

# ROBY MILL C.E. PRIMARY SCHOOL

Headteacher: Mrs K A Stephens

Tel/Fax. (01695) 622536

bursar@robymill.lancs.sch.uk

www.robymill.lancsngfl.ac.uk



Roby Mill  
School Lane  
Up Holland  
Skelmersdale  
WN8 0QR

***As a family, we play, learn and grow together, guided by the values of our faith.***

This is the Determined Admissions Policy for 2020/21

Admission Number for Roby Mill in 2020/21 is 8

## Admissions Policy 2020/21

If there are more applicants than places, the Governors will apply the following criteria, which are listed in priority order.

1. Looked after children and previously looked after children (looked after children and adopted children who were previously looked after. This includes any 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) who come from a church background.
2. Looked after children and previously looked after children (looked after children and adopted children who were previously looked after. This includes any 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).
3. The Governors will admit those children who have brothers, sisters, half-brothers, half-sisters, adopted brothers, adopted sisters, step brothers, step sisters and foster brother and sisters who live at the same address attending this school both at the time of application and at admission.
4. They will admit those children whose parents are regularly involved with the life and work of the Parish of UpHolland.
5. They will admit those children whose parents are regularly involved with the life and work of another Church of England Parish.
6. They will admit those children the nearest distance 'shortest walking distance' from the home front door to the front school gate.

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## NOTES:

1. Criteria 4, and 5 - a report from the family's Vicar/Priest/Minister of Religion will be requested. "Parental involvement" is normally taken to mean a minimum of monthly attendance at Church and active involvement in church activities.

2. Where there are more applicants for the available places within a criterion, then the nearest 'shortest walking distance' from the home front door to the front school gate will be used as the determining factor. In the event of a tied distance measurement between address points the Local Authority's system of a random draw will determine which address(es) receive the offers.

3. 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. You may also request that your child attend school part time until he/she reaches his/her fifth birthday.

4. Where a child needs to change school other than at the 'normal' time; such admissions are known as non-routine admissions or in-year admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. 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 year unless there has been relevant, significant and material change in the family circumstances.

5. Late applications for admission to Reception Class. Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors

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have established their list of pupils to be admitted, then it will be considered alongside all others. Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

6. Waiting lists must give priority to children in accordance with the school's published oversubscription criteria and not on any other basis. Waiting lists must be maintained by each admissions authority for the full autumn term in the academic year of admission, and they must include the fact they will do this in their admissions arrangements and must not give priority to children based on the date either their application was received or their name was added to the list.

7. Address of Pupil. The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday and Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. Child Benefit Statement, 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.

8. Where there are twins 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, we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits.

9. Looked After Children 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.

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