

Oversubscription criteria - community and voluntary controlled primary schools

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 a statement of special education need or an education, health and care plan which names the school.

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 special residency/child arrangements order or special guardianship order.
2. **Children in need** as defined by the Children Act (1989), i.e. 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 c)
3. **Exceptional medical reasons** - If claiming **exceptional** medical reasons, these must be stated at the time of application and parents/carers must ask an appropriately qualified medical professional to complete the medical information form giving **evidence** that the child's medical needs can only be met at the preferred school. Claims for admission on the basis of medical grounds will not be considered if submitted after a decision on the original application has been made unless evidence can be provided that the medical condition has only been diagnosed since the allocation of places. (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 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 e)

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 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' (www.salford.gov.uk/thresholds.htm). 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.

d. **Exceptional medical reasons**

Applicants under this criterion will be required to submit a medical information form completed by an appropriate medical professional. These are available from the school admissions team or on the local authority's website and should be returned within seven days of the closing date. It is the **responsibility of the parent** to ensure a medical information form is completed by their medical practitioner and returned to the local authority if they are requesting their child's admission under this criterion. The school admissions team will **not** seek information about your child or telephone people on your behalf.

If you apply online, tell us that there is supporting evidence in the space provided, then send the medical form to the school admissions team either by post or send scanned copies with a covering email giving your application reference or child's details.

If we do not receive this information within seven days of the closing date, we will not be able to consider your child under this priority, unless it relates to a change of circumstances (such as a new diagnosis) which has occurred since the closing date.

Completed and returned medical forms will be placed before the medical panel, consisting of medical and educational professionals. The medical panel will consider all applications under this criterion and whether the child's medical needs can only be met by attendance at the named school.

Medical conditions consequential from a failure to obtain the preferred school, for example emotional distress (whether or not leading to a recognised medical condition), do not fall within this priority.

Only **exceptional** medical circumstances will mean that it is appropriate for a

child to be admitted to a particular school. Exceptional reasons will be those where in the opinion of the panel, due to the child's medical needs, the location of the school, the school building, or the support it is able to offer is unique in meeting the child's medical needs and this **cannot** be provided by another school.

Parents will be informed of the decision on exceptional medical need before places are allocated, so that where necessary they may amend their preference schools.

Children considered as having a medical need to attend a school may include children with significant special educational needs, but without a statement or education, health and care plan, who require a carefully planned transition into school. These children will still be required to provide evidence to be considered by the medical panel as above.

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 and 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.

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.

Where a change of address occurs after the closing date and before the offer date, 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.

k. **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.

l. **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.

m. 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 i.e. Full time places are given to the older pupils first.

Salford City Council's policy states that parent/carers should be disallowed from taking **two part time places** for their child, thus limiting the number of places available.

In addition to the above, the following information will also be included in the admissions information booklet.

Your child's home address

Many schools use children's addresses when deciding who to offer places to. You must give the correct permanent home address. This is where the child and parent, or the person who has care of the child or parental responsibility, normally lives.

We carry out checks to confirm that addresses are genuine. If we are unable to verify an address, or any issues are raised concerning your address, we may carry out further checks.

We may ask to see two 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:

- 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.

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

False information

If you give any false information to get 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 where the child is not actually living.