ADMISSIONS POLICY

2027 - 2028

Date	October 2022
Compiled by	J Kinch (Headteacher)
Ratified by Governors	March 2023
Date for review	January 2027
Amendments	Consultation completed January 2023 March 2023 – no changes needed July – to be reviewed in line with the LA guidance No changes to this year. Pupil Admission Number reduction agreed following consultation in January 2026. Pupil Admission Numbers for this year will be 45.

THE CHURCH OF ENGLAND

Looking to the future from the foundations of our past

Godfrey Ermen, local cotton mill owner, left money when he died for *"the benefit of any charitable philanthropic literary or educational institution . . . or in the formation and maintenance of hospitals, libraries, baths, wash-houses, model cottages, and generally in support of any object which may seem worthy of* ***encouragement*** *and assistance."*

Reflecting on our Christian foundation, the Bible reminds us through St Paul's letter to the Thessalonians:

"Therefore **encourage** one another and build each other up, just as in fact you are doing."

Thessalonians 1 5:11

By honouring God and our foundation, we desire to live out our values by **encouraging** each other to work together, serving God and our community, to be the best we can be for ourselves, our families, our community and the wider world.

We are going to **encourage** each other through our PRIDE values, each rooted in the teachings of St Paul:

VALUE	FOUNDATION	We look to the future to…
Personal Excellence	***In all the work you are doing, work the best you can.*** Colossians 3:23-24	… work hard. … follow our learning rules.
Respect & Friendship	***The whole law is made complete in one command: "Love your neighbour as you love yourself."*** Galatians 5:14	…be kind and gentle. … care for our environment.
Inspiration & Innovation	***Continue to think about the things that are good and worthy of praise. Think about the things that are true and honourable and right and pure and beautiful and respected.*** Philippians 4:8	… listen. … be honest.
Determination & Resilience	***I can do all things through Christ because he gives me strength.*** Philippians 4:13	…feel confident to try and know we can make mistakes. … not give up.
Equality	***Now, in Christ, there is no difference between Jew and Greek. There is no difference between slaves and free men. There is no difference male and female. You are the same in Christ Jesus.*** Galatians 3:28	… be fair. … keep each other happy.

THE CHURCH OF ENGLAND

Godfrey Ermen Memorial C of E Primary School

Admissions Policy

Introduction

This document sets out the admission arrangements of Godfrey Ermen Memorial CE Primary School. For the purposes of this policy, the Governing Body is the admission authority.

Ethos Statement

At Godfrey Ermen Memorial CE Primary School, we are dedicated to the development of the whole child. We encourage our children to grow in self-esteem, understand others and learn how to be a friend and to be a vital part of the whole school community. We support every child in developing their full potential morally, spiritually, culturally, intellectually and physically, and in doing so encourage them to grow in to rounded individuals capable of making a positive contribution to society and the environment in which they live.

Process

1. Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of 15th January.

2. The Local Authority will inform parents of the offer of a place on behalf of the Governing Body on the national offer date 16th April or the next working day.

3. The Godfrey Ermen Memorial CE Primary School has an admission number of 45 pupils for entry into Reception. The school will accordingly admit at least 45 each year if sufficient applications are received. All applicants will be admitted if 45 or fewer apply. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below.

Oversubscription Criteria

Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)

1. A "Looked After Child" (LAC) s 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

   A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (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.

Social and Medical need

2. Priority will be given in exceptional circumstances to a small number of children (or in some cases a close relative of the child) whose mental or physical impairment means they have a demonstrable and significant need to attend this school over any other.

3. Supporting evidence in the form of a letter from a doctor or social worker or other relevant qualified, independent professional, would be required. Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations and does not guarantee that a child will be given priority as each decision will be made on the merits of the individual case.

Siblings

4. Siblings of pupils attending the school during the academic year to which the child would be admitted. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

Faith based

5. Parent/carer's regular attendance at public worship at Parish Church of St Michael and All Angels with St Catherine, Barton with Peel Green Church of England church. Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer.

6. Parent/carer's attendance at public worship in any other Christian church. For the purposes of these admission arrangements 'other 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, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_o ct_18.pdf.

   A parent or parents wishing to apply against this criterion must complete a Supplementary Application Form. Attendance at public worship (or its specified equivalent for faith bodies which are not a Christian church where that is provided for in the admissions arrangements) will be established by information provided on the Supplementary Information Form, including verification by the relevant Minister/Faith Leader or their designated officer.

7. The child has been baptised according to the rites and practices of the Church of England – documentary evidence (e.g. Baptism Certificate) must be produced if making application on this criterion.

8. All other children

Distance from school

Proximity to the school with those living closest to the school having priority calculated by: Should the admission number be exceeded in any one criterion then priority will be given to those who fulfil that criterion and live nearest to the school, distance being calculated on the basis of a straight line using the LLPG (Land and Property Gazetteer) from the front door of the permanent place of residence of the child to the centre of the school. Where parenting is shared the address used will be that to which child benefit is paid.

The child's home address will be determined by: The child's home address is considered to be the child's parent/carer(s) place of residence, that is to say, where they are normally and regularly living. If parents are separated and the child spends time at each parents' address, the address which will be used for admission to schools is that of the main carer. The main carer is determined as the parent who is in receipt of child benefit. If a child is resident with friends or relatives for reasons other than guardianship, the friend or relative's address will not be considered.

Tie-breaker

Proximity to the school.

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which children will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

Late applications

Applications received after the closing date and before the [Admissions Authority] admission meeting will be placed last in the criteria in which they fall unless the [Admissions 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.

In-Year admissions

From time to time a place becomes available further up 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.

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be

considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, head teacher etc. Some of the evidence a parent might submit could include:

- information 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 school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 6 child for a year 5 place will be considered alongside applications for year 5.

Waiting Lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be 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. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

Appeals Procedure

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact Headteacher at Godfrey Ermen Memorial CE Primary School at School Road, Eccles, Manchester, M30 7BJ within 14 days of the date of the letter refusing your child a place at the school for information on how to appeal. Information on the timetable for the appeals process is on our website at https://www.salford.gov.uk/schools-and-learning/schools-admissions/appeals/

School age

A full-time school place in the Reception class is available for children from the September following their 4th birthday, etc.

Deferred entry for infants

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age of 4. However, places cannot be deferred until the next academic year. Address definition 1. The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child.

Enquiries

Should be to:

Headteacher,

Godfrey Ermen Memorial CE Primary School,

School Road,

Eccles,

Manchester,

M30 7BJ