



St. Mary's C.E. (A) Primary School

Greenfield

**Governors Admissions Policy
September 2027**



Rooted in love, growing in kindness



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GOVERNORS' ADMISSION POLICY **For September 2027**

Vision and Values

Greenfield St Mary's is a Church of England Primary School committed to the Christian Foundation of the church and the development and ethos of this. The school welcomes applications from all families, of all faiths and none. The school welcomes families that have an affinity with our Christian values and SCARF behaviour values – Keeping ourselves and others safe, being caring, achieving our very best at all times and in all places, always being respectful to all and being friendly.

Statutory Framework

The Governor Body of Greenfield St Mary's is the Admission Authority for the school, with the administration and implementation of the policy being delegated to the Governors' Admissions Committee of the school. The school is required to act in accordance with the Schools Admissions Code 2021 and the Schools Admissions Appeals Code 2012, which are available at <https://www.gov.uk/guidance/academy-admissions>. The admissions process is co-ordinated by Oldham Council (the Local Authority) and the school liaises with the Local Authority on admissions issues. The Governing Body has consulted the Manchester Diocesan Board of Education in drawing up the following arrangements for admissions, which include the criteria to be used to determine the allocation of places when the school is oversubscribed.

Applying for School Places

Applications for a place in Reception in the normal admissions round each year must be made on the Local Authority's Common Application Form.

In addition to the Local Authority Form, applicants wishing to be considered under criteria 4 or 5 (church attendance) should complete and return the **Supplementary Information Form** to the school by the closing date of 15th January 2027.

Admissions Arrangements for Reception in September 2027

The published admission number (PAN) for admission to the Reception Class is 30. If no more than 30 applications for admission to the Reception Class are received, all applicants will be offered places. The school welcomes applications for admission from children of all faiths and none. If the school is oversubscribed, as a designated Church of England (C.E.) Primary School, the Admissions Code allows Greenfield St Mary's to use faith-based oversubscription criteria. Some are prioritised for Anglicans, some for other Christian denominations, and some for other major world faiths that are members of Saddleworth Churches together.

Children with an Education, Health, and Care Plan

The school will admit all children with an Education, Health, and Care Plan (EHCP), naming the school. These admissions are made without reference to faith.

Oversubscription Criteria

If the school is oversubscribed, after the admission of pupils with an EHCP naming the school, the decision upon which children will be offered places will be based on the following oversubscription criteria.

1.	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 at the time of making an application to a school. Previously Looked After Children are children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangement order or special guardianship order).
2.	Children whose medical or social circumstances mean that their needs can only be met at this school. Professional supporting evidence, e.g., from a qualified doctor, psychologist, or social worker is essential. Such evidence must set out the 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.
3.	Children who will have an older brother or sister attending the school at the time of the admission of the younger child. 'Brother' or 'Sister' includes full, step, half, foster, and adopted brothers or sisters and can be living at separate addresses.
4.	Children who are in regular attendance (monthly) with an appropriate adult at an Anglican Church. Active membership in the Anglican faith is evidenced by: a) The attendance at public worship by the child with an appropriate adult; b) Baptism of the child, or a service of dedication
5	Children who are in regular attendance with an appropriate adult at a Christian Church. Christian church means any church which is designated under the Ecumenical Relations Measure nationally by the Archbishops of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England, or the Evangelical Alliance, or a partner church of Affinity.
6	Any other children are prioritised by distance. Distance is defined to the child's normal home front door from the main gate of the school in a straight line, measured on a map, which will be used as the tie-breaker, nearer addresses having priority over more distant ones. 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.

Tie-breakers

If the distance from home to school does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.

Waiting list

Where there are 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. The waiting list will be maintained until 31 December in any given year.

Late applicants for the school will be slotted into the order according to the oversubscription 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 31 December at the end of the Autumn term only.

Children from multiple births

Where there are children of multiple births wishing to be admitted and the sibling is the 30th child, the governors may admit over the infant class requirement if it is possible to do so.

Deferred admissions

Children are entitled to a full-time place in school in 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 points 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 for admission

Where the Local Authority accepts that there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others. Otherwise, applications that are received after the last date will be considered after all the others and placed on the waiting list in order according to the criteria.

Right of Appeal:

Where the governors are unable to offer a place because the school is oversubscribed, 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 contact the Local Authority for an Appeal form. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. Parents normally receive 14 days' notice of the place and time of the hearing.

Appeal forms should be returned to:

School Appeals,
Oldham Council,
Level 4
Civic Centre
West Street
Oldham
OL1 1UL

Requests for admission outside the child's normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer-born child may choose not to send that child to school until the September following their fifth birthday and may request that they be admitted out of their normal age group – to reception rather than year 1.

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 considered. The governing body will make decisions on requests for admission outside the normal age group based on 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 governing body will also consider the views of the Headteacher. When informing a parent of their decision on the year group the child should be admitted to, the governing body will set out clearly the reasons for their decision.

Where the governing body agrees 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 governing body 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 governing body 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.