

# ADMISSION ARRANGEMENTS

## for the School Year 2022-23



### **Admissions Procedure – Further Notes**

- a) Children will be ranked in strict order according to the highest criterion which applies to them.
- b) For criteria other than the first and last, *the Governors will only be able to rank the children as far as they may determine according to each child's St Hilda's admissions supplementary form and confirmatory reference(s) or supporting information submitted to them, provided both that these are received by the deadline, and also that Trafford have also received a correctly completed common application form by the deadline.*
- c) With the exception of multiple births (see note (e) below), children to whom the same criterion applies will be ranked according to the strict geographic distance of the child's normal residential address from the school as *the crow flies*. This is measured in a direct straight line on the appropriate OS map from the front door of the child's permanent place of residence to the main entrance of the school.
- d) The criteria used to determine admission refer in every case to the child's home address. This means the address where the child normally and permanently lives, not the address of any child-carer, grandparent or other relative. In the case of parents who are separated and where child-care arrangements are shared between two parental addresses, the distance of the nearer address to school will be used for the purposes of determining priority for admission. Parents may be asked to show evidence of the claim that is being made for the address, e.g. child benefit statements, 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. For children of UK Service personnel and other Crown Servants returning to the area, proof of the posting is all that is required.

The governing body will accept as evidence of removal into the area proof of exchange of contracts relating to the purchase of a property, or a copy of a signed rental agreement (minimum 6 months) and proof of disposal of the previous home. The governing body retains the right to check on occupancy arrangements and their decision on such matters is final.

- e) Twins, triplets, other multiple births and siblings born in the same school year  
In order to ensure that, as far as possible, children from multiple births (twins, triplets, etc), or born within the same school year, are not separated, the governors will give such children priority over all other children who meet the same criterion. If admission numbers under the criteria are such that one child of a family in this situation would be offered a place then the governors will recognise all the children as brothers or sisters of a child who will be in attendance at the time of their admission, meaning that they would be considered as satisfying criterion 5 at least.

If, despite having this priority, the situation arises of siblings born in the same school year seeking admission but the school being unable to accept them all without going over the admission number, then the Admissions Committee will use random allocation by drawing names from a hat to decide which of the children can be offered a place. They will arrange for this to be overseen by an independent witness. In the case of twins, triplets or other multiple births (but not siblings born in the same school year) the permitted exceptions under infant class size legislation include children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil.

#### f) Tiebreaker

If, in the unlikely event after taking account of distance from home to school, it is necessary to distinguish between two or more applicants with equal priority for admission, then the Admissions Committee will use random allocation by drawing names from a hat to decide which of the children can be offered a place. They will arrange for this to be overseen by an independent witness.

## **ADMISSIONS – FURTHER INFORMATION**

**Admissions Dates** Children will be admitted to the Reception class at the beginning of the Autumn term before their fifth birthday, and to the Nursery class at the beginning of the Autumn term before their fourth birthday.

**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 April, 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. You may also request part time attendance until your child is 5.

#### **Appeals**

Where the governors are unable to offer a place because the school is over subscribed, 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 via the school office (marking your envelope APPEALS) within 14 days (10 working days) of receiving the letter refusing a place.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

If your child was refused a place in Reception or Key Stage I because of Government limits on infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable governing body would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school. Please also note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in circumstances.

#### **Waiting List**

Where St Hilda's has more applications than places, the governors will place the names of children who are not admitted on a waiting list. Any late applicants to the school will also be added to the waiting list.

Should a place become available the governors will apply the oversubscription criteria to the children on the waiting list. The governors will offer the place to the child whose name then comes highest. Thus it is possible that the governors may offer a place to a child who applies, or moves to the area, later, than one who has been on the waiting list for some time (since the date of application cannot be a criterion for admission decisions). This is entirely independent of whether an appeal has been submitted.

#### **Nursery Admissions**

Up to 52 part-time places are available in the Nursery (with some pairs of morning & afternoon places able to be allocated as full time). The above criteria and procedures are also followed for Nursery admissions, except there is no application to Trafford. The deadline date for application is the same. Any full time applicants offered a place based on the criteria will take up both a morning and an afternoon place.

**Important notes: (1) A separate application must be made for a Reception place even if your child already has a Nursery place.**

**(2) A place in the Nursery is not permitted to have any bearing upon admissions to the school. Therefore please be aware that a place in Nursery neither guarantees nor increases the chances of a place in the Reception class the following year.**

# OVERSUBSCRIPTION CRITERIA – DETAILED DEFINITIONS

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 criteria 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 as a result of being adopted.

2. Special Medical or Social Circumstances. Where admission is sought under special medical or social circumstances, professional supporting evidence, e.g. from a doctor, psychologist or social worker, is essential. Such evidence must set out the particular reasons why this school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school.

3. Active Worship at St Hilda's. The governors recognise a child and parent/legal guardian as currently expressing their Christian worship and commitment actively within the worship life of St Hilda's Church when they have both participated in the church's worship activities regularly, that is for a minimum average of worship in two weeks in a month, for a period of at least twelve months prior to application for admission and the date of the associated reference.

4. Active Worship at Other Churches. The governors recognise a child and parent/legal guardian as currently expressing their Christian worship and commitment actively within the worship life of a Church of England Church, or a Church of another orthodox Christian denomination (*which means a church recognised as orthodox by the Church of England*) when they have both participated in the church's worship activities regularly, that is for a minimum average of worship in two weeks in a month, for a period of at least twelve months prior to application for admission and the date of the associated reference. Churches recognised as orthodox by the Church of England are those listed as in membership of Churches Together in Britain and Ireland and/or the Evangelical Alliance.

5. Brothers and Sisters. A brother or sister of the applicant is defined as:

- i) a child who lives at the same permanent address as the applicant as part of a family unit (this means where the children have the same people fulfilling the parental role); or
- ii) a child who has both parents the same as the applicant.

**For the governors' treatment under this criterion of twins, triplets, other multiple births and siblings born in the same school year – please see note (e) above.**

6. Less Active Worship at St Hilda's. The governors recognise a child and parent/legal guardian as currently expressing their Christian worship and commitment within the worship life of St Hilda's Church, less actively (i.e. less regularly and/or more recently than in criterion (3)), when they have both participated in the church's worship activities twice recently (that is, within the last two months) and in at least ten separate weeks during the past year prior to application for admission and the date of the associated reference.

7. Less Active Worship at Other Churches. The governors recognise a child and parent/legal guardian as currently expressing their Christian worship and commitment within the worship life of a Church of England Church, or a Church of another orthodox Christian denomination (*which means a church recognised as orthodox by the Church of England*) less actively (i.e. less regularly and/or more recently than in criterion (3)), when they have both participated in the church's worship activities twice recently (that is, within the last two months) and in at least ten separate weeks during the past year prior to application for admission and the date of the associated reference. Churches recognised as orthodox by the Church of England are those listed as in membership of Churches Together in Britain and Ireland and/or the Evangelical Alliance.

8. Active Worship of Another Faith. The governors recognise a child or a parent/legal guardian as currently expressing their faith actively within the worship life of another faith group when he or she has participated in the faith group's worship activities regularly, that is for a minimum average of worship in two weeks in a month, for a period of at least twelve months prior to application for admission and the date of the associated reference.

9. Less Active Worship of Another Faith. The governors recognise a child or a parent/legal guardian as currently expressing their faith within the worship life of another faith group, less actively (i.e. less regularly and/or more recently than in criterion (8)), when he or she has participated in the faith group's worship activities, twice recently (that is, within the last two months) and in at least ten separate weeks during the past year prior to application for admission and the date of the associated reference.

### Participation in Worship at St Hilda's Church

i) The governors take participation in worship at St Hilda's Church to mean joining in any of that range of the church's activities whose purpose is worship (and it is perfectly acceptable for it to vary from week to week which activities in particular either of them may be involved in or whether they do so together or at separate times). To be explicit, in the case of St Hilda's, this range of activities whose purpose is worship means any of the church's:

- principal worship services; or
- other public services/meetings for worship and prayer; or
- small group worship meetings (i.e. where the purpose of the meeting is Christian worship involving Christian songs/hymns, ministry, prayer, Bible reading etc).

(For clarity, church members and the church building are involved in many other activities and meetings which are predominantly social, practical, or educational in purpose and participation in these things does not constitute expression of Christian worship and commitment).

ii) The governors will only be able to recognise this if an authorised minister, leader or church officer, duly completes and signs an up to date reference form as confirmation.

iii) If the family have only recently moved into the area or church, you can still meet the requirement for participation if you are able to show sufficiently frequent involvement in church worship life at your previous address or church.

### Participation in Worship at Other Churches

i) The governors take participation in worship at a church other than St Hilda's to mean joining in that range of the church's activities whose purpose is worship. To be clear, this does not necessarily mean activities which are exactly the same as those defined above for St Hilda's Church, though they may well be very similar, but means those activities whose purpose is worship as this is understood by the church in question. However, it is necessary that the participation, so understood by the church, is able to be assessed in ways that are quantifiable and measurable, not ambiguous nor open to subjective interpretation. It is perfectly acceptable for it to vary from week to week which worship activities in particular either of them may be involved in or whether they do so together or at separate times.

ii) The governors will only be able to recognise this if an authorised minister, leader or church officer of your church duly completes and signs an up to date reference form as confirmation.

iii) If the family have only recently moved into the area or church, you can still meet the requirement for participation if you are able to show sufficiently frequent involvement in church worship life at your previous address or church.

### Participation in Worship of Other Faiths

i) The governors take participation in worship to mean joining in that range of the faith group's activities whose purpose is worship, as this is understood by the faith leader, provided that the participation, so understood, is able to be assessed in ways that are quantifiable and measurable, not ambiguous nor open to subjective interpretation

ii) The governors will only be able to recognise this if one of your authorised faith leaders duly completes and signs an up to date reference form as confirmation.

iii) If the family have only recently moved into the area or worshipping community, you can still meet the requirement for participation if you are able to satisfy your faith leader of sufficiently frequent involvement in worship life at your previous address or worshipping community.