# Crossgates Primary School Admissions Policy

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| **Approved by:** | Governing Board | **Date:** 4th September 2026 |
| **Last reviewed on:** | 1st September 2025 | |
| **Next review due by:** | September 2027 | |

## INTRODUCTION:

1. The Local Authority co-ordinates the admissions for Crossgates. The LA is required to determine the '*relevant area'* for admissions. As with previous years, it is proposed that the relevant area will be the area covered by the Borough itself.

2. Schools are reminded that in all cases, places will be allocated in line with this policy. For casual admissions, where a year group is not up to the Planned Admission Number (PAN), pupils will be admitted.

3. Every attempt will be made to meet parents' first preferences. Where that is not possible, a place will be allocated at the highest ranked school possible.

Pupil admission numbers for Crossgates.

| Year group | PAN |
|---|---|
| Foundation (Reception) | 45 |
| Year 1 | 45 |
| Year 2 | 45 |
| Year 3 | 45 |
| Year 4 | 45 |
| Year 5 | 45 |
| Year 6 | 45 |

## CHILDREN WITH EDUCATION AND HEALTH CARE PLANS

4. Where pupils have An Education and health care plan that names a specific school, the Local Authority has a statutory duty to admit those pupils. This means that children with such a Statement of Special Educational Needs will be allocated a place before any other places are allocated.

## CRITERIA FOR THE ALLOCATION OF PLACES

5. The policy of Rochdale LA is to admit pupils, on demand, up to a school's Published Admission Number. Where there are more applications for a school than there are places available, places will be allocated giving priority to pupils in the following order:

   **Children who are looked after and previously looked after:**
   A looked after child is a child who is in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions (as defined by section 22 (1) of the Children Act 1989). A previously looked after child is a child who was previously looked after but ceased to be so because they became adopted or became subject to a child arrangements or special guardianship order including those 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.

**Children with exceptional medical needs or exceptional welfare considerations which are directly relevant to the school concerned:**

Exceptional medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional indicating how a pupil's medical condition relates to the school preference. On receipt of the medical certificates/letters the case will be referred to the Service Director for consideration. You should note that providing evidence does not automatically mean that a place will be allocated under this priority.

Exceptional welfare considerations (such as children at risk) must be supported at the time of the application by a letter from a supporting agency (e.g. Social Worker, Family Support Worker, Education Welfare Officer) indicating how the circumstances relate to the school preference. On receipt of such a letter and evidence the case will be referred to the Service Director for consideration. You should note that providing evidence does not automatically mean that a place will be allocated under this priority.

This criterion will consider issues relevant to the child and/or the family in line with the Equalities Act 2010. If exceptional medical or exceptional welfare grounds are claimed after the allocation procedure has been completed, it might not be possible to allocate a place under this priority.

**Children with an older sibling attending the school at the time of admission.**

A sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, half-siblings, step-siblings, adopted siblings and foster siblings. A sibling must be living at the same address and must not be a cousin or other relative. Priority may only be claimed under this priority if the child has a sibling who is attending at the time the application is submitted and who is expected to still be in attendance at the school when this child is due to be admitted. You may only claim this priority if your child has an older sibling who will be in attendance at the school in September 2027. Next academic year – September 2027-28.

**Children eligible for the service premium.**

Children eligible for admission under this priority are those where:

One of their parents is serving in the regular armed forces;

They have been registered as a 'service child' in the school census at any point since 2011;

One of their parents died while serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme;

Pupils with a parent who is on full commitment as part of the full-time reserve service.

In order to be considered under this criterion, evidence of eligibility for the Service Premium must be provided at time of application.

Relative proximity - where you live.

Once places have been allocated using the above criteria, any remaining places are allocated on the basis of relative proximity and ease of access to the school but also other schools nearby.
This is determined by:

a) Measuring the shortest, suitable walking distance from the child's home address to the main gate of the school being applied for (Distance A).

b) Measuring the shortest, suitable walking distance from the child's home address to the main gate of the nearest school to the home address other than the school that is being applied for (see Note (B)) (Distance B). c) Distance B is then subtracted from Distance A to provide a figure known as the relative proximity calculation.

The relative proximity calculation provides the difference in distance that a child would have to travel to attend the school being applied for and the nearest school to home that is not the school being applied for and, as such, establishes a priority ranking.

If the relative proximity calculation is the same for one or more applications, priority will be given to the child who has further to travel to the school that is not the school that is being applied for.

a. Allocation of places to twins

Where a single place remains at a school and the application being considered is for twins or children from multiple births or same year group siblings, the Local Authority will allocate above the Published Admission Number to accommodate each child.

b. Children of UK Service Personnel

Families of UK service personnel are subject to frequent movement within the UK and from abroad, often at relatively short notice. A school place can be allocated in advance of the confirmed posting, even if there is uncertainty about the exact future address. Infant age children admitted outside the normal on round are excepted pupils under the infant class size regulations.

*For the children of armed forces families and crown servants returning to the UK or the Rochdale Metropolitan Borough at the end of their service, a school place can be allocated in advance of their return, even if there is uncertainty about the exact future address and the child is not yet in the UK. The place can be held open until the family arrive in the UK or return to the area, and usually until the start of the following term, but could be longer in particular circumstances.*

## Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group i.e. to Reception rather than Year 1.

Requesting admission out of the normal age group – this must be asked for via email or letter to the Headteacher. The Headteacher will discuss this with the admissions committee of the Governing Board. Each case will be dealt with on an individual basis.

The admission committee will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social, and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They must also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision.

2.20 Where an admission authority agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They must not give the application lower priority on the basis that the child is being admitted out of their normal age group. 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.

## Oversubscription criteria

Highest priority will be given to looked after children or previously looked after children. These children will become excepted pupils.

## Appeals for Places

If your child is not offered a place at the school, parents/guardians have the right to appeal the decision to an Independent Appeals Panel, in accordance with Government regulations.

Information about how to submit an appeal can be obtained from the Local Authority or the School Office upon request.

Please note that the statutory class size limit determines the number of children the school can admit. The Governors of Crossgates Primary School consider that admitting additional pupils would result in class size prejudice as it would exceed the statutory limit of 30 pupils per single qualified teacher, which legally restricts Key Stage 1 classes (Reception, Year 1 & Year 2) as set out under Section 86(4) of the School Standards and Framework Act 1998.

## In-Year Transfers

Where an application for an in-year transfer is received from separated parents, who do not agree about the proposed transfer, the school's decision regarding the admission or transfer of the child will take into account which parent has majority parental custody and receives Child Benefit.

Signed:
Chair of Governors
Name: Sarah Doherty



Headteacher
Name: Mrs. D Mitchell

