



## **Admissions Policy**

Overleigh St. Mary's CoE Primary School, a caring centre of learning, where all individuals are inspired and enabled to achieve excellence in every aspect of school life – academic, social, personal, physical and spiritual.

Our school vision of '**Love God, Love Ourselves, Love People**' proudly beats through the heart of our thriving community.

At Overleigh St. Mary's our culture of high expectations in everything that we do ensures educational excellence for all with no child left behind. We strive for and achieve academic excellence with opportunities to develop wider sporting, artistic and social skills. We want our children to have a clear sense of moral purpose and character as well as to be enquiring, reflective and passionate learners. When our children leave us they display honesty, integrity, resilience, perseverance, compassion and self-discipline.

As a church school we nurture spiritual growth and provide an environment where each child can develop and fulfil their potential as a citizen of the future. Through a personalised, relevant and engaging curriculum we develop 21<sup>st</sup> Century skills ensuring our children embark on life confident of their place within a global society and able to become leaders in it.

### **INSPIRE. EDUCATE. SUCCEED**

Our admission Policy for the academic year 2025/26 mirrors the Department for Education School Admissions Code (December 2014).

See: <https://www.gov.uk/government/publications/school-admissions-code--2>

#### **Applying for Admission to Reception**

Opportunities to look around the school and chat to the staff are made available to prospective parents. Please ring up the school or visit the school website to find out the dates of arranged visits.

Children will be admitted to Reception at Overleigh St Mary's in the September following their fourth birthday. It is expected following two weeks of planned transition that children will attend fulltime. However there is some flexibility if it is thought it is not in the child's best interest to attend fulltime after this transition.

The PAN (Published Admission Number) for our Reception intake is 60 children. Places will be allocated on the basis of applications received through the Cheshire West admissions system. This allows parents/guardians to apply for entry to any Cheshire East primary school by means of the Cheshire West Primary School Common Application Form (CAF), which is located at:

<https://schooladmissions.cheshirewestandchester.gov.uk/ENROL/Website/default.aspx>

If we receive more applications than the PAN of 60, then Overleigh St Mary's must apply the published oversubscription criteria, and allocate places accordingly.

### **Oversubscription Criteria** (consistent with the local authority)

If oversubscribed, then places will be allocated to children in the following order:

1. 'Cared for children' and children who were previously 'cared for.'
2. Siblings of students who currently attend are expected to continue to attend Overleigh St Mary's in the following school year (i.e. at the time of admission). A sibling is considered a brother or sister (including adopted, half or step), living together as one household.
3. Children living within the catchment area of Overleigh St Mary's.
4. Children living nearest to Overleigh St Mary's, measured using an Ordnance Survey address-point system, which measures straight line distances in miles from the address point of the place of residence. *Please note: this may not be the same as Google Maps or any other map programme.*

If we cannot accommodate all children qualifying under one of the criteria stated above, then the next criteria will also be applied to determine priority for admission. For example: if more than 60 children apply for Reception places that live within the catchment area (criterion 3), then priority will be given to those living nearest the school (criterion 4).

### **In Year Applications or Transfers**

Please contact the school office to arrange a visit to Overleigh St Mary's if you are considering joining our school at any other time than the beginning of your child's Reception year. The Headteacher would be happy to show you around and answer any questions you may have. An application would then need to be submitted, which can be found at:

<http://www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-admissions/in-year-school-transfers.aspx>

Please keep in mind when considering an In Year Transfer, that we cannot exceed our PAN of 60 per year group.

### **Appeals Process**

We follow the appeals process as set by CWAC. [School appeals | Cheshire West and Chester Council](#)

Clicking on the above link will direct you to advice on where to find help, how to make an appeal, and how the appeals process works.

If you have any further questions, please do not hesitate to contact the school office via phone: 01244 267525 or via email : [admin@overleighstmarysce.cheshire.sch.uk](mailto:admin@overleighstmarysce.cheshire.sch.uk)