



*"I have come so that they may have life and have it to the full."* John 10:10

# Admissions Policy

*\*Set to follow Bury Admissions*

## Summer 2023

*(For admission September 2024)*

|  |                       |
|--|-----------------------|
| <b>Policy Review Details</b>   |                       |
| <b>This policy will be reviewed in line with our policy review schedule.</b> |                       |
| Date of Issue: Summer 2023   |                       |
|  |                       |
| Governor Signature   | Headteacher Signature |
| Date of next review: Summer 2024   |                       |

## Version Control

### Change Record

| Date     | Author          | Version | Reason for Change                           |
|----------|-----------------|---------|---|
| 18.09.22 | Julie Whittaker | 1       | No change                                   |
| 17.05.23 | Julie Whittaker | 2       | Dates changed for September 2024 admissions |
|          |                 |         |   |
|          |                 |         |   |

## **Summerseat Methodist Vision & Values**

At Summerseat Methodist Primary, our vision, ethos and values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our children to become lifelong learners; creating a safe and inclusive learning environment that nurtures individuality and enhances potential.



“I have come so that they may have life  
and have it to the full.”

John 10:10

As a church school, we have identified and uphold the following core Christian values that help us achieve our ethos and vision: joy, teamwork, love, respect, care, trust, forgiveness and equality.



## **Safeguarding Statement**

At the Epworth Education Trust we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We work to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. The procedures contained in the Safeguarding Policy apply to all staff, volunteers and governors

## **ADMISSIONS POLICY FOR COMMUNITY, ACADEMY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS**

This policy will be used during 2023/2024 for allocating places in the main admission round for entry to Year R in September 2024. It will also apply to in-year admissions. It does not apply to those being admitted to nursery provision.

Bury Local Authority is the admission authority for Summerseat Methodist Primary. The admission arrangements are determined by the County Council, after statutory consultations.

### **Published Admission Number (PAN)**

Each school has a published admission number (PAN) for entry to Year R. The school will admit this number of children if there are sufficient applications. Where there are fewer applications than the published admission number, places will be offered to all applicants.

The PAN for Summerseat Methodist Primary School for 2024-2025 is 15.

### **Admissions Process**

The County Council will consider first all those applications received by the published deadline of midnight on 15 January 2024. Notifications to parents offering a primary or infant school place will be sent by the Council on 19 April 2024.

Applications made after the deadline will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the normal admission round, all on time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

### **Pupils with an Education, Health and Care Plan**

Any child with an Education, Health and Care Plan naming Summerseat Methodist Primary School will be admitted. Where possible such children will be admitted within the PAN.

### **Oversubscription Criteria**

When schools are oversubscribed, priority for allocation of places will be as follows:

1. Children in public care (Looked after Children) and previously looked after children.
  - A 'looked after child' 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, in England.

- A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or become subject to a child arrangements or special guardianship order, as well as a child who appears to have been in state care outside of England care (i.e. In the care of/or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

2. Children who will have an older brother or sister in the school in September 2023. For this purpose, a brother or sister may be a full or step-brother or a full or step-sister, living at the same address, at the time of admission.

3. Other children

If applications are received after the closing date, they will be dealt with as late applications, and will not be considered until after those applications which were received on time.

If there is over-subscription in any category, places will be offered using a straight line distance measurement from home to school.

The distance will be measured using the Local Authority's computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer).

Where the final place in a year group can be taken by two or more children living an equal distance from the school, (for example two children living in the same block of flats) the Local Authority will then use random allocation to decide which of the children can be offered a place.

Where a child has parents with shared responsibility and lives with each parent for part of the week, the home address will be decided by using the name & address of the parent/carer to whom the Child Benefit payment is paid or where the child is registered with a GP and in agreement with both parents.

If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins or the three triplets will be offered places as a permitted exception to class size regulations.

1st, 2nd and 3rd preferences for all primary schools in Bury will be considered equally.

If you wish to give reasons for your preferences you may do so. However, parents should note that the criteria given above are the criteria which will be used to offer places.

Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth

birthday, nor beyond the academic 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.

Where parents wish to defer admission under the 'summer born regulations', parents must put their request in writing to the school admissions team, together with any supporting evidence that the parent wishes to be taken into account. Decisions on requests for admission outside the normal age group will be made 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. This request should be sent to the admissions team at the time of normal application.

Parents are only entitled to one appeal for an individual school each year. A re-appeal would only be considered if new evidence became available which could not have been made available at the original appeal hearing.