

St. Thomas' CE Leesfield Admissions Policy



Admissions for 2026/2027

Reviewed by Admissions Committee

02/10/2025

Adopted & ratified by the Governing Body

02/10/2025

St. Thomas' Leesfield C.E. Primary School

Admissions Policy for 2026-2027

Our Christian Vision

'To be the best we can in the sight of God'

Inspired by St Paul's teaching 'You are all one in Christ' (Galations 3:28)

We aspire for everyone in our school family to be accepted and be accepting, welcoming all. To be a community that treats others equally, with respect and kindness. To be aspirational, having hope and celebrating the value and purpose of our unique abilities. To love learning and to embrace new experiences and challenges with courage and creativity, as we become the best version of ourselves. We want to promote peace. To love and serve our diverse local and global community, making a difference for others.

Aims

This policy encompasses the aims of the School Development Plan and Every Child Matters legislation.

1. (Standards) To ensure that each child achieves their highest standard and makes good progress in all areas of school life.
2. (Teaching and Learning) To provide pupils with high quality teaching in order to meet each child's learning needs by means of a broad, balanced curriculum.
3. (Environment) To provide a secure, well resourced, high quality learning environment.
4. (Management) To support the work of the school by effective management of finance, curriculum, administration and personnel.
5. (Ethos) To create a happy, inclusive school culture in which to promote our children's spiritual, moral and cultural development and in which all children feel valued.
6. (Partnership) To promote a mutually supportive learning partnership with governors/parents and to extend children's skills and interests to the wider community. Parents of children with AEN will be kept informed of their child's progress as outlined in the policy.

Our School

St Thomas' Leesfield C of E Primary School is a Voluntary Aided one-form entry primary school serving the community of Lees. It is an inclusive school, which aims to reflect Christ's commandment to love one another as He loved us. Our school community of children, staff, parents and governors welcome each member as an individual, with a valuable contribution to make to the life of the school.

Admission to the school is the responsibility of the Governing Body in accordance with the foundation of the school. The school is required to act in accordance with the School Admissions Code, and to have regard to guidance from Manchester Diocesan Board of Education. Responsibility

for admissions is delegated to the Admission Committee of the Governing Body, supported by the Headteacher.

The admissions process is co-ordinated by Oldham Council (the Local Authority), and the school liaises with the Local Authority on admissions issues. Applications for admission must be made on the Common Application Form (CAF) available from the local authority. Details of all applications made will be forwarded to the school by the local authority. In addition, parents who wish their child to be considered for admission under the school's faith-based criteria should complete and return the school's Supplementary Information Form.

Arrangements for Admission of Pupils to the School:

The school's published admission number (PAN) agreed for admission to the Reception Year is 30. If no more than 30 applications are received for admission to the Reception Year, all applicants will be offered places.

The school will admit all children who have an Education, Health and Care Plan (EHCP) or a statement of special educational needs in which the school is named.

Oversubscription Criteria:

When the number of applications received is greater than the remaining number of places (after the admission of any children having an EHCP or statement of special educational needs naming the school) the Governors will rank applications using the following criteria, which are listed in priority order.

Criteria for Admissions:

1. Children Looked After (CLA) and previously Children Looked After. A 'Child Looked After' 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. Children Previously Looked After are children who were looked after, but ceased to be so because they were adopted or became subject to a Child Arrangements Order or Special Guardianship Order.
2. Christian commitment by the child and one parent or guardian, demonstrated by regular attendance at public worship or Sunday School at St Thomas' Church. Regular attendance is defined as a minimum of fortnightly attendance for at least a year prior to admission to the school.
3. Children who will have an older brother or sister attending the school at the time of their admission.
4. Children whose medical or social circumstances mean that their needs can only be met at this school.
5. Christian commitment by the child and one parent or guardian - demonstrated by regular attendance at public worship or Sunday School at either St. Agnes' or St. Hugh's Church, in the Parish of Leesfield. Regular attendance is defined as a minimum of fortnightly attendance for at least a year prior to admission to the school.

6. Christian commitment by the child and one parent or guardian demonstrated by regular attendance at public worship or Sunday School at any other Christian Church in membership with Churches Together in Great Britain and Ireland or a local Churches Together Group.
7. All other children.

Please read carefully the notes listed below which explain fully our criteria:

- Evidence of regular attendance at church or Sunday School (criteria 2, 5 and 6) must be provided by clergy and /or delegated laity, for which a Supplementary Information Form (SIF) is provided by the School (Appendix 1). If parents do not submit this form to the school, the governors will not be able to give any priority to the application on faith grounds.
- Regular attendance means a minimum of fortnightly attendance at church at public worship or Sunday School for at least one year prior to the application to attend the school
 *amendment- In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.
- Where there are more applicants for the available places within a category, then distance to the school from the child's normal home will be used as the determining factor, with those living closer to the school receiving the higher priority. The 'normal' home of the child will be taken to be the home in which the child sleeps for the majority of the school week. For the home to school distance measurement the distance will be calculated by the straight line measurement from the applicant's home address location to the centre point ('centroid') of the preferred school. (All measurements are subject to prepositional accuracy changes.) On entering the address into the Admissions system, the address is PAF (Postal Address File) matched against Address Point data held in the system. When an address is PAF matched, the system looks up a 6-figure grid reference (e.g. 123456, 123456) for that property known as an Address-Point Location Coordinate (APLC). Each property has a unique APLC. The straight line distance from this address point to the centroid (a 6 figure grid reference) is then calculated to the nearest 0.001 mile. The PAF file held by School Admissions is supplied by Royal Mail and is updated quarterly. For Flats/apartments where applications are made from the same multiple dwelling sharing a single address point, such applications in a single criterion will be considered initially by distance between the address point and the school in the normal way. Where there are insufficient places to admit all those applicants, the individual priority for each applicant will be set by random allocation (lottery), which will be the final tie-breaker.
- Where admission is sought under exceptional medical or social circumstances criteria, professional supporting evidence, eg from a doctor, psychologist or social worker must be provided. This evidence must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school.

- 'Brother' or 'sister' includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart.
- For children of multiple births who are entitled to be admitted to an infant class, where one of the siblings is the 30th child admitted, the school can admit the remaining siblings, which will take the class over the statutory limit of 30 children.
- Excepted pupils admitted over number into infant classes will remain excepted pupils for the time they are in infant class or until the numbers fall back to the class size limit.
- Children who have not been offered a place 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 dependant on whether an appeal has been submitted. This waiting list will operate until 31 December at the end of the Autumn Term only.
- Children offered a place are eligible for a Reception place from the beginning of the school year in which they become 5 years old. However, they do not become of compulsory school age until the start of the term after their fifth birthday. Parents can, therefore, defer the date their child is admitted to the school until later in the school year. However, they cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the school year for which the application was made. Where parents wish, their child may attend on a part time basis until later in the school year but not beyond the point at which the child reaches compulsory school age.

Appeals

If you have been refused admission and wish to appeal to an Independent Appeal Panel for a school place for your child, you should complete a School Admission Appeal Form (available from the School Appeals Team at the Local Authority), setting out clearly why your child should go to your preferred school and return it to Legal and Democratic Services. Any written evidence that you wish to use to support your case should be submitted to the Appeals Panel. It is important that you tell the Independent Appeals panel all the reasons why you want your child to attend the school(s) of your preference. If you have any documented evidence to support your appeal, please send a copy with your form.

The date of the hearing will be arranged by an officer from Legal and Democratic Services, who will give you at least 14 days' notice in writing of the date and time of the appeal.

You can appeal for more than one school. However, you may only appeal for any school once every school year unless there has been a significant change in your circumstances.

The decision of Appeals Panels will be sent in writing to parents by the Executive Director of Legal and Democratic Services and are binding on the Local Authority, school governors and parents.

Contact details:

School Appeals Team

Level 4

The Civic Centre

West Street

Oldham

OL1 1UL

Email: schoolappeals@oldham.gov.uk

Tel: 0161 770 4213 (Primary Admissions)

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Rebecca Ashton	James Whittaker
Chair of Governors	Headteacher
Date of Policy Approval by Admissions Committee	02/10/2025
Date of Policy Ratification by FGB	02/10/2025

St Thomas' Leesfield CE Primary School Supplementary Information Form
Year of Admission: _____

Full Name of child: _____ Date of birth: _____

Name of parent(s)/guardian(s): 1. _____ 2. _____

Address: _____

Mobile number/Daytime contact number (s): _____

1. **Siblings:** Please give the name of any older brother or sister who will still be attending the school at the date of admission of the younger child: _____

2. **Exceptional Medical or Social Needs:** _____

If you wish exceptional medical or social needs to be taken into account please supply separate written, professional evidence to support your application.

3. **Place of worship the child and one of the parent(s) / guardian(s) regularly attends:**

Place of worship: _____

Address: _____

Name of vicar / priest / minister / Church Officer: _____

Daytime contact telephone number: _____

Worship attendance: I confirm that I and my child have attended public worship at Church or Sunday School at least fortnightly for the past year. YES / NO (delete as appropriate)

Parent Statement: I confirm that all the above information is correct

Signed:
(Parent/Guardian)

Date:

Church Statement

I confirm that the above information is correct.

Signed..... Date.....
(Vicar, Priest, Minister, Church Officer)

IMPORTANT: IT IS THE PARENT/GUARDIAN'S RESPONSIBILITY TO RETURN THIS COMPLETED FORM TO THE SCHOOL BEFORE THE LOCAL AUTHORITY CLOSING DATE.