

# **Golborne St Thomas' CE Primary School**

Church Street, Golborne, Warrington, WA3 3TH

Head Teacher: Mrs J Woods

Admission Number 2021 30

Age Range 4-11

DFE number 3379

Telephone number 01942 728153

Website [www.golbornesaintthomas.wigan.sch.uk](http://www.golbornesaintthomas.wigan.sch.uk)

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## **Oversubscription Criteria**

Where the school receives more applications than places available, the following oversubscription criteria will be applied once places have first been allocated to pupils who have a Education Health Care Plan (EHCP) which names the school:

1. Looked after children and previously looked after children and children who appear to the Governing Body of at Thomas's CE J&I Primary School to have been in state care outside of England and ceased to be in state care because they were adopted \*.
2. Children who have a brother and sister at the school at the time of admission \*\*.
3. Children who have been baptised at St Thomas' Church, Golborne. \*\*\*
4. Baptised Church of England children from other parishes. \*\*\*
5. Children living closest to the 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 residence order 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. 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. Applications must be supported with appropriate evidence that the child has been adopted from state care.

\*\* Brother or sister includes full, half, foster and adopted brothers or sisters living at the same address as part of the same family unit and full brothers and sisters living apart.

\*\*\* Proof of Baptism is required in the form of a Baptism Certificate **and** the completion of the school's Supplementary Information Form (SIF) available from the school office or on the school's website.

### **Tie-breaker**

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children who live nearest to the school. The distance will be measured in a straight line from the child's home to the main entrance to the junior block (double doors from the playground) using the Local Authority Geographical Information System (GIS), which is based on ordnance survey.

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.

Occasionally, the distance from home to school is the same for more than one child (for example, if more than one child lives in the same block of flats). In these cases we will use a system to randomly pick who will be offered a place.

When considering your child's application, we will use the address where the child mainly resides. Applicants should not state a childminder's or other relative's address. It may be necessary to carry out checks to confirm addresses given are genuine and parents may therefore be asked to provide documentary evidence of their child's home address.

### **Late applications**

Late applications (those received after the closing date) will only be considered after those received by the closing date. The only exception to this is applications for looked after children that are received by 15 February will be included with on time applications.

### **Waiting List**

If there are more applications than places, the admissions criteria will be used. A child who is not admitted will have his/her name placed on a waiting list. The names on the waiting list will be in order according to the admissions criteria. As the date of the application cannot be a criterion for the order of names on the waiting list, late applications will be slotted into the order according to the extent to which they meet the criteria. As a result, it is possible that a child who moves into the area later will have a higher priority than one who has been on the waiting list. 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.

The waiting list will operate until the end of the autumn term.

*Please note that a child with an Education and Health Care Plan which names St. Thomas' as the required school for admission will be given priority before the admission criteria are applied.*

### **Child's Home Address**

You must give the correct permanent home address. This is where the child and any parent, or the person who has care of the child or parental responsibility, normally live.

If you are separated and your child spends time at each parent's address, the address we use for admission to school is that of the main carer.

### **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 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.

**This school uses a supplementary information form.**

### **Mid- Year Applications**

For mid-year applications, an application form needs to be submitted to the school for each child, clearly specifying the year groups requested. The application form is available on the school website.

The school will inform parents in writing, by email, whether their application has been successful within 10 school days of receiving the application.

If an application is unsuccessful the school will provide the applicant with the reasons. The school will inform the applicant that they have the right to appeal this decision.

If the applicant wishes to appeal they need to submit the appeal form, which can be emailed or provided upon request, to the school within 20 school days of receiving notification their application was unsuccessful.

The school will set a date for the appeal to be heard with the Local Authority. Applicants will receive at least 10 school days notice of the date for the appeal. An appeal must be heard within 40 school days of the appeal application deadline.

Applicants will be informed of their appeal outcome within 5 school days of the hearing.