ADMISSIONS POLICY FOR ENTRY SEPTEMBER 2028

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Statutory Framework

St Matthew's Cof E Primary School is a member of the Cranmer Education Trust (CET). CET is the Admission Authority, with the administration and implementation of the policy being delegated to the trust's Admissions Committee.

The Admissions Committee applies the regulations on admissions fairly and equally to all those who wish to attend one of its schools. Schools comply with the provisions within the Schools Admissions Code and the Schools Appeal Code, available at: https://www.gov.uk/guidance/academy-admissions

Published Admission Number (PAN)

All schools within CET are inclusive and welcome children from all backgrounds and abilities. The only restriction placed on entry is number. If the number of applications exceeds the number of places available, each school has oversubscription criteria which are applied by the local committee.

The Published Admission Number for St Matthew's Cof E Primary School for entry September 2028 is 60.

Infant Size Legislation

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single teacher, as defined in Section 4 of the SSFA 1998. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

Application Procedures

The application period runs from 01 September 2027 to 15 January 2028.

Applications for admission to the Reception Year in September 2028 should be made to the local authority in which the applicant lives using the common application form (CAF) on the local authority's website. Completed applications should be returned to the local authority in which the applicant lives by the closing date advised by the local authority. Details of all the applications made will be forwarded to the school.

In addition, a Supplementary Information form for St Matthew's C of E Primary School must also be completed and returned to the school. This is to assist in the allocation of pupil places when the school is oversubscribed, and a waiting list is in operation.

Applications received after the appropriate closing date will be regarded as late unless, in the judgement of CET, there are significant and exceptional reasons for the lateness. Proof of special circumstances will be required. Late applications are not considered until all on-time applicants have been allocated places.

In-Year Admissions Applications

Anyone who wishes to apply for a place in Reception Year after the first school day in September, or to any other age group at any time, will apply directly to the school. The allocation of places is in accordance with the admissions criteria. Preference will be given to children moving into the area from outside the Local Authority area who do not have a school place. Evidence will need to be provided that the child has recently moved in.

Oversubscription Criteria

If no more than 60 applications are received for admissions to Reception Year, all applicants will be offered places.

All schools are required by section 324 of the Education Act 1996 to admit to the school a child with a statement of special educational need or Education, Health and Care Plan (EHCP) that names the school. This is not an oversubscription criterion and all children with EHCPs naming a school will be admitted before other children are offered a place.

If the number of applications exceeds the admission number, it will be necessary to determine which pupils can be offered a place by applying the following oversubscription criteria in priority order.

Criteria 1 - Children Looked After/Children Previously Looked After

These priority allocations are made without reference to faith.
This includes any "children looked after", “children previously looked after” 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 children looked after and children previously looked after who appear (to the Admission Authority) to have 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 and ceased to be in state care as a result of being adopted.

Criteria 2 – Social and Medical Need

Children whose medical or social circumstances affect their education or ability to get to school and, as result, their needs may only be met at St Matthew’s Church of England School. Where admission is sought under special medical or social circumstances criteria, professional supporting evidence, i.e. from a doctor, psychologist or social worker, is essential. Such evidence must set out the particular reasons why the school is the most suitable for the child to attend and the difficulties that would be caused if the child had to attend another school. It is the responsibility of parents to ensure that the School has the most up to date information available (see not (a) below).

Criteria 3 – Siblings

Siblings of pupils attending the school during the academic year to which the child would be admitted (See Note (c) below.

Criteria 4 – Distance from School

Twelve places, i.e. 20% of the Planned Admission Number, will be allocated to any children based on geographical proximity to the school (see note (d) below), i.e. without using any faith criteria.

Criteria 5 - Faith-based: Children whose parents attend St Matthew's Church

Baptised or dedicated children whose parents are in regular attendance at St. Matthew's Church. Attendance will be established by information provided on the Supplementary Information Form (Appendix 1) completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means and will be prioritised as follows:

5.1 Regular attendance is normally taken to mean a minimum of twice a month at church of public worship for at least one year prior to 1st September in the year before admission to school, i.e. for admission in September 2028, attendance will be taken from the year September 2026 to September 2027).

5.2 Evidence of infant baptism or dedication of the child, and of regular attendance by parents must be provided by a member of the Clergy, or other designated Church Officer, on the form provided.

Criteria 6 - Faith-based: Children living within the Parish of St Matthews whose parents attend at public worship in any other Christian church which is a member of the Churches Together in Britain and Ireland

Baptised or dedicated children whose parents are in regular attendance at a Christian Church within the parish which is a member of the Churches Together in Britain and Ireland (see note (b) below). Attendance will be established by information provided on the Supplementary Information Form (Appendix 1) completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means and will be prioritised as follows:

6.1 Regular attendance is normally taken to mean a minimum of twice a month at church of public worship for at least one year prior to 1st September in the year before admission to school, i.e. for admission in September 2028, attendance will be taken from the year September 2026 to September 2027).

6.2 Evidence of infant baptism or dedication of the child, and of regular attendance by parents must be provided by a member of the Clergy, or other designated Church Officer, on the form provided.

Criteria 7 – Children resident within the parish boundary of St Matthew and St Luke, Chadderton

Children resident within the parish boundary of St. Matthew and St. Luke, Chadderton, as defined by the Diocese of Manchester. (For further information, please visit the website at www.manchester.anglican.org).

Criteria 8 - Children whose families regularly attend another mainstream place of worship

Evidence of regular attendance by parents must be provided by a leader of the mainstream faith, e.g. Iman, or Rabbi. Regular attendance is normally taken to mean a minimum of twice a month at a place of public worship for at least one year prior to 1st September in the year before admission to school, e.g. for admission in September 2028, attendance will be taken from the year September 2026 to September 2027.

Criteria 9 - Any other children

If there are places available after fulfilling Criteria 1-8, priority will then be given to those the closest proximity to the school (see note (d) below).

Notes:

a) Exceptional reasons for priority over other applicants: decisions must be consistent and based on objective evidence, which must be provided in writing by an appropriate professional, e.g. a doctor or a social worker. Such 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.

b) For the purposes of these admission arrangements 'Christian Church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the Diocesan Bishop. This includes:
   - Member churches of Churches Together in Britain and Ireland (www.ctbi.org.uk)
   - Churches affiliated to the Evangelical Alliance (www.eauk.org)
   - Partner churches of Affinity (www.affinity.org.uk)
   - Churches which are members of the Fellowship of Evangelical Churches (www.fiec.org.uk)

c) Siblings: The Cranmer Education Trust has defined "sibling" as full, step, half, foster and adopted brothers and sisters living at the same address at the time of submitting the application and on roll at the school on 01 September of the year of admission.

d) Geographical Proximity: Distance is measured as a straight line from the child's home address to the school property measured between the two central data points of the home post code and school post code. Measurements are calculated using Geographical Information System mapping software based on Ordnance Survey and Post Office data. The address from which the distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident. In the event of two or more children living equal distance from the school, e.g. blocks of flats, the place will be decided by drawing lots. The first name drawn will be offered the place.

Appeals

Parents / legal guardians have the right of appeal to an independent panel set up under the Schools Standards and Framework Act 1988 as amended by the Education Act 2002 and subject to the School Admissions Appeal Code 2022.

Parents / legal guardians should notify the Business Manager at the school within 20 school days of being refused a place of their intention to lodge an appeal.

Parents / legal guardians have the opportunity to submit their case to the panel in writing and to attend to present their case. Parents / legal guardians will normally receive 10 school days' notice the hearing. Further information about any appeal will be provided by the independent Clerk to the Appeals Panel.

The right of appeal against the school's decision does not prevent parents or legal guardians from making an appeal in respect of any other school.

Waiting Lists

Waiting lists are maintained by the Admission Authority and it will be open to any parent to ask for their child's name to be placed on the waiting list following an unsuccessful application. Waiting lists are held in order of the

published admission criteria and reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it. The waiting list will operate until 31st December at the end of the autumn term following admissions in September.

Admissions Outside the child's normal age group

Where a parent of a summer born child (1st April – 31st August) wishes to defer entry to the following September but enter in the Reception Year out of the child's chronological cohort, a fresh application must be made under the Coordinated Primary Admissions Scheme for that year of entry.

Parents requesting admission out of the normal age group must put their request in writing, addressed to the Headteacher at the school, together with any supporting evidence that the parent wishes to be taken into account. The governors who have the authority delegated by the Admission Authority 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 governors will also take into account the views of the Headteacher. When informing a parent of their decision on the year group the child should be admitted to, the governors will set out clearly the reasons for their decision.

Where the governors agree 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 (i.e. the age group to which pupils are normally admitted to the school) the local authority and governors must 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 admission authority must not give the application lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

Deferred Admissions

Children are entitled to a full-time place in school in the September following their fourth birthday. Once they have been offered a place at the school, the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Late applications

Applications received after the closing date will be placed last in the criteria in which they fall unless the Admission Authority is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time. Supporting evidence, including that provided by the required Supplementary Information Form, must also be supplied by the closing date for applications, unless it is satisfied

that there are exceptional circumstances which reasonably prevented it being submitted on time. In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

Intention to Move to A New House

An intention to change address cannot be considered until such a move has actually taken place and proof is available to substantiate the change of address. Proof of change of address will be accepted up until the latest reasonable date prior to the final allocation of school place usually in April. For children of UK service personnel and other Crown Servants returning to the area proof of posting is all that is required.

Fraudulent Applications

Where the Governing Board discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent which effectively denies a place to a child with a stronger claim, then the Admission Authority has the right to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

Privacy Notice

In making an application for admission, parents / legal guardians provide personal, sensitive information in relation to their child and themselves. This information will be stored in accordance with the trust's privacy notice, a copy of which can be found on the school website.

Retention period

Supplementary forms will be held for 1 academic year following receipt. Appeals information will be held for 2 years from date of appeal.

Policy Review and Consultation

CET will review and approve the Admissions Policy for St Matthews CE Primary School on an annual basis in accordance with the School Admissions Code.

Consultation on admission arrangements will take place whenever there are significant changes to the policy or every seven years if there is no significant change. Consultation will be for a period of six weeks between 1 October and 31 January in the academic year before the arrangements are to apply.

Admission arrangements will be submitted to Oldham LA by 15 March and publicised on St Matthews CE Primary School website for the full offer year. Consultation will take place in the following way:

1. General notification on the school website;
2. Notification to parents / legal guardians in writing and by text; and
3. Notification by email to Manchester Diocese, associated Primary Schools, Oldham LA and neighbouring Authorities, the Academy Co-Sponsors and all local Admission Authorities.

Any objections to Admissions arrangements should be made in writing to The Chair of the Admissions Committee, The Cranmer Education Trust, C/o, The Blue Coat School, Egerton Street, Oldham, OL1 3SQ. E-mail: info@cranmeredt.org

Definitions

Permanent Address

The only address CET can consider is the address of the adult with whom the child is permanently resident. Where a child stays with another parent for part of the week, further enquiries may be made in order to determine where the child is permanently resident. Proof of residence will be required.

Any allegations received by the admission authority of people providing false accommodation for school places will be fully investigated and, if found to be true, allocated places may be withdrawn.

If a childminder, grandparents or another member of the family cares for the child on a daily basis at another address, CET cannot consider this address for the purpose of its admission process to school.

Shared parenting

In instances where a child lives part of the week with one parent and the other part with another parent; the address used for the application will be that where the child mostly wakes up on school days. If responsibility for the child is shared equally and there are legal arrangements in place to support this; the Local Authority will accept either address agreed by each parent. If no such legal arrangement exists and parents cannot come to an agreement regarding which address is to be used, the address used will be the one at which child benefit is paid.

Twins or Triplets

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 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.

Appendices

Appendix 1: Supplementary Information Form- Faith Based