

## Canon Burrows Church of England Primary School - Voluntary Aided Admission Year 2025/2026 – Nursery

Canon Burrows Church of England Primary School is a voluntary aided school. The Governing Board is the admission authority for the school, including the nursery unit. The school liaises with Tameside Council (the Local Authority) and Manchester Diocesan Board of Education on admission issues.

The Governing Board sets up an Admissions Committee to make all decisions about admission.

- The number of part-time places available in the nursery unit is 26.
  - The governors will admit all children eligible for a nursery place who have an Education Health and Care Plan (EHCP) naming the school nursery.
  - After the allocation of places to children with an EHCP naming the school nursery, places will be allocated to those who will be 4 years old between 1<sup>st</sup> September 2025 and 31<sup>st</sup> August 2026.
  - The allocation will be for 15 hours per week over no fewer than 5 days.
  - Where the school receives fewer applications than there are places available in the nursery, all children who will be 4 years old between 1 September 2025 and 31 August 2026 will be offered places.
  - In the event of over subscription (where the school receives more applications for children who will be 4 years old between 1 September 2025 and 31 August 2026 than there are places available) the governors will allocate places using the main criteria below, which are listed in priority order.  
*The criteria need to be read in conjunction with the definitions and Guidance Notes.*
1. Looked after children or children who have previously been looked after but immediately after being looked after became subject to a child arrangements order. (Adoption, residence, or special guardianship order.)
  2. Children with exceptional medical or social needs whose needs are such that they can only be met by this school.
  3. Parent/legal guardian, Godparent or grandparent who worship regularly at Christ Church, Ashton-under-Lyne or any other Anglican Church.
  4. Children of Staff at the school.
  5. Children who will have an older sibling (brother or sister) attending Canon Burrows school at the time of their admission to the nursery.
  6. Parent/legal guardian, Godparent or grandparent attends public worship regularly at a Christian Church.
  7. All other children of eligible age for admission to the nursery unit, prioritised by age.

### Definitions

#### 1. Looked after children/previously looked after children

A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions. Previously looked after children are children who were looked after, but ceased to be so because they became subject to child arrangements orders or who were in state care outside England but who were then adopted.

- An adoption order is an order under section 46 of the Adoption and Children Act 2002. A “residence order” is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989.)
- A “special guardianship order” is an order appointing one or more individuals to be a child’s special guardian (or special guardians), under section 14A of the Children Act 1989.
- A child is regarded as having been in ‘state care outside of England’ if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society, under section 23ZZA(8) of the Children Act 1989 (inserted by Section 4 of the Children and Social Work Act 2017).

## 2. Exceptional Medical or Social Needs

Written evidence must be provided by a suitably qualified professional - e.g. a GP or consultant for medical needs, or a social worker for social needs - that the child has exceptional medical or social needs, which means that admission to Canon Burrows Church of England Primary School is the only school that can meet the defined needs of the child. All information provided will be treated in the strictest confidence. The Governing Board's Admissions Committee will decide whether to admit a child under this criterion using the evidence provided.

## 3. Regular attendance at Public Worship at Christ Church Ashton or any other Anglican Church.

Parent/legal guardian, Godparent or grandparent who attends public worships regularly at Christ Church Ashton – under – Lyne or any other Anglican Church. *\*Please check well in advance how your Church monitors weekly attendance.* Only one attendance per calendar week is counted, and the week runs from Monday to Sunday.

## 4. Children of Staff at the School

Children of Staff on the payroll of Canon Burrows School, for two or more years, at the time at which the application for admission is made, and/or the children of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.

## 5. Children with an older sibling attending the school at the time of admission

Sibling (brother or sister) refers to children attending the school at the time of application, who will still be attending at the time of admission, i.e. in the September when a pupil is admitted to nursery, and living at the same address as the child for whom, the application is being made. This includes natural sisters/brothers; half sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children, the child of the parent/carers partner, and in each case living at the same address. No sibling priority is given to cousins, regardless of their address or to siblings of children in year six who are leaving.

## 6. Regular attendance at Public Worship at a church in membership of Churches Together

Parent/legal guardian, Godparent or Grandparent who is a member of and attends public worship regularly at any Christian Church.

(Christian church means any 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')

Regularly means a minimum of 26 attendances of a parent/legal guardian at public worship on Sunday or a weekday in the twelve-month period January 2024 to December 2024, verified by a supplementary information form signed by the Vicar or Minister. *\*Please check well in advance how your Church monitors weekly attendance.* Only one attendance per calendar week is counted, and the week runs from Monday to Sunday.

## 7. All other children prioritised by age.

Priority will be given to children in the following order:

- 1 Children who will be 4 years old by 31<sup>st</sup> December 2025
- 2 Children who will be 4 years old by 31<sup>st</sup> March 2026
- 3 Children who will be 4 years old by 31<sup>st</sup> August 2026

## Tie breaker 1: Distance

Where there are more applicants for the available places within a category then priority will be given to those pupils living nearest the school, as defined by distance. Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the Local Authority's school admissions data mapping software, which employs a Geographical Information System based on Ordnance Survey. The address from which distance will be measured will be the Home address of pupil as defined in the Guidance Notes. In the event of distances being the

same for two or more applications, random selection overseen by an independent person not employed by the school will be used.

### Applying for places

Applications for places in the Nursery unit must be made directly to the school. Parents seeking a place under criteria 3 or 6 must obtain a supplementary information form from the school and arrange for it to be completed by the church leader and returned to the school by the closing date for applications. Applications made under criteria 2 must be supported by written evidence from a GP, medical consultant or social worker, which must be returned to the school by the closing date for applications.

### Waiting Lists

If the school has allocated all nursery places, a waiting list will operate until the end of the Autumn Term. If a place becomes available it will be offered to a child on the list according to the over subscription criteria.

### Allocating places to children applying after the main allocation procedure has been completed.

If places are still available after the main allocation process has been completed, the governors may offer places to children on the schools register of interest. Places offered will use the main allocation criteria 1 to 7 plus Tie Breakers as above, and the age criteria as follows:

Age - Priority will be given to children in the following order.

- 1a Children who will be 4 years old between 1<sup>st</sup> September 2025 and 31<sup>st</sup> August 2026
- 1b Children who will be 3 years old between 1<sup>st</sup> September 2025 and 31<sup>st</sup> December 2026
- 1c Children who will be 3 years old between 1<sup>st</sup> January 2026 and 31<sup>st</sup> March 2026

In the case of Age priority 1b and 1c children will not be able to start at the nursery until the beginning of the term after they become 3 years old. Children accepted into the nursery in this category will not be required to apply for a Nursery place in September 2026 as they will automatically continue in the nursery.

## Guidance Notes:- Admission Year 2025/26 – Nursery

**IMPORTANT:** *If you have not received any correspondence by 1<sup>st</sup> January prior to your child starting Nursery School in the following September, please contact the school office.*

1. Home Address of pupil - The address from which distance will be measured, will be the permanent residential address of the parent with whom the child is normally resident, at the closing date of applications. If the address changes subsequently, the parent/legal guardian must notify the school. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels on the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit.

Evidence of proof of address must be provided to complete the admission process.

Proof of Address:

Applicants must provide two items from the following lists:

\* issued within the last 12 months

Council Tax Statement\*

Council Tax Benefit Statement\*

Mortgage Statement\*

or letter from landlord\*

TV Licence\*

Home contents insurance certificate\*

Buildings insurance certificate\*

Tenancy agreement\*

\*\* issued within the last 3 months.

Recent Utility bill\*\* (gas, electricity, water)

Land-line telephone bill (not a Mobile) \*\*

Letter from a solicitor confirming exchange of contracts on a house \*\*

Governors reserve the right to make enquiries of any relevant third parties.

If a child is cared for on a daily basis at another address, e.g. Child minder or grandparent or another member of the family, this address cannot be considered for the purpose of the admission process.

Where the proposed admission is to coincide with a change of address, Independent verification will be sought. Many families have complex childcare arrangements. Factors such as these are not considered to be exceptional. Any written evidence in support of the application will be treated in the strictest confidence. If an address is subsequently proved to be false, then the governors reserve the right to withdraw the offer of a place.

2. In the first instance places will be allocated to those who will be 4 years old between 1<sup>st</sup> September 2025 and 31<sup>st</sup> August 2026. If places are available after the start of term in September 2025 the governors may offer places to children who will be 3 years old between 1<sup>st</sup> September 2025 and 31<sup>st</sup> December 2025, then children who will be 3 years old between 1<sup>st</sup> January 2026 and 31<sup>st</sup> March 2026 priority given to older children.

3. Church Criteria 3 and 6

Please check with your church how attendance is recorded as the Governors may need to verify the information supporting the application.

- (3). Parent/legal guardian, Godparent or grandparent should have a minimum of 26 attendances at public worship on Sunday or a weekday in the twelve-month period prior to this application, verified by a supplementary information form signed by the Vicar / Minister / Pastor.

- (6 Parent/legal guardian, Godparent or grandparent who is a member of any other Christian Church\*, and have a minimum of 26 attendances at public worship on Sunday or a weekday in the twelve-month period prior to this application, verified by a supplementary information form signed by the Vicar / Minister / Pastor. \* (Christian church means any 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')
- (3 and 6) Only one attendance per calendar week is counted, and the week runs from Monday to Sunday.
- If you attend more than one church you will need a supplementary information form completed for each church attended, signed by the Vicar / Minister / Pastor.
- The supplementary information form(s) must be obtained from the school, and returned to the school by the closing date for applications.

4 Looked After Children and Previously Looked After Children - In the case of previously looked after children, the governors may request a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child, confirming that he or she was looked after immediately prior to that order being made. School can request advice from their Virtual School Headteacher. Where an admission authority requests evidence from a parent about their child's Internationally Adopted Previously Looked After Children status, it is the parent's responsibility to provide this. Where the only evidence available is not in English, it would be reasonable for the admission authority to require a translated version from the parent. This can be a sensitive issue and documentation may be difficult for parents to obtain. It is important that admission authorities are supportive and provide help and advice where appropriate.

5 EHCP  
The school will admit all children having an EHCP where Canon Burrows Church of England Primary School is the named school in the EHCP. A copy of the EHCP or details of the issuing authority should be submitted with the application. All information provided will be treated in the strictest confidence.

6. **PLACES OFFERED IN CANON BURROWS NURSERY UNIT DO NOT GUARANTEE A PLACE WILL BE OFFERED IN A CANON BURROWS SCHOOL RECEPTION CLASS. A SEPARATE APPLICATION MUST BE MADE FOR ADMISSION TO RECEPTION.**

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END

NURSERY - ADMISSION YEAR 2025/26  
Canon Burrows Church of England Primary School.  
Supplementary Information Form - Reference from Church Leader

Name of Applicant.....Parent/Legal Guardian

(Child's name).....

Number of recorded attendances  
At weekly public worship.

I.....certify that the above named parent/legal guardian  
has attended weekly public worship for the number of times shown above in the period January 2024 –  
December 2024. Only one attendance per calendar week is counted, and the week runs from Monday to Sunday

Name of Place of Worship.....

Address.....

.....

Position.....Print Name.....

Signed.....Date.....

(To be returned to school no later than 31<sup>st</sup> January 2025)