



PRIMROSE HILL PRIMARY SCHOOL

Admissions Policy

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Admissions Policy

2023-24

As a community school we follow the Salford Primary Schools admission policy. Please refer to the links below. If you are unable to see this site, please contact school for the Salford City Council Primary School admission policy.

Details of the policy and admission arrangements can be found here:

<https://www.salford.gov.uk/schools-and-learning/schools-admissions/>

<https://www.salford.gov.uk/schools-and-learning/schools-admissions/primary/primary-school-admission-details/community-schools-admission-details/>

Where a school receives more applications than places available, the following oversubscription criteria will be applied once places have first been allocated to children who have an education, health and care plan which names the school.

Admissions criteria

1. Looked after children and previously looked after children. This includes children who have ceased to be looked after because they were adopted or became subject to a child arrangements order or special guardianship order. (Parents/carers of all previously looked after children will need to provide a photocopy of the relevant order with the application form)
2. Children adopted from outside of England. Children who appear to the local authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. (see note c)
3. Children in need as defined by the Children Act (1989), ie those who are unlikely to achieve or maintain or to have the opportunity of achieving or maintaining a reasonable standard of health or development or a child/children whose health or development would be further impaired without the provision of services by the Local Authority. Confirmation of the child's needs will be required from their social worker. (see note d)
4. Brother or sister in attendance at the school (Reception – Year 5 only, Year 6 are considered for in year applications only) at the date when the pupil is to be admitted. This includes stepchildren and foster children living with the same family at the same address. Other children may be considered under the sibling criterion provided proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit. (The authority accepts that in some family units the children may not be natural brothers and/or sisters).
5. Children living nearest to the school. The distance will be measured in a straight line using LLPG (Local Land and Property Gazetteer) information to measure the distance between the address point (including flats) of the child's home address and the centre of the school in miles. Those children whose home address is closest to the school will be those who get priority for places. (see note f)

Notes

a. Entrance to reception

No child can automatically transfer from a nursery to a reception class. Where a school is over-subscribed, places in the reception class must be allocated according to the published admission criteria, with children who have attended the nursery being considered on the same basis as those who have not.

b. Light Oaks Infant School and Light Oaks Junior School

Pupils who attend Light Oaks Infant School in Year 2 will automatically transfer to Light Oaks Junior School at Year 3.

c. Children adopted from outside of England

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Parents/carers of children adopted from outside of England will need to provide a photocopy of the relevant order or proof of the child's adoption from care direct to the local authority with the application form.

d. Children in need

In Salford, children who would be eligible for this criterion are those who are at level three and have ongoing social worker involvement, and all at level four on the '[Thresholds of needs and response in Salford](#)'. For children resident in other local authorities, contact will be made with the child's social worker to confirm that the child's level of need falls within these boundaries of the Salford thresholds. Salford LA must have confirmation of an applicant's level of need from an appropriate professional before they will be considered under this criterion.

e. St John's CE Primary School

As this school operates over a split site, for admissions to all year groups the distance measurement will be made to the centre of the school building on the Daisy Bank Avenue site.

f. Tie-breaker

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children whose home address is nearest the school. The distance will be measured in a straight line using the LLPG (Land and Property Gazetteer) information to measure the distance between the address point of the child's home address and the centre of the school in miles. Those children whose home address is closest to the school will be those who get priority for places.

In the event of a tie, where two or more pupils' home address is the same distance from the preferred school and only one place is available, random allocation will be used. This will be carried out by an independent person. Eligible names will be placed in a hat. One name will be drawn from the hat and the remaining place will be offered to that person. This process for random allocation also applies to the waiting list where two or more pupils are eligible for one vacancy because they live the same distance from the preferred school.

g. Multiple births

If there is a situation where only one place is available and the next children to be offered are siblings of a multiple birth, all the siblings will be offered places.

h. The child's home address

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.

We may ask to see between two and four forms of evidence of your home address (photocopies are acceptable) in addition to the child benefit information showing the address to which payments are made. This may include, for example:

- proof of where you are registered for council tax
- your television licence
- wage/ salary slip
- proof of your child tax credits

Any evidence you provide must show that the parent or main carer lives at this address. We may seek evidence by other means if the parent/carer is unable to provide sufficient proof of their residence.

If your address changes temporarily (for example, if you go to live with a relative or there is another reason for temporary vacation of the permanent residence to which the child benefit document refers) you cannot use this temporary address for the purposes of your application.

i. Temporary addresses

The authority may at its discretion consider as genuine a child's temporary address where, for example, the child is living with his/her parent/carer(s) in temporary accommodation due, for example, to their parent/carer(s) working commitments, whilst they are seeking a permanent address in the same area.

If the parent/carer(s) main address has changed temporarily, for example where a parent/carer resides with extended family during a period of sickness or takes up temporary accommodation due to building or renovation work, then the parent/carer(s) address remains that at which the parent/carer(s) was resident before the temporary residence began.

j. Change of address

Any permanent change in address must be notified in writing or by email to the Admissions Team as soon as possible. It will not be possible to make any changes to the home address for allocation purposes after 15 March as school offers will be finalised. However, please still inform the admissions team of changes of address after this date so that offer information can be sent to the correct address.

Where a change of address occurs after the closing date and before 15 March, the local authority will consider a change of preferences to be on-time only where the change of address is over two miles from the previous address (measured from address point to address point in a straight line). Where the change of address is under two miles any changes of preference will be considered as a late application. Any change of preferences resulting from a change of address after 15 March will be considered as a late application.

k. False information

If you give any fraudulent or intentionally misleading information to obtain a school place (for example, if you give the incorrect home address), we may withdraw the offer and your child may lose their place.

If you suspect that someone has given false information to get a school place please contact the admissions team.

Please note that the Local Authority will take strong action and the place offered will be withdrawn, if any false or misleading information is given, including an address which is not the child's home address as defined above.

l. Admission of children from overseas

All children of compulsory school age (five to 16 years) in the UK have a right of access to education. However, where a child is in the UK for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), have a passport endorsed to show a right of abode in the UK or are European Economic Area nationals normally have unrestricted entry to the UK. An application for a school place will be accepted for such children even though they may not be resident in the UK at the time of application. The application may however be processed on the basis of the overseas address.

Other children from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are resident in the UK. Proof of residency such as an endorsed passport or entry visa will be required with the application.

m. Waiting list policy

Children who are not offered a nursery or reception place for the September intakes at their preferred school will be placed on the school's waiting list. The waiting list will be maintained only for the statutory period (until 31 December). Should any places become available they will be allocated in accordance with Salford Local Authority's published admission criteria.

As children are added to the waiting list, the list will be re-ranked in accordance with the published admission criteria. This means that children can move both up and down the waiting list.

After 31 December, if a parent wishes their child to continue to be considered for a school place, they will need to reapply for a place using the procedure for in-year admissions.

Looked after children, previously looked after children and children who come under the Fair Access Protocol will take precedence over those on the waiting list.

There are no waiting lists for in-year admissions.

n. Nursery classes only

No places will be allocated in nursery classes to children who have not reached the age of three by 1 September in the admission year.

The nursery admission criteria will be applied to Salford children initially and then, if places are still available, to children resident in other local authority areas.

Should a school decide to allocate full and part-time places in the nursery class the decision on how those places are allocated is the responsibility of the Governing Body. A head teacher however, should be able to justify to a parent the reason for the decision ie Full time places are given to the older pupils first.

Parent/carers will be disallowed from taking **two part time places** for their child, thus limiting the number of places available.

o. Right of appeal

If a child is refused a place at a preferred school, they will have the right of appeal for that school. Parents must give their grounds of appeal in writing and will be given at least 20 school days to submit these to the local authority. Further information can be found about [appeals](#) on the local authority's website.

p. Part time, deferred and delayed admission

The admission authority provides for the admission of all children in the September following their fourth birthday. However, where a child has been offered a place at a school the child's parents/carers 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 it was made. Alternatively, 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.

Parents wishing to take either of the above options should inform their allocated school as soon as a place is offered so that the appropriate arrangements can be made.

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. Parents should contact the Headteacher of the school concerned in the first instance to discuss an application for admission outside of the normal age group.

In addition, parents of children born between 1 April and 31 August (summer born children) may choose not to send that child to school until the September following their fifth birthday and may request that

they are admitted out of their normal age group – to reception rather than year 1 i.e. starting reception a year later than those in their age group. This request should be made to the school admissions team in writing giving reasons for the request. This should be done at the time the child would usually be expected to apply for a reception place.

The request will be considered in conjunction with the school and the parent, and the admission authority for the school will decide on whether the child should be offered delayed admission or not. The decision, and the reasons for it, will be communicated to the parent in writing. Where a child is offered a place at a school but not in the year group preferred there will be no right of appeal.

Appeal information: <https://www.salford.gov.uk/schools-and-learning/schools-admissions/appeals/>