SCHOOL ADMISSION ARRANGEMENTS
St Peter's is a Church of England Primary School situated in the Diocese of Liverpool and is maintained by St Helens Local Authority.

Admission arrangements are determined by the Governing Body of the school in consultation with the Diocesan Board of Education, the Local Authority and other admission authorities in the relevant area.

The Admission Number for the 2015 Reception year intake at St Peter's Church of England Primary School is 35.

Making an Application
Applications for Reception year in September 2015 should be made on the applicant's home local authority common application form. Copies of St Helens Primary Education Information for Parents Booklet and application forms will be available at all St Helens primary schools, local libraries and the Admissions Section of the Local Authority from September 2015 onwards.

St Helens residents may also apply online via http://admissions.sthelens.gov.uk

Applications must be submitted by 15th January 2015. All applications will be considered at the same time and after the closing date. Decision letters will be sent to parents on 16th April 2015.

Late Applications
Applications submitted after the closing date will only be considered alongside those who applied on time when they are received before the allocation procedures begin. However, as this date cannot be predicted, parent shave no guarantee that any application received after the closing date will be included.

The maximum number of children to be admitted in this school year is 35. Should there be more than 35 applications for places, the following criteria will be used:-

1. *Looked After Children and previously Looked After Children.

2. Children whose parent(s) regularly attend St Peter's Church of England, Newton-le-Willows. (A parent is a person who has parental responsibility or care of the child). Regular attendance shall be defined as public worship for at least once a month and for at least 2 years before application. **This would need to be confirmed in writing by a member of the clergy or a church officer and submitted by the parent with their application form.**

3. Children who have a brother or sister at the school at the time of likely admission. This includes full, half, or stepbrothers and sisters, adopted and foster brothers and sisters or a child of the parent/carer's partner, and in every case who is living at the same address and is part of the same family unit.

4. Children whose parent(s) regularly attend another Church of England or Christian church that is a member of Churches Together in Britain and Ireland (www.ctbi.org.uk) or a place of worship which is associated with the UK Interfaith Network (www.interfaith.org.uk). (A parent is any person who has parental responsibility or care of the child.) Regular attendance shall be defined as public worship for at least once a

month over a one year period prior to application. **This would need to be confirmed in writing by the appropriate minister of religion or religious leader and submitted by the parent with their application form.**

5. Children who for medical or social reasons require a place at the school. Such applications would need to be supported in writing by a registered health professional or social worker at the time of application. The supporting letter or report must set out the particular reasons why the school is the most suitable and the difficulties that would be caused if the child had to attend another school.

6. Children whose parents express a preference for a place at the school.

*A Looked After Child is a child who is (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 (under Section 22 (1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

Tie Break
In the event of any over-subscription in the number of applications made under any of the categories above then the admissions committee will offer places first to children whose family home is nearest the school. The measurement shall be done by the Local Authority, in a straight line, using a Geographical Information System (GIS) system based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the school.

Where the tie-break does not distinguish between applicants e.g. children living in the same block of flats, random allocation will be used. This will be done by drawing lots and supervised by someone independent of the school.

Definition of Home Address
This is the confirmed address (before allocation procedures begin) where the child and parent, or person with parental responsibility, normally live. It may be necessary for the Governing Body to carry out checks to confirm that addresses given are genuine. You may, therefore, be asked to produce documentary evidence of your child's address e.g. Council tax or utility bills.

If you are separated and your child spends time at each parent's address, the address we shall use is that of the main carer. The address which receives child benefit will normally be used but the Governing Body reserves the right to request other proofs as fit the individual's cirucmstances.

Please note:
Any change in your home address after you have completed the application form must be notified to the Admissions Section and supported by documentary evidence. Similarly, if you are unsuccessful in your application for your preferred school(s) and subsequently move address, you should notify the Admissions Section as this may affect your child's position on the waiting-list(s).

False Information

Where the Governing Body discovers that a child has been awarded a place as a result of any false information relating to the home address, proof of date of birth or involvement in a place of worship, it will withdraw the offer and your child will lose the place.