



**The Three Saints Academy Trust  
ST MARY & ST THOMAS CHURCH OF ENGLAND PRIMARY SCHOOL  
ST ANN'S CHURCH OF ENGLAND PRIMARY SCHOOL  
ST MICHAEL WITH ST THOMAS C.E. PRIMARY SCHOOL  
ADMISSION ARRANGEMENTS FOR 2022-23**

St Mary and St Thomas and St Ann's are Church of England Primary Schools situated in the Diocese of Liverpool and St Helens Local Authority. St Michael with St Thomas C.E. Primary School is situated in the Diocese of Liverpool and Halton Local Authority. The schools are Academies, part of a Multi Academy Trust; The Three Saints Academy Trust.

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

The Admission Number for the 2022 reception year intake at St Mary and St Thomas Church of England Primary School is 30.

The Admission Number for the 2022 reception year intake at St Ann's Church of England Primary School is 60.

The Admission Number for the 2022 reception year intake at St Michael with St Thomas Church of England Primary School is 30.

### **Making an Application**

Applications for reception year in September 2022-23 should be made on the applicant's home local authority common application form. A common application form and the primary education information for parents' booklet will be available no later than 12 September 2021 for via [www.sthelens.gov.uk/schools-education/school-admissions](http://www.sthelens.gov.uk/schools-education/school-admissions) for St Helens residents and [www.halton.gov.uk/schooladmissions](http://www.halton.gov.uk/schooladmissions) for Halton residents.

Applications must be submitted by **15/01/2022**

All applications will be considered at the same time and after the closing date.

Decision letters/ e mails will be sent to parents on 19/04/2022

### **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, parents have no guarantee that any application received after the closing date will be included.

## OVERSUBSCRIPTION CRITERIA

After the admission of pupils with an Education, Health and Care Plan which names the relevant school and where there are more applications than places available the Directors of the Trust will apply the following over-subscription criteria

1. looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order<sup>1</sup> including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.<sup>2</sup>
2. 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.
3. Children whose parent(s) regularly attend a Church of England church. (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 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.  
*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. Children whose parent(s) regularly attend another Christian church that is a member of Churches Together in Britain and Ireland ([www.ctbi.org.uk](http://www.ctbi.org.uk)) or a place of worship which is associated with the UK Interfaith Network ([www.interfaith.org.uk](http://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 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.  
*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.*
5. Other children.

<sup>1</sup> A looked after child is a child who is ((a) in the care of a local authority, or (b) is being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

<sup>2</sup> 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.

### 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) 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. 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. We use the address of the parent who is in receipt of child benefit for this. 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.

### 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 Directors 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.

### St Mary & St Thomas C.E. Primary School How places were allocated in September 2021

Admission Number	Number of initial applications	How places were allocated		Final number of places allocated including any upheld appeals
30	59	Categories		30  *30 <sup>th</sup> place allocated to a child who lived 0.546 miles from the school
		1	1	
		2	13	
		3	0	
		4	0	
		5	16*	

### St Ann's Church of England Primary School How places were allocated in September 2021

Admission Number	Number of initial applications	How places were allocated		Final number of places allocated including any upheld appeals
60	143	Categories )		60  *60 <sup>th</sup> place allocated to a child who lived 0.548 miles from the school
		1	0	
		2	23	
		3	10	
		4	0	
		5	27*	

**St Michael with St Thomas C.E. Primary School**  
**How places were allocated in September 2021**

Admission Number	Number of initial applications	How places were allocated	Final number of places allocated including any upheld appeals	
30	TBC	Categories (TBC)	TBC	
		Siblings		
		Distance		
		Non preference offered as nearest school with vacancy on offer day		

**Deferred Entry**

Parents may request that their child’s entry be deferred until later in the same school year, where the child is not of statutory school age. However, they would not be able to defer entry beyond the academic year for which the original application was accepted, if they did, they would need to re-apply for the following year. The application would normally then be for a place in year 1 i.e. the correct chronological age group for the child. Parents are able to submit a request, supported by evidence, for admission in the reception year. The request will be considered in line with the requirements of the School Admissions Code. Before making the decision to defer entry parents are advised to speak to the Principal of the school.

**Waiting List**

During the normal admissions round, if a place is refused because the school is oversubscribed your child’s name will automatically be placed on the waiting list. The waiting list will be kept in priority order according to the oversubscription criteria and not on the date on which applications were received. 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.

Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol will take precedence over those on the waiting list

The waiting list will close at the end of the autumn term for the September 2022 reception year intake.

**Fair Access Protocol**

The Trust has a duty to comply with the Local Authority’s Fair Access Protocol and may have to admit above its published admission number, even if the year group concerned is full.

All schools must participate in their Local Authority’s protocol. For that reason, admission appeal panels will not view the fact that the school is obliged to admit over its admission number as an indication that it can do so for all in year transfers without causing prejudice to the efficient provision of education or efficient use of resources.

**In Year Transfers**

Applications for a place in reception year after the waiting list has closed or years 1 – 6 should be made on the Local Authority’s in year common application form. The application will then be processed in accordance with St Helen’s/Halton’s in year co-ordinated admission scheme.

Parents will normally receive a written response to their application within ten school days.

## **Appeal Procedure**

Where parents are unsuccessful in applying for a school place, the decision letter will give reasons why the application was refused (in light of the published admission arrangements) notification of the right of appeal, including details of how, and to whom, to make an appeal and where to obtain further information.

Parents should be aware that legislation limits infant class sizes to 30 pupils and restricts the grounds upon which an appeal can be upheld. You would have to show that the decision was one which in the circumstances no reasonable governing body would have made, or that your child would have been offered a place if the governors' admission arrangements had been properly implemented.

## **ST MARY AND ST THOMAS CHURCH OF ENGLAND NURSERY UNIT ADMISSIONS POLICY AND ARRANGEMENTS FOR 2022/23**

St Mary and St Thomas C.E. Primary nursery unit is part of the Three Saints Academy Trust.

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

## **Admission Number**

All nurseries have an admission number (i.e. the number of places available). The admission number is 52 for St Mary & St Thomas. If more applications are received than the number of places available at a nursery, then it is deemed to be oversubscribed. This means that the number of admissions has to be limited using the oversubscription criteria for that nursery.

## **Oversubscription Criteria for St Mary & St Thomas Nursery**

If more applications are received than the number of places available, the following criteria will be used, in order of priority, for deciding how places will be allocated:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.<sup>1</sup> Children who appear to the Directors of the Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted.<sup>2</sup>
2. elder brother/sister in the school to which the nursery unit is attached
3. children resident within St.Helens who have been identified as a Priority Nursery Applicant under the Local Authority's Priority Nursery placement procedure;
4. children resident in the Borough of St.Helens;
5. children resident outside the Borough of St.Helens.

<sup>1</sup> A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

<sup>2</sup> 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.

### **Tie-Break**

In the event of any oversubscription in the number of applications made under any of the categories above, the Nursery will offer places firstly to children aged 3 before the term of admission and 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) 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.

### **Special Conditions for Twins (etc.)**

Where the final place in a year group is offered to one of twins (or triplets etc.), the Nursery's policy is to admit the other twin etc. too, even if that means going above the admission number for the school concerned. However, it is not possible to do this where the admission would breach the staff to pupil ratio. In that situation, only one place will be offered and the parent has to decide which child will take up the place, if any.

### **Priority Nursery Applicants**

If you consider that your child has additional needs and should be considered under criterion 2 above, please contact School Admissions Team, Atlas House, Corporation Street, St Helens. WA9 1LD

**Remember:** there is no guarantee that a child who attends a nursery class of a school will automatically secure a place in the reception class of that school.