St Martin's CE Primary School



Admissions Policy 2027

Admissions Policy

St Martin's Church of England Primary School is a Voluntary Aided primary school. The Governing Body is the admission authority for the school, and the school is required to act in accordance with the School Admissions Code. The admissions process is co-ordinated by Oldham Council (the Local Authority) for places in the Reception class and the school for in year transfer requests. The school liaises with the Local Authority on admissions issues. The following arrangements for admissions, which include the criteria used to determine the allocation of places when the school is oversubscribed.

Admission Arrangements

The school's published admission number (PAN) agreed for admission to the Reception class is 30. If no more than 30 applications are received for admission to the Reception Class, all applicants will be offered places.

The Nursery class has up to 30 comprising of full time and part time places. Separate applications must be made for a Nursery place and any transfer from the Nursery class to the Reception Class in the Primary School.

Applying for Places

Applications must be made on the Local Authority's application form. Details of all the applications made will be forwarded to the school by the Local Authority.

In addition to the Local Authority form, if you are applying for a place under criterion 3 or 5 please give details of the points you wish to be taken into consideration regarding your child's qualifications for entry under the above criteria, on the school's Supplementary Information Form A and return it to the school. If you are applying for a place under criterion 2, please provide written professional supporting evidence, e.g. a letter from a doctor or psychologist, and return it to the school by the closing date. Information provided will be treated in strict confidence.

Waiting list

Responsibility for admissions is delegated to the Admissions Committee.

The Governors will admit all children having a Statement of Special Educational Needs or

Education, Health and Care Plan (EHCP) in which the school is named. In the event of over-subscription for the remaining places they will be allocated using the following oversubscription criteria, which will be applied in the order of priority set out below:-

1.	**Children in public care and previously looked after children.** **This includes any "looked after child", "previously looked after children" 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 looked after children and all previously looked after children who appear (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.**
2.	**Children whose medical circumstances mean that their needs can only be met at this school.** *Where admission is sought under medical circumstances criteria, professional supporting evidence, e.g. from a doctor or psychologist is essential. 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.*

3.	**Baptised* children, living in the parishes of Holy Trinity Bardsley and St Paul's Oldham, whose parent(s)/guardian(s) and the child are in regular attendance* at any Church of England church** **Evidence of infant baptism or dedication of the child and of regular attendance* of at least one parent(s)/guardian(s) and the child must be provided by a member of the clergy or other designated church officer on the form (Supplementary Form B) provided with the eligibility form (Supplementary Information Form A). A list of Churches in membership of Churches Together in Britain and Ireland can be viewed at www.ctbi.org.uk*
	**Regular attendance means a minimum of 18 attendances at church at public worship between the 1st January 2025 and 31st December 2025.*
4.	**Children who have a sibling (brother or sister) attending the school at the time of their admission.** *Sibling (brother or sister) includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart.*

5.	**Baptised*or dedicated children whose parent(s)/guardian(s) and the child are in regular attendance at a church within the above parishes which is a member of Churches Together in Britain and Ireland.** **Evidence of infant baptism or dedication of the child and of regular attendance* of at least one parent(s)/guardian(s) and the child must be provided by a member of the clergy or other designated church officer on the form (Supplementary Form B) provided with the eligibility form (Supplementary Information Form A). A list of Churches in membership of Churches Together in Britain and Ireland can be viewed at www.ctbi.org.uk*
6.	**Any other children, with priority for admission given to children who live nearest to the school**

Notes:

a) Where there are more applications for the available places within a category, then distance calculated by the straight line measurement from the applicant's home address location to the centre point (centroid) of St Martin's school as calculated by the Oldham Local Authority's pupil services department, will be used as the final determining factor, nearer addresses having priority over more distant ones. The "normal" home of a child will be taken to be the home in which the child sleeps for the majority of the school week.
b) Where necessary, a tie breaker will be used to decide between two applications that cannot otherwise be separated. The tie breaker will be based on random allocation by drawing lots and will be supervised by someone independent of the school.
c) Infant classes (those where the majority will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. Additional children (known as "excepted pupils") may be admitted under limited exceptional circumstances set out in the School Admissions Code. The excepted children include children whose twin or sibling from a multiple birth is admitted otherwise than as excepted pupils

Where we have more applications than places, the oversubscription criteria will be used to determine the allocation of places. 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. Since the date of application is not one of the admissions criteria, it cannot be a criterion for the order of names on the waiting list, and 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 for 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 following admissions in September.

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 are 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 taken into account. The governing body 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 governing body 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 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.

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 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.

Right of Appeal: Where the governors are unable to offer a place because the school is over subscribed, 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 notify the clerk to the governors at the school within 14 days of receiving the letter refusing a place.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days" notice of the place and time of the hearing.

Letters of appeal should be sent to: The Appeals Committee, St Martin's CE Primary School, St Martin's Road, Fitton Hill, Oldham. OL8 2PY

Nursery Admissions

Up to 30 places are available in the Nursery for each day. ***A place in the Nursery does not guarantee a place in the Reception class the following yea***r. A separate application must be made for a Nursery place. The above criteria and procedures are followed for Nursery Admissions.

Children will be admitted to the Reception class at the beginning of the Autumn Term before their fifth birthday, and to the Nursery class at the beginning of the Autumn Term before their fourth birthday unless there are exceptional circumstances, including a waiting list for the following year when the Nursery is not full. In these circumstances, offers may be made to children on the waiting list to start in the Nursery at the beginning of the term after they turn four. Other exceptional circumstances are determined by the Headteacher and the governors admissions committee.

Please give details of the points you wish to be taken into consideration regarding your child"s qualifications for entry under the above criteria in a covering letter.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. An application should be made to the school by completing the in-year admissions application form and returning it to Headteacher – info@st-martins.oldham.sch.uk

Where there are places available but more applications than places, the published oversubscription criteria, as set out in the admission arrangements for 2025 will be applied. Parents are advised to read the admission arrangements carefully before making their application. If there are no places available, the child will be added to the waiting list.

You will be advised of the outcome of your application in writing as soon as possible. Applicants must be informed of the outcome of their application within 15 school days of receipt of the application for a place.

You have the right to appeal to an independent appeal panel if your application is unsuccessful.

If you have any questions in relation to in-year admissions please contact Headteacher – info@martins.oldham.sch.uk

You may also wish to discuss in-year applications with the local authority – ecs.pupils@oldham.gov.uk

Please keep this copy of the Admissions Policy for your own information.

ST MARTIN'S CE PRIMARY SCHOOL
SUPPLEMENTARY INFORMATION FORM (A)

Name of Child:

Surname.....

Christian/given names.....

Date of Birth ..... Boy Girl

Date of Baptism/Infant Dedication .....

Name of parent(s)/carers .....

Address .....

Post Code ..... Daytime contact number .....

The name of any older brother or sister who will still be attending the school at the date of admission of

the younger child .....

Place of worship one of the parents/guardians and the child regularly attends

Name of place of worship .....

Address .....

Post Code ..... Telephone .....

Worship attendance:
Have you attended worship for at least 18 times between the 1st January and 31st December 2026

Your faith leader will be contacted in order to confirm this information

If you wish medical needs to be taken into account please say what these are in a separate letter and supply written, professional evidence to support your application.

SIGNED ..... Parent/Carer DATE.....

SUPPLEMENTARY FORM (B)
Reference from Church Leader

Name of Child:

Surname .....

Christian/given Names .....

Name of parent(s)/guardian(s)
.....

Address .....

Post Code .....

Telephone ..... Mobile .....

Place of worship one of the parents/guardians and the child named above regularly attends:

Name of place of worship .....

Address .....

Date of Baptism/infant dedication .....

Name of Vicar/Priest/Minister/Church Officer .....

Address .....

Post Code ..... Telephone .....

I can confirm that one of the parents/guardians and the child named above have attended church at least 18 times between 1st January and 31st December 2026. I can also confirm that the child named above has been baptised or attended a service of infant dedication

SIGNED ..... Vicar/Priest/Minister/Church Officer

DATE .....