



St James' Blackburn  
CE Primary School

### **Mission Statement**

Together we value, inspire and develop each child within a happy, safe community based on Christian values and respect for other faiths.

## **Determined Admissions Policy 2019 - 2020**

**Date Agreed by Governors:** 7<sup>TH</sup> December 2017

**Governor Review Date:** 7<sup>th</sup> December 2018

*Honesty Forgiveness Courage Hope Kindness Respect Love Friendship Hope*

## **Making an Application**

Making an application for admission to the school should be made online via [www.blackburn.gov.uk/admissions](http://www.blackburn.gov.uk/admissions) or on the common application form enclosed with the Local Authority's brochure between September 2018 and 15<sup>th</sup> January 2019. It is not normally possible to change the order of your preferences for schools after the closing date.

Parents must complete the Local Authority application form, stating three preferences. Parents who wish their application to this Church school to be considered against the faith criteria **should** also complete the appropriate questions on the common application form. If the school is oversubscribed, a failure to answer these questions may result in your application for a place in this school being considered against lower priority criteria as the Governing Body will not have information upon which to access the worship attendance. Please note that the supplementary Faith reference form is only required to be completed by parents whose children are not resident within the area administered by Blackburn with Darwen Borough Council and whose parents are applying under the Faith criteria.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority by 16<sup>th</sup> April 2019. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

## **Admission Procedures**

Arrangements for admission have been agreed following consultation between the Governing Body, the Blackburn Diocesan Board of Education, Local Authority and other admissions authorities in the area.

The number of places available for admission to the Reception class in year 2019 will be a maximum of 60.

The Governing Body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds their admission number. By law, no infant class may contain more than 30 children. The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. In the event that there are more applicants than places, after admitting children with a statement of special educational need or an Education, health and care plan naming this school, the Governing Body will allocate places using the criteria below. These are listed in order of priority.

### **1. a) Looked After Children and previously Looked After Children**

This includes any "looked after child" and any child who was previously looked after but immediately being looked after was adopted or became subject to a residence order/ child arrangement or special guardianship order.

**b) Children with special medical or social circumstances affecting the child where these needs can only be met at this school.**

Professional supporting evidence from a doctor, psychologist, social worker etc., is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why this school is the most suitable school and the difficulties which would be caused if the child had to attend another school.

**2. Children who have a sibling attending the school on the date of application and on the date of admission.**

Siblings include step, half, foster, adopted brothers and sisters including children of the parent/carer's partner living at the same address.

**3. Children whose parent(s) live within the ecclesiastical parish of St. James' Blackburn.**

A map showing the parish boundaries is available in the school office.

**4. Children whose parent(s) live outside the ecclesiastical parish of St. James' Blackburn.**

**a) Children with a parent/ guardian worshipping in a church in full membership of Churches Together in England, The Irish Council of Churches, Action for Churches Together in Scotland. Churches Together in Wales, the Evangelical Alliance or the North West Partnership of Churches**

"Parental worshipping" is normally taken to mean a minimum of regular monthly attendance at a church at public worship for over at least six months leading up to 1<sup>st</sup> September 2018.

The Governors will request confirmation of this from the relevant member of the clergy or the church officer.

The lists of Churches can be found on the Churches Together in England website <https://www.cte.org.uk/> ; the Irish Council of Churches <https://www.irishchurches.org/> ; Action of Churches Together in Scotland <http://www.acts-scotland.org/> ; Churches Together in Wales <http://www.cytun.org.uk/> ; the Evangelical Alliance <http://www.eauk.org/> ; North West Partnership of Churches <http://northwestpartnership.com/> lists are taken as on 1<sup>st</sup> September 2018.

**b) Other children**

### **Tiebreaker**

Where there are more applicants for the available places within a category, then distance between Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor with nearer addresses having priority over more distant one. This address point is within the body of the property and usually located at its centre. Where the cut-off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s). The draw will take place at the Local Authority's office and the name(s) will be drawn by a computer system.

### **Twins/multiple births**

Where there are twins, etc. wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits. This may also apply to siblings who are in the same year group.

### **Last year's admissions**

Last year the school was able to admit all children whose parents applied for a place.

### **Late applications for admission**

Where there are extenuating circumstances for an application being received after the closing date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the closing date will be considered after all the others, and placed on the waiting list in order according to the criteria.

### **Waiting List**

Where there are more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants to the school will be slotted into the order according to the extent to which they meet the criteria. Then it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. 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. This is not dependant on whether an appeal has been submitted.

Please note that looked after children, previously looked after children and those allocated a place at the school in accordance with the Fair Access Protocol must take precedence over those on the waiting list.

### **Address of Pupil**

The address used on the school's admission form must be the current one at the time of application, i.e. the family's main residence. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is a dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP, Council Tax Office, Electoral Registration Officer, Utilities Provider. For children of UK Service Personnel and other Crown Servants returning to the area proof of posting is all that is required.

### **Non Routine Admissions**

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school should arrange to visit the school to discuss this and then submit an "In Year Application Form" to the Place Planning & Admissions Team. If there is a place in the appropriate class, then your child will be admitted. If there is no place, then the Governing Body will have to refuse the application but information will be provided about how to appeal against this refusal.

If your family is moving house, your application and appeal will be considered as being made from your old address until you provide suitable evidence of a permanent change of address, e.g. exchange of contracts on your house purchase or the signed tenancy agreement and rent book for your new address.

Please note that you cannot re-apply for a place within the same school year unless there has been relevant, significant and material change in your family circumstances. More information about changing schools is listed in the Council's "In Year Admissions Form". The form is available from schools and the Place Planning & Admissions Team, Children's and Education Department, 10 Duke Street, Blackburn BB2 1DH. Telephone (01254) 666605.

### **Appeals**

Where the governors are unable to offer a place because the school is oversubscribed, the parents have the right to appeal to an independent admission appeal panel, set up under

the School Standards and Framework Act, 1998, as amended by the Education Act 2002.

**Parents should notify the clerk to the governors at the school by May 17<sup>th</sup> 2019.** Parents will have the opportunity to submit their case. You will normally receive 14 days' notice of the place and time of the hearing.

Appeals which are received after the deadline will be slotted into the schedule where this is possible. There is no guarantee that this will happen and late appeals may be heard after the stipulated date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venues and the number of appeals for each school (which will vary year on year).

### **Fraudulent Applications**

Where the Governing Body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example giving a false address in order to gain an advantage, or a false claim of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the Governing Body may withdraw the offer of a place. The application will then be considered afresh and a right of appeal offered if a place is refused.

### **Age and Entry of Admission to Reception**

The law does not require any child to start school until the start of the term following their fifth birthday. In Blackburn with Darwen a start date in September is used for admission of all children who will become five in that school year. All children who have their fifth birthday between 1<sup>st</sup> September 2019 and 31<sup>st</sup> August 2020 may start school in the autumn term 2019.

The law states that all children must receive suitable education from the term after their fifth birthday. If parent(s)/ carer(s) do not make suitable arrangement they could be breaking the law and be prosecuted.

### **Deferred Admission**

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and March, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January.

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

Parent(s)/ carer(s) may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health. Parents of a summer born child (born between 1<sup>st</sup> April and 31<sup>st</sup> August) may choose not to

send that 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 one.

### **Children who are already of school age**

Parent(s)/ carer(s) must submit their written request for admission out of the normal age group to the Governing Body. If their request is agreed and a place is available in the requested year group, the child will be admitted.

### **Children seeking admission to reception in the September after their fifth birthday**

Parent(s)/ carer(s) will need to submit a normal Common Application Form to the Local Authority (in writing or online) for admission into the normal age group at the same time as they submit a written request to the Governing Body for their child to be admitted out of the normal age group.

Please note: This Governing Body will not honour a decision made by another admission authority on admission out of the normal age group. Parent(s)/ carer(s), therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

The Governing Body will make a decision on the request before the Primary national offer date if at all possible.

If the request is agreed, the parent(s)/ carer(s) must make a new application for the next main admission round the following year, and their current application for the normal age group should be withdrawn before a place is offered.

If their request for admission outside the normal age group is refused, the parent(s)/ carer(s) must decide on whether to accept the offer of a place for the normal age group that they receive from the Local Authority, or to refuse it and make an in-year application to the Governing Body for admission to year one for the September following their child's fifth birthday.

### **Making the Decision**

Parent(s)/ carer(s) seeking admission of their child outside their normal age group must send their written request to the Governing Body. It is the responsibility of the parent(s)/ carer(s) to provide the Governing Body with all relevant information relating to this request, including the parent(s)/ carer(s) views; information about the child's academic, social and emotional development; medical history and views of a medical professional (where relevant); whether the child would naturally have fallen into a lower age group if it were not for being born prematurely; and whether the child has previously been educated outside of their normal age group.

The Governing Body is required to take into account the views of the Head Teacher on the application as well as the information from the parent(s)/ carer(s). The Governing Body will make their decision on the basis of each individual case, and in the best interests of the child concerned.

Parent(s)/ carer(s) have a statutory right to appeal to an independent admission appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to particular school, the right of appeal does not apply if they are offered a place at the school but it is not in their preferred year group. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group.



This form is for use of the School; it will be sent to the appropriate faith leader, to be returned direct to the school.

**Clergy Reference Form  
Admission to primary school, 2019**

**St James' Blackburn Church of England Primary School**

**Name of child:**

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

Date of birth .....

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

Address .....

.....  
.....

Post code .....

**Contact Telephone** .....

This parent has given your name as a reference for his/her commitment to the church/place of worship.

Our criteria require the parent to have attended their place of worship once a month for 6 months prior to 1<sup>st</sup> September 2018.

Has this been the pattern for this parent? YES / NO

Signed .....

Name ..... Date: .....

Position .....

Church .....

This church is a part of (please tick):

☐ Churches Together in England   ☐ Evangelical Alliance   ☐ North West Partnership

Please return this form to school by 15<sup>th</sup> January 2019

**Diocesan Supplementary Information Form  
Admission to primary school, 2019**

**St James' Blackburn Church of England Primary School**

**Name of child:**

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

**Date of birth** .....

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

**Address** .....

.....

.....

**Postcode** .....

**Contact telephone number** .....

**If you are applying to this school on faith grounds, please complete the following sections:**

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

**Name of place of worship** .....

**Address** .....

.....

**Name of vicar / priest / minister / faith leader / church officer:**

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**Address** .....

.....

.....

**Postcode** ..... **Telephone** .....

**Your faith leader will be contacted in order to provide the information.**

**Return this form to the school before 15<sup>th</sup> January 2019.**