

Canon Burrows Church of England Primary School - Voluntary Aided Admission Policy and Admission Arrangements

Admission for September 2025/26 – **Reception Class**

Canon Burrows Church of England Primary School is a voluntary aided school. The Governing Board is the admission authority for the school, and the school is required to act in accordance with the School Admission Code. The admission process is co-ordinated by Tameside Council (the Local Authority) and the school liaises with the Local Authority on admission issues. The following arrangements for admissions, which include the criteria used to determine the allocation of places when the school is oversubscribed, have been agreed following consultation with the Manchester Diocesan Board of Education and Tameside Local Authority.

Admission arrangements

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

The School's published admission number (PAN) agreed for admission to Reception is 60. If no more than 60 applications are received for admission to reception, all applicants will be offered places.

The school will allocate places before the oversubscription criteria are applied, for all children having an Education Health and Care Plan (EHCP) in whose EHCP the school is named.

When the number of applications received is greater than the number of remaining places available, the decision on which children will be admitted will be based on the following oversubscription criteria, which will be applied in the order of priority set out below (the criteria need to be read in accordance with the Guidance Notes and definitions below).

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 medical or social needs are such that they can only be met at this school;
3. Parent/legal guardian, Godparent or grandparent attends public 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 the school at the time of their admission;
6. Parent/legal guardian or Godparent or grandparent attends public worship regularly at a Christian Church.
7. All other children

Tie breaker 1: Distance tie-breaker-

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.

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.

Regularly means a minimum of 26 attendances by a parent/legal guardian, godparent or grandparent adult 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.

4. Children of Staff at the school

Children of staff on the payroll of Canon Burrows School Governing Board, 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

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 reception, 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

Any other children applying for a place, with priority for admission given to those who live nearest to the school (please refer to the Tie-breaker above).

Waiting Lists

If the school has allocated all Reception 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 above.

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

Deferred Admission

Children are eligible for a Reception place from the beginning of the school year in which they become five years old. However, they do not become of compulsory school age until the start of term after their fifth birthday. Parents may therefore request that their school place be deferred until later in the school year and if they do this the place will be held for the child. However, they cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

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 more able or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send a 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 1. (See Guidance note 9)

Applying for places

Applications for places in Reception in the normal admissions round must be made on the local authority's application form. Details of all the applications made will be forwarded to the school by the local authority. 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.

Appeals

Where the governors are unable to offer a place because the school is oversubscribed, 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.

Appeals in writing must be made to;

Democratic Services
Dukinfield Town Hall
King Street
Dukinfield
SK16 4LA

Parents will be informed of the deadline for lodging any appeal, and will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case.

In Year Transfers

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plan names the school will be admitted. Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. Waiting lists will operate for all year groups until the end of the Autumn Term. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the local authority.

+++++

The information below indicates the number of applications received and the places allocated under the oversubscription criteria 1 to 7 and is for information only;

Criteria	1	2	3	4	5	6	7	applications
2020	1	1	19	0	17	0	22	124
2021	0	0	13	0	15	0	32	108
2022	0	0	15	0	22	0	23	121
2023	1	0	5	4	27	1	22	110

Admission for September 2025/26 - Reception Guidance Notes:

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

Proof of Address: Applicants are asked to provide two items from the list below as proof of address:

*Issued within the last 12 months

Council Tax Statement*

Tenancy agreement*

Council Tax Benefit Statement*

TV Licence*

Home contents insurance certificate*

Buildings insurance certificate*

**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. Siblings/Twins and multiple births.

In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number if it is possible to do so (as permitted by section 2.15 of the School Admission Code), and will remain excepted pupils for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

3. In-year admissions

It sometimes happens that a child needs to change school other than at the normal time of admission. With effect from September 2013, a parent/legal guardian can apply directly to the school for a place for their child, by completing the school's in-year admission form. The Governors will consider the application and inform the parent of the outcome and their right to appeal against the refusal of a place. The school will notify the local authority of both the application, and its outcome.

4. Waiting List -

If the school is oversubscribed the waiting list will operate until the end of the Autumn Term 2025, for those parents who have expressed the school as a preference and have not been offered a place at the school or at a higher preference school, submitted an appeal, or who have opted to go on the list.

All pupils on the waiting list will be ranked according to the over-subscription criteria. Places will be offered, should any become available, to the highest ranked applications received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who

have been on the list for some time. Children who have been referred under the local authority's Fair Access protocol or who are the subject of a direction by the local authority to admit, must be given precedence over any other children on the waiting list.

5 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.

6 Looked after Children and Previously Looked After Children - In the case of previously looked after children, the governors may request a copy of the child arrangements order. (Adoption, Residence 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.)

7 SEN Education, Health and Care Plan (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 EHCP or details of the issuing authority should be submitted with the application. All information provided will be treated in the strictest confidence.

8 Late Applications - Applications received after the published closing date will be considered after all applications received on time have been processed.

9. Admission outside the child's normal age group.

Parents requesting admission out of the normal age group should put their request in writing together with their application (the Tameside Local Authority online application provides space for this) or to the Headteacher at the school, together with any supporting evidence that the parent wishes to be taken in to account. The Governing Board will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Governing Board will also take into account the views of the Headteacher.

Where the Governing Board agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (the age group to which pupils are normally admitted to the school) the local authority and Governing Board will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The Governing Board will not give the application lower priority on the basis that the child is being admitted out of their normal age group. There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group. All information provided will be treated in the strictest confidence

END

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

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

(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 31st January 2025