applying for a school place, the decision letter will give reasons why the application was refused (in light of the published admission arrangements) notification of the right of appeal, including details of how, and to whom, to make an appeal and where to obtain further information.

Parents should be aware that legislation limits infant class sizes to 30 pupils and restricts the grounds upon which an appeal can be upheld. They would have to show that the decision was one which in the circumstances no reasonable admission authority would have made, or that their child would have been offered a place if the admission arrangements had been properly implemented.



### **Fair Access Protocol**

All local authorities must have a Fair Access Protocol to ensure that schools in their area admit a fair share of children with challenging behaviour and that access to education is secured quickly for children who have no school place. As a result primary schools in St Helens may be required to admit above their published admission number, even if the year group concerned is full.

**All schools must participate in their local authority's protocol. For that reason, admission appeal panels will not view the fact that a school is obliged to admit over its admission number as an indication that it can do so for all in year transfers without causing prejudice to the efficient provision of education or efficient use of resources.**

### **In-Year Transfers**

Applications for children transferring school, other than at the normal point of entry, are processed in accordance with the agreed In Year Transfer Scheme.