



Oversubscription Criteria for Reception to Year Six 2023-2024

Canon Sharples School has a total capacity of 350 children with 50 children in each year group. The school can accommodate a maximum of 50 children in Reception. This number was determined after consultation with the Diocese and Local Authority.

If there are more applications than places available the Admission Panel of the Governing Body, after offering places to children with a Statement of Special Educational Needs or Education Health and Care Plan naming Canon Sharples School, will allocate places using the following criteria which are listed in priority order:

1. Looked after children and previously looked after children.
2. Relationship **as brother or sister** to a pupil already attending the school at the time the application is made and who will still be in the school at the time of admission.
3. **Regular parental attendance** at a Church which is a member of **Churches Together in England**. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.
4. Distance from home to school. Children living nearest to the school, measured in a straight line from the child's home address to the main office entrance of the school, will be given priority.



Canon Sharples CE Primary School and Nursery

Tie Breaker

Criterion 4 will also be used if it is necessary to decide between applications which fall into criteria 1-3.

Should you have any questions regarding the criteria outlined above or any other aspect of admission to school, please do not hesitate to contact us.

PLEASE READ THE ACCOMPANYING NOTES

Notes to accompany our Oversubscription Criteria

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.

The 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.

Regular Church attendance is normally taken to mean a minimum of monthly attendance at Church for a period of 12 months by the parent (or the more committed parent) prior to the closing date for applications. The Governors will request confirmation of this from the relevant member of the clergy.

Brother or sister includes full, step, half, foster and adopted siblings living at the same address as part of the family unit at the time of application.

Parent is defined as the person with parental responsibility.

A waiting list will be established and kept up to date until the end of the Autumn Term. The waiting list will be administered using our oversubscription criteria.

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



Canon Sharples CE Primary School and Nursery

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. Where the 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.

Nursery Classes The admission criteria for schools are different than those for nurseries. Attendance at Canon Sharples Nursery or any other nursery does not guarantee admission to Canon Sharples School. Parents must submit an application for a place in Reception class by the closing date.

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.

Tie-breaker If more children fall into any one category than the number of places left, the Governors will offer places to the children who live nearest to the school. Distance will be measured in a straight line from the child's home address to the main office entrance of the school, using Wigan Council's measuring system.

In cases where there are two or more children with the same distance measurement (for example if more than one child lives in a block of flats), where to admit another child would breach the infant class size regulations, a system will be used to randomly pick who will be offered a place. Please contact the school if you would like more information about this.

If the last place at the school is for one of twins (or triplets, and so on), other twin or triplet will be offered a place too.

Child's home address 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 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. We use the address of the parent who gets the Child Benefit for this.



Canon Sharples CE Primary School and Nursery

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, to a higher year group if the child is gifted and talented or to a lower year group if the child has experienced problems such as ill health.

The parents of a summer born child (born between 1 April and 30 August) may choose not to send their 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.

A decision is made on the basis of the circumstances of each case.

The process is as follows:

Stage 1 – request

Parents make a formal request to the Local Authority School Organisation Team in writing with any supporting evidence they wish to be considered.

- A request for delayed entry to reception class should be made at the same time as applying for a place for normal entry (i.e. by the closing date of 15 January) in order to give sufficient time for the case to be considered prior to the offer of school places on 16 April.
- A request for in year admission outside of the normal age group should be made on the normal in year transfer form.

We do not accept requests for early entry to reception class for children who will not be of statutory school age.

Stage 2 – decision

Requests for voluntary-aided, foundation and academy schools will be referred to the school to be considered.

Requests for community and voluntary controlled schools will be considered by the local authority. We will look at the following factors but these are not exhaustive:



Canon Sharples CE Primary School and Nursery

- Parent's views
- The needs of the child and the possible impact on them of being educated out of year group
- The child's medical history and views of medical professionals if appropriate
- In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth
- Whether delayed academic, social, emotional or physical development is adversely affecting their readiness for school;
- Any other information which the parent requests the local authority to consider.

Stage 3 – outcome

Parents are notified of the decision in writing by the School Organisation Team.

Request agreed:

If the request is agreed the application will be considered for the year group requested and ranked alongside any other applications. **There is no guarantee that a place will be offered at the preferred school.** 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.

Where a child has been educated out of their normal age group, the parent may again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of that school to decide whether to admit the child out of their normal age group.

Request refused:

There is no statutory right of appeal against the refusal of a request for admission outside the normal age group. However, if the parents are dissatisfied they have the right to complain through the Council's complaints procedure for decisions made by the local authority or under the school's complaints procedure where the decision has been made by the school.



Canon Sharples CE Primary School and Nursery

Application to the Governors for Admission 2023-2024 Supplementary Information Form

Thank you for considering Canon Sharples School for your child. Please read our oversubscription criteria and then complete this form in block capitals. Parents must return this supplementary information form as detailed in Wigan's booklet for parents 'Admissions to Primary Schools'. The information contained here will be used to assist the Governors in applying our oversubscription criteria.

Should you have any questions regarding any aspect of admission to school, please do not hesitate to contact us.

1. Child's Name (in full)

.....

2. Address:

.....

..... Tel:

3. Date of Birth:

4. Full Name of Parent(s) or Legal Guardian(s):

.....

5. Does this child have an Education Health Care Plan or Statement of Special Educational Needs naming Canon Sharples School? **Yes/No**

6. Is this child currently or previously a 'Looked After Child'? **Yes/No**

If you have said yes to this criterion appropriate supporting evidence must be provided.

7. Do you attend a Church which is a member of Churches Together in England?
Yes/No

If **No** please go to point **10**.

8. What is the name of your Church?

.....

9. Have you attended Church at least monthly for the last 12 months? **Yes/No**



Canon Sharples CE Primary School and Nursery

N.B. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

If you have said yes to this criterion please ask for a separate 'Clergy Reference Form' to be completed by a member of the clergy who can confirm your attendance.

10. Will this child have a brother or sister at Canon Sharples School at the time of admission?

Yes/No

11. Are there any special medical, social or other particular circumstances which affect your preference for Canon Sharples School? **Yes/No**

If you have said yes to this criterion please ask for a separate 'Social & Medical Need – Supporting Reference' Form to be completed by a relevant professional.

I/We, being the Parent(s)/Guardian(s) of the above named child, certify that these particulars are, to the best of my/our knowledge, correct. I/We agree to accept the regulations required by the Governors, and understand that this application is provisional only, and that the receipt of this form by the Governors does not constitute admittance of the child for whom the application has been made.

Signed:

Date:



Canon Sharples CE Primary School and Nursery

If you have claimed admission under 'Church attendance' or 'special medical, social or other particular circumstances affecting the child' please complete the appropriate form.

Please return our supplementary information forms together with Wigan's common application form as instructed in the admission to primary school booklet for parents.

Should you have any questions regarding any aspect of admission to school we are happy to help.

For office use:

Confirmation of address seen _____

Evidence of Looked After attached? **YES / NO**

Clergy Reference Form attached? **YES / NO**

Social & Medical Need – Supporting Reference form attached? **YES / NO**

Signed: _____



Canon Sharples CE Primary School and Nursery

Clergy Reference Form

To be completed when parents or guardians claim 'Regular Church Attendance' when seeking admission to Canon Sharples School.

Child's Name (in full)

Address:

.....

.....Tel:

Date of Birth:

Full Name of Parent(s) or Legal Guardian(s):

.....

Name and address of Church:

.....

To be completed by a member of the clergy:

The parents/ guardians named above have applied for admission to Canon Sharples School for their child. They have claimed regular Church attendance and so I would be grateful if you would complete the following points to confirm this. Thank you very much for your time and support.

Name:

Position:

Is your church a member of Churches Together in England **YES / NO**

Contact number:

I can confirm that the above named parents (or the more committed parent) have attended this Church **at least monthly** for the past **12 months**. **YES / NO**

Signed: Date:



Canon Sharples CE Primary School and Nursery

Social & Medical Need – Supporting Reference

To be completed when parents or guardians claim 'special medical, social or other particular circumstances affecting the child' when seeking admission to Canon Sharples School.

Child's Name

Address:.....

.....Tel:

Date of Birth:

Full Name of Parent or Legal Guardian:
.....

To be completed by the relevant professional

Name of professional:

Position of professional:

Institution i.e. Hospital/Social Services:

Contact details:
.....

.....Tel:

Reason why Canon Sharples is the most suitable school for this child:

(Please continue overleaf if required)

.....
.....

What difficulties would be caused if this child was not admitted to Canon Sharples School?

.....
.....

Signed: Date: