



The Governors of the school have decided that the admission arrangements to the school should be based on preserving the religious character of the school.

The planned admission number for Reception in September 2019 is 60.

In line with the Admission Code of Practice 2014, children with an EHC Plan where the plan specifies the name of the school will be offered places first before any oversubscription criteria apply.

The order or priority for admission to St Hilda's, in cases of oversubscription is:

1. Children who are in, or who have previously been in public care
2. Children with exceptional medical, social or educational needs. (Must have documented advice from a qualified professional showing why this school is the most suitable and why another school would not be suited).
3. Children of parents who attend ¹ Holy Trinity Church Coldhurst
4. Children of parents who attend ² churches which are members of *Churches Together Britain and Ireland* or a local Churches Together organisation.
5. Sibling³ of children already in school or children who reside permanently at the same address(Proof, in terms of provision of Child Benefit books and recent utility bills will be sought). Priority will only be given if the sibling will still be in attendance at the school at the date of the applicant's admission.⁴
6. All other children.

How to Apply for a place at St Hilda's CE Primary School

Applications for admission to the school must be made direct to the Local Authority using their on line application form, available between September and December in the year prior to entry to school. The online application can be found at www.oldham.gov.uk/admissions.

It is the parent/guardian's responsibility to ensure the application is fully completed and returned by the deadline date.

The supplementary form attached, although not compulsory allows governors the opportunity to consider the application under the 'faith criteria'. **This form is collected from and returned direct to the school.**

The outcome of the application will be sent out by the Local Authority. Parents of children not admitted will be informed of the reason and offered an alternative place by the Local Authority

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

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 at the school within 14 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.

Deferring or delaying entry to primary and infant school reception classes

¹ Priority will be given to applicants with the most frequent attendance by a single parent over the last school term. Frequency of attendance to be confirmed in writing by church leader via the Supplementary Form attached

² As above

³ Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of a parent/ carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. Where twins, triplets etc. or other children born within the same school year might be split when allocations take place, and there are too few places available at the school to accommodate them all, the governors will consult with the Local Authority and the parent to consider whether all the siblings can be offered a place at the same alternative school (which may not be a preference school named on the CAF) or whether the parents can be offered places at two or more schools with a view to the parent deciding which child will take up which offered place.

If this consultation fails to resolve the issue then the Admissions Committee will use random allocation to decide which of the children can be offered a place.

⁴ In the event of oversubscription in any category places will be awarded on the basis of geographical proximity, with priority being given to those living nearer to the school. Distance will be measured (in a straight line/ by the shortest walking route) from the front door of the child's home address (including flats) to the main entrance of the school using the Local Authority's computerised measuring system. Those living closer to the school receive the higher priority.

Please refer to the LA's policy available on the Oldham Council website – www.oldham.gov.uk/admissions

Nursery Admissions

60 part time places are available in the Nursery. A place in the Nursery does not guarantee a place in the Reception class the following year. A separate application must be made for both Nursery places and for Reception places. The above criteria and procedures are also followed for Nursery admissions.

All schools are now required to hold waiting lists for at least the Autumn Term. Any places becoming available will be allocated by use of the oversubscription criteria.

Approved by Governing Body

Chair of Governors _____ Date _____