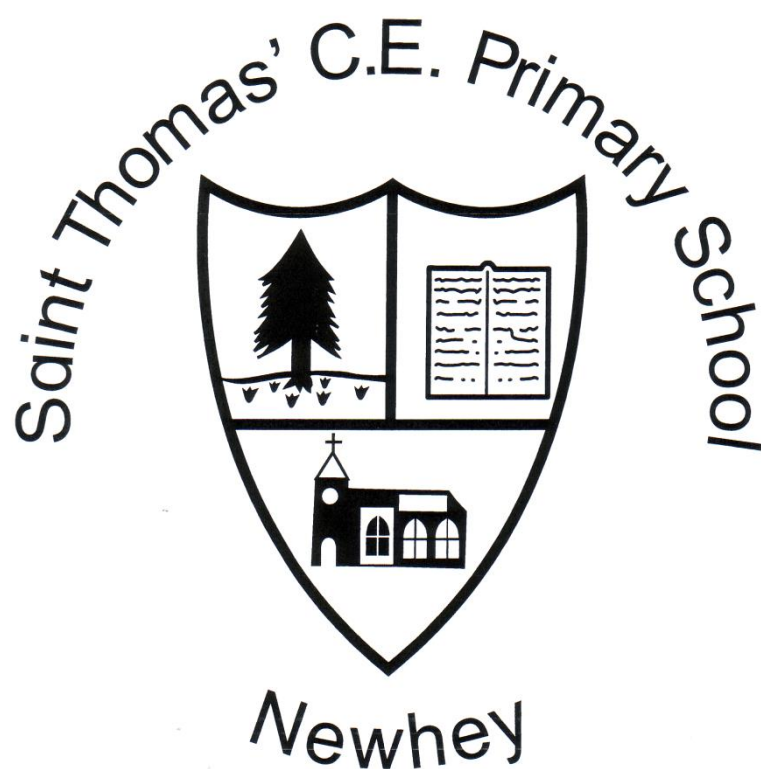


# Admissions Policy



Date: 2025-2026

## Admissions Policy

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

The standard number agreed for admission to the Reception Class is 21

Responsibility for admissions is delegated to the Governing Body Admissions Committee.

The school will admit all children having a statement of special educational needs or an Education Health Care Plan (EHCP) in whose statement the school is named.

All applicants will be admitted if 21 or fewer apply.

**ONLY when the available places are over-subscribed, the following criteria will be in place in the order they appear.**

1. Children in public care and previously looked after children.  
This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 'Looked after' means that the child was (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions. This criterion also includes looked after children and all previously looked after children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care because of being adopted.
2. Children who have exceptional medical or exceptional welfare considerations which are directly relevant to the school concerned.
3. Children with an older brother or sister attending the school at the time of admission. This includes fostered and adopted children.
4. Children whose parents/guardians are in regular proven attendance at St Thomas' Church who live within the Parish Boundaries of St. Thomas' C.E., Newhey. Regular attendance at a place of worship is quantified as twice a month for a period of twelve months prior to application. Only the attendance of one parent/guardian is required.
5. Children whose parents/guardians are in regular proven attendance at a church which is a member of, or sympathetic to, Churches Together in Britain and Ireland or the Evangelical Alliance and who live within the Parish Boundaries of St. Thomas' C.E., Newhey. Regular attendance at a place of worship is quantified as twice a month for a period of twelve months prior to application. Only the attendance of one parent/guardian is required.
6. Any other children, by distance from the school, with priority for admission given to those who live the nearest to the school.

### Additional Notes:

- 1) A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989).
- 2) Exceptional medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional indicating how a pupil's medical condition relates to the school preference. On receipt of the medical certificates/letters the case will be referred to the Service Director for consideration. You should note that providing evidence does not automatically mean that a place will be allocated under this priority.  
Exceptional welfare considerations (such as children at risk) must be supported at the time of application by a letter from a supporting agency (e.g. social worker, Family Support Worker, Education Welfare Officer) indicating how the circumstances relate to the school preference. On receipt such a letter will be referred to the Service Director for consideration. You should note that providing evidence does not automatically mean that a place will be allocated under this priority.

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.

If there are no extenuating circumstances for the application being received after the closing date for applications, it will be considered after all others and placed on the waiting list in order according to the oversubscription criteria.

### Twins/Triplets

Where there are twins 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. If places for twins or all triplets, etc. cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group. If only a single place can be offered for twins/triplets, then the Local Authority's system for a random draw will decide which pupil receives an offer.

### Waiting list

Where we have 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 for the school will be slotted into the order according to the extent to which they meet the criteria. Thus, 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 dependent on whether an appeal has been submitted. This waiting list will operate until the end of the autumn term only.

### Appeals

Parents have the 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 groups. All appeals need to be made to the local authority.

### Admission outside the child's normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, parents of a summer born child may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside of their normal year group – to reception rather than year 1.

Parents requesting admission outside of the normal age group must do so in writing to the Headteacher at the school, together with any supporting evidence that the parent wishes to be considered. The governing body will make decisions on requests for admission outside the normal age group based on the circumstances of each case and the best interests of the child concerned. The governors will consider the views of the parents and that of the Headteacher. When informing the parents of the decision, the governors will clearly state the reasons for their decision.

Where the governing body agrees to a parents' request for their child to be admitted out of their normal age group and, because of that decision, the child is due to be admitted to the reception year the local authority and governing body must process the application as part of the main admissions round. At this stage, the normal admissions procedures will be followed. The governing body must not give the application lower priority on the basis that the child is being admitted out of their normal age group.

### Address of pupil

The address used on the school's admission form must be the current one at the time of application. If the address changes, the parents should notify the school. Where parents live at different addresses; the normal home address of the child will be the one that is used. Normal Home address is classed as the one where they reside for most of the time. Where there is joint parental/guardian custody then the distance would be measured from the closest home. Parents may be asked to show

evidence of the child's normal home address. Where there is 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 G.P. For the children of U.K. service personal and other Crown Servants returning to the area proof of the posting is all that is required.

### Fraudulent Applications

Where the governing body discovers that a child has been awarded a place because of an intentionally misleading application from a parent which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will then be considered afresh.

### Deferred admission

If your child is due to start school in the next academic year, it is important that you apply for a place at the normal time. If your child's 5<sup>th</sup> birthday is between the months of September and December, if you wish, admission can be deferred until January. If your child's 5<sup>th</sup> birthday is between January and April, then admission may be deferred until the start of the summer term. However, it is likely though it is in your child's best interest that they start no later than January. You cannot defer entry beyond the beginning of the first term following your child's 5<sup>th</sup> birthday, nor beyond the school year for which the original application was accepted. Parents can request that their child starts on a part time basis until their child reaches compulsory school age. Please make a formal written request for deferral to the Headteacher and Governors at the time of your application.

The school operates within the Local Authority's in year fair access protocol for unplaced children.