

Our Aims

“School is about providing an environment and ethos where children are given an education of the highest quality, which leads to academic excellence, personal development and spiritual growth. It is about nurturing individuals, who reflect Christian character and values, and are prepared for tomorrow’s challenges as life long learners.” Mr. S. Colothan, Headteacher

At St. Wilfrid’s Church of England Primary Academy we aim to provide:

- A strong and distinctive identity, culture and ethos.
- A ‘high quality’ education, with a rich and coherent curriculum, where innovative and inspirational teaching leads to excellent standards of achievement.
- A stimulating, meaningful and relevant learning environment, complemented with staff who are skilled, creative, reflective and collaborative practitioners.
- A rich variety of opportunities to promote spiritual, moral, cultural, social, mental and physical development and a recognition and celebration of talents as God’s children.

We aim for our children to develop the following characteristics and qualities:

- Responsible children who live out Christian values, and demonstrate honesty, integrity, empathy and respect to others and their environment.
- Happy and enthusiastic pupils with a zest for learning and a love and appreciation of life.
- Confident and self-motivated individuals, who demonstrate inner strength and resilience, and have high aspirations of themselves.
- Inquisitive and open-minded children who are prepared to experiment, make mistakes and have confidence to try again.

Celebrating Success

At St. Wilfrid’s Church of England Academy we celebrate the achievements of **all** children.

Children each have their own talents and we recognise and celebrate successes across the school.

The Academy provides opportunities for children to achieve success through a range of contexts and these are celebrated within school and the wider community.

Examples of these are Public Speaking, Choir, Music and Instrumental Performances, Computing, Performing Arts and Sport.

St. Wilfrid’s Church of England Primary Academy was successfully awarded the ‘Church School Distinctiveness’ Award in 2015. This is something that the children and staff are immensely proud of.

Our sports’ teams have enjoyed a wide range of successes over many years and St. Wilfrid’s Church of England Primary Academy has an excellent reputation in various sporting activities. The Academy has won competitions and tournaments locally and regionally, and competed with other schools nationally.

Biannually, all children from St. Wilfrid’s participate in a whole school Dance Festival, held in a large arena in front of an audience of approximately 1000 spectators. This is a celebration of Dance and Music, and a great opportunity for cross-curricular learning. The Academy were also successful in the application for Arts Mark Gold Award, which reflects the wide range of opportunities and achievement in art, dance, drama and music.

Throughout the year, St. Wilfrid’s hosts ‘Community Afternoons’. These are opportunities for children to share and celebrate talents with wider members of the community. These events were recognised at the Greater Manchester Schools Awards, when St. Wilfrid’s successfully achieved the ‘Active Community Award.’

In 2016, St. Wilfrid’s was shortlisted for ‘Primary School of the Year’ in the Regional MEN Schools Awards. In addition, St. Wilfrid’s received ‘Highly Commended’ Awards at the Wigan and Leigh Education Awards in 2016 for ‘Primary School of the Year’ and ‘Health and Well-Being’. We were also awarded ‘Winner’ of the ‘Career Aspirations’ Award for our highly successful Photography Club.



Our Christian Values

“Love is at the heart of all our Christian Values.”

At St Wilfrid’s Church of England Primary Academy our Christian Values underpin everything that we do.

As a whole school community we carefully selected eight Christian Values that we felt were important.

Together, as a family (pupils, staff and governors) we use these values as the basis for our decisions and our behaviour in our academy, and live them out in our daily lives.

We promote these values to families of our pupils and encourage the children to remember them as they move through life.

“St. Wilfrid’s School is a vibrant Church School with Christian Values at its heart.”
SIAMS Inspection School Report, July 2013



Religious Education

As a Church of England Primary Academy, our RE curriculum is based on the syllabus of Blackburn Diocese. RE provokes challenging questions about the meaning and purpose of life, beliefs about God, Self and issues of right and wrong and what it means to be human. It develops pupils’ knowledge and understanding of Christianity, other principal religions, other religious traditions and other world views that offer answers to questions such as these.

*“Religious Education lies at the very heart of the School Curriculum.
The Teaching of RE is outstanding and has a significant impact on pupils’ spiritual, moral and cultural development.”*
SIAMS Inspection School Report, July 2013

We are a worshipping community and have a collective act of worship each day. It offers opportunities for personal reflection and spiritual development and is led by different people including the Rector, Curate, Academy Staff, pupils and visitors. We regularly attend St. Wilfrid’s Church.

Parents have the right to withdraw their children from the Act of Worship and may do so by arrangement with the Governing Body. All parents wishing to take this option are asked to discuss the matter with the Headteacher.



Our Curriculum

At St. Wilfrid's Church of England Primary Academy we provide a broad and balanced curriculum, which inspires children to learn. Children feel valued and are highly motivated to achieve their full potential. Children are engaged in a personalised curriculum that is relevant to today's society. The curriculum is designed to excite and challenge pupils, through mastering age related expectations and deepening pupils' understanding. Pupils' spiritual, moral, social and cultural development, and within this, the promotion of fundamental British Values, are at the heart of the curriculum.

"The Curriculum meets pupil' needs exceptionally well and pupils speak of their learning being very interesting inside the classroom and in the outside areas"
OFSTED, September 2007

Early Years

The Early Years Foundation Stage (EYFS) covers both Nursery and Reception and provides the children with a wide range of experiences to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

KS1 and KS2

Children in both Key Stages are provided with an enriched curriculum. Specialist teachers, in PE, Dance, Music, Art and Computing, are used to maximise the learning opportunities for our pupils.

Our Inclusive Curriculum ensures that children at all ability levels are challenged to achieve success. Teaching is enhanced through home learning and pupils are encouraged to complete activities set by their teachers.

The curriculum is delivered in a context that is meaningful and relevant to the children. The children achieve very high standards in all curriculum areas including the core subjects of English and Maths. We are extremely proud of our end of Key Stage performance results, which are consistently significantly above Local and National data.

Regular opportunities are provided for children to work collaboratively with others from different Year Groups and Key Stages. We have a range of collaborative groups with children from across the school. These include School Council and Eco Team.

St. Wilfrid's Church of England Primary Academy provides a broad menu of extra curricular activities. Clubs include choir, Bible craft , photography, computing, newspaper, drama, languages, art, cookery chess, football, netball, hockey, cricket, rugby, cheer leading, street dance, dodgeball, multi-skills and sports leadership.

"What is very apparent across the school, is the emphasis on opportunities to develop pupils' key skills in all subjects"
OFSTED, September 2007

General Information

Absence

If your child is going to be absent, please phone the academy to let us know. Any unexplained absence will be marked as unauthorised in the register.

Charging Policy

The policy of the Governors of St Wilfrid's Church of England Primary Academy concerning charges for academy activities is as follows.

Voluntary contributions will be sought to support activities taking place during academy time. For activities taking place mainly outside of academy time, a charge representing the total cost will be levied.

It has always been the practice in St Wilfrid's Church of England Primary Academy to deal sensitively and compassionately with those in genuine financial difficulty so that no child should be disadvantaged.

We shall continue to use discretion with regard to remission of charges, having regard to individual circumstances. The statutory remission for pupils whose parents receive universal credits will apply for all activities wholly in school time.

From time to time children will also be asked to volunteer to raise funds, both for academy and charitable purposes.

SEND and Accessibility

At St. Wilfrid's Church of England Primary Academy, all children are valued, respected and supported to achieve their full potential. As a fully inclusive school, St. Wilfrid's provides for all children with any form of special needs.

St. Wilfrid's works within the guidance of the SEND Code of Practice 2014 and the Children and Families Act 2014, to identify needs early and support children through the sharing of information and discussion with parents. We have high expectations for all children and will work with parents to ensure that information is shared; and that parents and children are involved in decision making. High quality early intervention is used to provide the best possible outcomes and the progress and well-being of children is continuously monitored.

Our accessibility plan and equality scheme enable optimum participation in the academy community and we collaborate with external agencies to support and guide us in meeting the needs of all children.

Child Protection

The Governors and staff of St Wilfrid's Church of England Primary Academy have a duty to safeguard and promote the welfare of our pupils by:

- Creating and maintaining a safe learning environment .
- Identifying where there are child welfare concerns and taking action to address them, in partnership with other organisations where appropriate.

Safeguarding is fundamental at St. Wilfrid's and we have created a vigilance, where pupils' welfare is actively promoted. Staff are trained and follow the key documents: 'Keeping Children Safe in Education' 2016, 'Children and Families Act' 2014, 'Working Together to Safeguard Children' 2010 and 2013 and 'Children Act—Section 11' 2004.

General Information

Holidays

The list of term dates is sent home at the beginning of the academic year or is available on our website www.saintwilfrids.wigan.sch.uk

Academy Uniform

The academy uniform consists of the following:

Girls: Navy pleated skirt/pinafore or tailored dark grey or navy trousers, pale blue polo shirt with navy sweatshirt, blue and white check dress in summer, navy cardigan or sweatshirt

Boys: Grey trousers, pale blue polo shirt with navy sweatshirt.

School sweatshirts, polo shirts and fleeces are available from Slaters.

P.E: A pair of slip on pumps, pale blue t-shirt and navy or black shorts in a drawstring bag. Please note, Nursery children **do not** need a PE Kit.

Please do not allow your child to wear high-heeled shoes in the academy and any form of jewellery is discouraged. For Health and Safety reasons, under no circumstances, are earrings allowed in the academy.

Please ensure that all items of clothing have your child's name clearly marked on them as it can be very difficult to return any lost or misplaced unnamed garments.

Academy Day

Nursery:

Morning	8.45am-11.45am
Morning with lunch	8.45am-12.15pm
Lunch with afternoon	11.45am-3.15pm
Afternoon	12.15pm-3.15pm
Full day	8.45am-3.15pm

Foundation and Key Stage 1

Morning	8.50am-12.00pm
Afternoon	1.15pm-3.15pm

Key Stage 2

Morning	8.50am-12.15pm
Afternoon	1.15pm-3.15pm

Classroom doors open at 8.50am and registration closes at 9.00am.

Pupils who arrive after 9.00am must first report to the academy office situated in the Beech Building.

Kidz Klub

Our Before and After academy care is managed by the Governors.

Qualified staff run the club in both KS1 and KS2 buildings. Places are available for children from Nursery to Year 6. Please ask at the academy office for more details.

Sessions available:

Morning	7.45am-8.55am
Afternoon	3.15pm-4.15pm 4.15pm-5.15pm 5.15pm-6.00pm

These sessions will be charged at Kidz Klub rates for which there may be an inflationary increase.

General Information

Complaints Procedure

Any complaint should initially be addressed to the class teacher and then, if necessary, to the Deputy Headteacher or Headteacher. In the event of the problem remaining unresolved, the problem should be put fully in writing and sent for the attention of the Chair of Governors. If the Chair of Governors is unable to resolve the issue then they may convene a Committee, representative of the Governing Body.

Parents, Teachers, Friends Association (PTFA)

We have a very successful Parents, Teachers and Friends Association where parents and staff can meet on an informal basis. As well as raising funds for all our children, the PTFA works hard to strengthen links between home and academy.

Events held are wide and varied to reflect the interest of our members and include a Summer and Christmas Fair, Bingo Evenings, Summer Barbeque, Nearly New Sale, Family Nights and other events.



Organisation of the School

Children are taught in year groups of their own age in mixed ability classes. Specialist teachers are used in specific subjects, including Computing, PE and Music.

Learning Together Trust

Executive Headteacher

Mrs J Kneale

Finance Director

Mrs R Crompton

St Wilfrid's Church of England Primary Academy

	2016/17	Class Teachers	Teaching Assistants
	Nursery	Mrs. E. Cunningham	Mrs. J. Brokas
Reception	RMM RB RM	Mrs. A. Mullen and Mrs P. Marwood Miss. C. Bond Miss. E. Massey	Miss. C. Westhead
Year 1	1P 1R 1M	Mrs. R. Prytherch Mrs. L. Rooney Miss. R. Quellin (Mrs. S. Melling)	Mrs. E. Battarbee
Year 2	2CH 2K 2D	Mrs. C. Crawford and Mrs. L. Hope Mrs. G. Kohler Miss. L. Davies	Mrs. S. Bolton Mrs. L. Wood Mrs. J. Stokes
Year 3	3P 3M 3B	Mrs. E. Prentki Miss. A. Morgan Miss. L. Beckwith	Mrs. A. Cain
Year 4	4W 4S	Mrs. S. Waterworth Miss. A. Smith	Mrs. E. McNally Mrs. S. Smethurst
Year 5	5PH 5B	Mr. M. Price and Mrs. L. Hughes Miss. K. Banks	Mrs. J. Atherton
Year 6	6C 6B	Miss. L. Clayton and Mrs. L. Cunliffe Mrs. J. Broome and Mrs. L. Cunliffe	Mrs. M. Kenyon Miss. S. Hyde Mrs. J. Rosser

Headteacher

Mr. S. Colothan

Deputy Headteacher

Miss. L. Clayton

Assistant Headteacher

Mrs. R. Prytherch

Assistant Headteacher

Mrs. C. Pidgeon-Duncalf

Music Specialist Teacher

Mrs. E. Goulding

PE Specialist Teachers

Mr. M. Price and Mr. K. Willock

SEND co-ordinator

Mrs. K. Newman

Learning Mentor

Mrs. J. Saggerson

HLTA

Mrs. V. Fletcher, Mrs. E. Battarbee and Mrs. A. Cain

Cover Supervisor

Mrs. S. Bolton

Senior Admin Officer

Mrs P Jackson

Admin Officers

Mrs K Flynn and Mrs A Cooper

Site Manager

Mr A Green

Caretaker

Mr S Ricketts

Cleaners

Mrs J Williams

Mrs P Wylie

Welfare Staff

Mrs. J. Rosser

Mrs. J. Anglesea

Mrs. C. Wilson

Mrs. S. Edgar

Mrs. A. Hollingshead

Statutory Information

Rates of Absence 2015-16

Authorised absence	3.2%
Unauthorised absence	0.7%

Pupil Routes

In July 2016, 59 Year 6 children left and transferred to the following schools:-

Standish High School	53
Shevington High School	2
Deanery High School	1
St. Michael's High School	1
Bishop Rawstorne	1
Rivington and Blackrod	1

Access to Public Documents

Inspection copies of any documents which are required to be made available by or under the Education (School Curriculum and Related Information) Regulations 1989, can be arranged by contacting the School Office.

Local Authority

Wigan Metropolitan Borough Council, is our Local Authority. The Director for Children and Families is James Winterbottom:

Tel. 01942 486000
Wigan New Town Hall
Library Street
Wigan
WN1 1YN

His staff are available to advise parents about free meals, school transport arrangements etc.

Notes

The information contained in this leaflet was accurate at the time of printing in Autumn 2016, but it should not be assumed that no changes will take place at the school before the start of the 2017/18 school year, or in subsequent school years.

Our Governors

Rev'd Canon Andrew Holliday (Chair)	Mr L Mortlock
Mr A Stokes (Vice-Chair)	Mr D Grundy
Mr S Colothan (Headteacher)	Mrs L Roberts
Mrs R Crompton	Mrs V Walder
Mrs G Kohler	Mr P Witkiewicz
Mrs K Ashton	Mrs J Kneale (Advisor)
Mrs E Berry	Jan Grant (Clerk to the Governors)

St Wilfrid's Nursery Department

Session Times

Children attend our Nursery on a full or part-time basis. Currently, there is an entitlement to 15 hours of free Nursery provision for 3 year olds. This must be taken over a minimum of two days. Further sessions are available at a current cost of £3.93 per hour.

Session options

1. Morning session 8.45am-11.45am
2. Morning session with lunch– 8.45am– 12.15pm
3. Lunch with afternoon session- 11.45pm– 3.15 pm
4. Afternoon session 12.15pm-3.15pm.
5. Full day session 8.45am– 3.15pm

Each session begins with self-registration and play activities. The children then move on to more focused teaching time with our staff. Within each session, children are involved in a wide range of developmental activities including Literacy, Maths, Dance, Drama, P.E, Music or ICT. Children in our Nursery are also involved in worship and assembly time with other children in the school.

You may also wish your child to attend our wraparound care sessions available in our before and after school Kidzklub. The sessions available are:

Morning	7.45am-8.45am
Afternoon	3.15pm-4.15pm
	4.15pm-5.15pm
	5.15pm-6.00pm

The cost of this is currently £3.45 per hour (the final session of the day is £2.59)

Foundation Stage– The First Steps

Children in Nursery and Reception are taught in line with the Early Years Foundation Stage Curriculum.

As children come in to Nursery, they will have had a wide range of experiences both at home and possibly at other Nurseries or Playgroups. We therefore aim to build on this start and take their learning further forward in partnership with parents and carers.

Our Nursery and Reception teachers work closely together as a Foundation Stage team to ensure progression and continuity. The Foundation Stage covers 'Prime' and 'Specific' areas of learning and each one has goals/aims which the children strive towards. These areas of learning are covered through structured and purposeful play in a range of individual, group and whole class activities.

Prime Areas of Learning:

- **Personal, Social and Emotional Development**
- **Communication and Language**
- **Physical Development**

Specific Areas of Learning:

- **Literacy**
- **Mathematics**
- **Understanding the World**
- **Expressive Arts and Design**

A list of the Early Learning Goals is available on request

Learning Environment.

The Nursery is divided into areas which each have a specific focus. Some examples of these are; Role play, Creative area, Music area, Maths area and ICT. The children access these according to their own interests and staff support them through free and structured play activities. Our staff engage with the children in small groups and individually and use every opportunity to encourage development.

St Wilfrid's Nursery Department

Curriculum and Assessment.

The learning objectives for Nursery children are specifically designed for their needs. They break down the 'Early Learning Goals' into smaller steps. Staff plan activities with these learning objectives in mind.

Each child records their achievements in their own 'Learning Journey'. This is a unique record of your child's time in Nursery. It includes;

- Precious moments captured through photographs,
- Examples of work and activities.
- Notes on observations made by your child's key worker and other staff.

These are available to look at on Parents' evenings or at any other time on request.

Outdoor Play.

At St Wilfrid's we have excellent facilities for outdoor play. The children have access to their own playground area where they may ride bikes and play games. We also have a soft-surfaced outdoor area equipped with a range of resources including a climbing frame and play house. With this in mind, please ensure that your child comes to Nursery with suitable outdoor clothes (We go outside in all weathers!)

Key worker

Each child has a designated 'key worker' with whom they can build a secure relationship. This adult will become familiar with your child's interests and stage of development and will work with them to extend their learning.

Health and Wellbeing.

During each session children are provided with a healthy snack. As a school we are part of the National Fruit and Vegetables for Schools scheme endorsed by the Government. Staff endeavour to cater for the health needs of all children as advised by parents through written consent (for example the administration of asthma inhalers).

Working in Partnership

At St Wilfrid's we believe in the importance of parental partnerships with school. We aim to keep you informed about what your child is doing and offer lots of opportunities for you to become involved.

Parents' Noticeboard

We have a parent's noticeboard to keep you informed of nursery news, trips and events. We also suggest weekly practical ideas to help your child at home which are linked to our weekly activities in Nursery. Nursery Newsletters are sent home at the beginning of each term. We aim to keep parents as well informed as possible and staff are available to speak to at the beginning and end of every session.

Nursery Library

We have our own home school lending library which includes lots of lovely picture books for you to share and read to your child. We also have some library packs of special activities and games to play with your child.

School Performance KS1

Key Stage 1 Results 2016

This table shows a summary of the National Curriculum assessment results of pupils in the school and nationally (2016) at the end of Key Stage 1, as a percentage of those eligible for assessment. The number of eligible children is: 81 Figures may not total 100 per cent because of rounding.

SCHOOL TEACHER ASSESSMENT COMPARED TO NATIONAL TEACHER ASSESSMENT 2016						
Percentage at each judgement						
			Below Expected	Expected Standard +	Greater Depth	A
Maths	All	School	16	84	15	0
		National	27	73	18	0
	Boys	School	18	82	10	0
		National	28	72	19	0
	Girls	School	14	86	19	0
		National	26	74	16	0
Reading	All	School	17	83	20	0
		National	26	74	24	0
	Boys	School	23	77	21	0
		National	30	70	20	0
	Girls	School	12	88	19	0
		National	22	78	27	0
Writing	All	School	22	78	14	0
		National	35	65	13	0
	Boys	School	28	72	13	0
		National	41	59	10	0
	Girls	School	17	83	14	0
		National	27	73	17	0
Science	All	School	10	90	N/A	0
		National	18	82	N/A	0
	Boys	School	15	85	N/A	0
		National	21	79	N/A	0
	Girls	School	5	95	N/A	0
		National	16	84	N/A	0

A represents pupils who were absent

School Performance KS2

Key Stage 2 Results 2016

These tables show the percentage of Year 6 pupils achieving the 'Expected Standard' and 'High Standard' compared to National Test Results and Teacher Assessment for 2016. The number of eligible children is: 59. Figures may not total 100 per cent because of rounding.

SCHOOL TEST RESULTS 2016 COMPARED TO NATIONAL TEST RESULTS 2016						
			Percentage at each judgement			
			Below Expected	Expected or above	High	A
Maths	All	School	10	90	20	0
		National	30	70	17	0
	Boys	School	13	87	21	0
		National	30	70	18	0
	Girls	School	5	95	20	0
		National	30	70	15	0
Reading	All	School	19	81	32	0
		National	34	66	19	0
	Boys	School	23	77	23	0
		National	38	62	16	0
	Girls	School	10	90	50	0
		National	30	70	22	0
Grammar, Punctuation and Spelling	All	School	12	88	47	0
		National	28	72	22	0
	Boys	School	15	85	33	0
		National	33	67	18	0
	Girls	School	5	95	75	0
		National	22	78	27	0

SCHOOL TEACHER ASSESSMENT COMPARED TO NATIONAL TEACHER ASSESSMENT 2016						
			Percentage at each judgement			
			Below Expected	Expected or above	High	A
Writing	All	School	17	83	34	0
		National	26	74	15	0
	Boys	School	23	77	21	0
		National	32	68	11	0
	Girls	School	5	95	60	0
		National	19	81	19	0
Science	All	School	17	83	N/A	0
		National	19	81	N/A	0
	Boys	School	23	77	N/A	0
		National	21	79	N/A	0
	Girls	School	5	95	N/A	0
		National	17	83	N/A	0

A represents pupils who were absent



Admission Arrangements

Admission Procedures

Making an application

Applications for admission to the school in September 2017 should be made on the common application form enclosed with the Local Authority's brochure and also on the school's own form between 6th November 2016 and the 15th January 2017.

Parents *must* complete the Local Authority preference form and return to a primary school as described in the Authority's booklet, or complete an on-line application.

Parents who wish their application to this Church school to be considered should complete the supplementary form.

Applications may also be made on-line by using both the common application form. The Supplementary Form is not on-line and a paper form *should* be submitted.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on the **16th April 2017**. Parents of children not admitted will be informed of the reason and offered an alternative place by the Local Authority.

Admission procedures

Arrangements for admission have been agreed following consultation between the governing body, the Blackburn Diocesan Board of Education, Local Authorities and other admissions authorities in the area.

The number of places available for admission to the Reception class in the year 2017 will be a maximum of 75.

The governing body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds their admission number. By law, no infant class may contain more than thirty children. The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. In the event that there are more applicants than places, after admitting all children with a statement of educational need naming the school, the governing body will allocate places using the criteria below, which are listed in order of priority.

1. Children in Public Care:

(a) This includes any "looked after child" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. Applications for previously looked after children must be supported with appropriate evidence i.e. a copy of the adoption order, residence order or special guardianship order

2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school See note (i)

3. Children whose parents live within the ecclesiastical parish of Standish, St. Wilfrid's. See note (ii)

- a) Children who have a sibling attending the school on the date of the application and on the date of admission. See note (iv)
- b) Children with a parent/guardian worshipping in a church in full membership of churches together in England
- c) Other children.

4. Children whose parents live outside the parish

- a) Children who have a sibling attending the school on the date of the Application and on the date of admission. See note (iv)
- b) Children with a parent/guardian worshipping in a church in full membership of churches together in England
- c) Other children.

5. Proximity of home to school.

Tie Breaker

Where there are more applications for the available places within a category, then the distance between the GIS address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is a predetermined point generated from the Local Authority's GIS computer database, which is based on information from an Ordnance Survey to the front entrance of the school. If we offer the last place available at a school to one of twins (or triplets, or so on), our policy is to admit the other twin or triplets too. Where the cut off point is for addresses within the same building, or within the same distance from the school, then

Admission Arrangements

the single measure between the address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

NOTES:

- i) Professional supporting evidence from e.g. a doctor, psychologist, social worker is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
- ii) A map showing the boundaries is available in school.
- iii) The distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used to determine which addresses are closest to the school.
- iv) Siblings include step, half, foster, adopted brothers and sisters living at the same address as part of the same family unit.
- v) Churches Together in England is taken as on the 1st September 2016. A list may be obtained from its website "Churches Together in England website at cte.org.uk". Churches in membership of the equivalent bodies to CTE in Northern Ireland, Scotland and Wales are equally accepted. Parental worshipping is normally taken to mean a minimum of monthly attendance at church at public worship for at least the year leading up to the 1st September, 2016.

The governors will request confirmation of this from the relevant members of the clergy or church officer. Where a family has changed churches, then information about all of them will be required.

Late applications for admission

Applications received after the closing date would be considered late and would be considered after all the others, and placed on a waiting list in accordance with the criteria.

Waiting List

Where we have 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. Since the date of the 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 names are at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

The waiting list will operate until the end of the Autumn term 2017 for those applying for a place for the 2017 intake.

Deferred entry

Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, the place will be held open and not offered to another child. Parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Part-time attendance

Parents can request that their child attends part time until the child reaches compulsory school age.

Nursery Classes

Attendance at the nursery does not guarantee admission to the school. Parents must submit an application for a place in reception class by the closing date.

Address of pupil

The address used on the school's admission form must be the current one at the time of the application, i.e. the family's main residence. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties e.g. the child's GP, Council Tax Office, Electoral Registration

Admission Arrangements

Officer, utilities provider. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

Non-routine admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school should arrange to visit the school. They should then approach the home Local Authority who will co-ordinate the admission arrangements. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no such place, then the Local Authority will advise on how to appeal. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

Please note that you cannot re-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

Appeals

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.

If your child was refused a place in Reception or Key Station 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable governing body would have made, that the admission arrangements are illegal or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented. Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

Fraudulent applications

Where the governing body discovers that a child has been awarded a place as the result of an

intentionally misleading application from a parent (for example a false claim to residence in the catchment's area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

Deferred admission

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January.

Twins etc.

Where there are twins, etc wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits. This may also apply to siblings who are in the same year group.

Admission to Nursery

Application forms will be sent out by the school to all parents who have registered an interest to them in their child attending Nursery. The forms will be sent out in the Autumn term preceding admission.

The number of places available for admission to the Nursery class in the year 2017 will be a maximum of 60.

Places will be allocated in accordance with the admission criteria for school.

Notes

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