



# OVERLEIGH ST MARY'S CE PRIMARY SCHOOL ADMISSIONS POLICY 2027/28



Approved by	Date	Review Schedule	Date of next review
Trust Board	December 2025	Annually	December 2026

Chester Diocesan Academies Trust is the admissions authority for Overleigh St Mary's CE Primary School. In the event of oversubscription, places will be allocated according to the criteria indicated below. This policy will be reviewed on an annual basis.

### [Making an Application](#)

Chester Diocesan Academies Trust (CDAT) is the admissions authority. Admissions to reception for all schools and academies are co-ordinated by the Local Authority (LA) and so parents/carers will need to fill in a common application form provided by the Local Authority in which you live. Applications for admission to Overleigh St Mary's CE Primary School should be made on your local authority's online form by the closing date set out in the LA's co-ordinated scheme. The Common Application Form should be completed and returned by 15<sup>th</sup> January.

Letters informing parents/carers of whether or not their child has been allocated a place will be sent out by the Local Authority on or near 16th April. Parents/carers of children not admitted will be informed of the reason and offered an alternative place by the Authority. Applicants also have the right to appeal.

### [Admission Procedures](#)

The planned admission number (PAN) is 60. This arrangement follows consultation with other admission authorities in the area. There will be no restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number.

The academy trust operates a system of equal preferences under which all preferences are treated equally and the Local Authority allocates places according to its policy. All children having a statement of special educational needs or Education Health and Care Plan (EHCP) in whose statement the school is named will be admitted. In the event that there are more applicants than places remaining, the academy will allocate these places using the following criteria, which are listed in order of priority:

1. Looked after children and all previously looked after children, including those children 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. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Children with a who have a sibling in school who will still be attending in the year of application.

3. Children resident in the parish of St Without the Walls, Chester. A map is available via the following link: [St Mary Without the Walls](#) A copy is also available in the school office.
4. Children who have attended the school's nursery class for at least one term in the previous two years. This includes children who have attended on a part-time basis. Part-time is defined as less than the standard 32.5 hours of schooling per week.
5. Children of staff of Overleigh St Mary's CE Primary School at the time of admission.
6. Pupils living nearest to the school measured in a straight line from the centrally plotted Basic Land and Property Unit point of the child's home address to the centrally plotted basic land and property unit point of the school as defined by local land and property gazetteer.

Random allocation will be used as a tie-break in the final category above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified. If a tie-break is required in earlier categories to decide who has priority for admission between two children, distance from the school will be used to decide as measured above.

### **Definitions and Notes**

- a) A looked after child is a child who is a) in the care of the 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) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of, or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- b) A previously looked after child is one who immediately moved on from that status after becoming subject to an adoption, residence child arrangements or special guardianship order.
- c) Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

### **Late Applications for Admission**

Where an application is received after the closing date due to extenuating circumstances, and this is before the admission authority has determined the list of pupils to be admitted, the application will be treated as on-time and considered alongside all other applications in accordance with the published admission arrangements.

## Waiting List

Where there are more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. 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. This is not dependent on whether an appeal has been submitted. This waiting list will operate until the end of the autumn term (31 December) of the year of admission.

## Address of Pupil

The address used on the admission form must be the current one at the time of application. Where the parents/carers 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 to Friday mornings. Parents/carers may be asked to show evidence of the claim that is being made for the address, e.g. utility bills of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the academy trust reserves the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

## In-Year (Non-Routine) Admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as in-year or non-routine admissions. Parents/carers wishing their child to attend this school may arrange to visit the school. Parents/carers should contact the school where they will be asked to complete an application form and will be offered a place if one is available. Parents/carers are given the option to use the LA's online application system for in-year applications.

The LA will be informed of the offer of a place once it has been accepted. If there is no place available in our school then the admissions committee will inform the applicant in writing, together with the LA and information about how to appeal against the refusal will be provided. Where more than one application is received the oversubscription criteria will be used to rank the applications.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

## Appeals

Where it is not possible to offer a place, parents/carers have the right to appeal to an independent admission appeals panel. The Local Authority manages the appeals procedure on the behalf of the academy (using the academy's appeal form). Parents/carers should fill in an appeals form and return it directly to the school by the date indicated on the LA website. Parents/carers will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

## Fraudulent Applications

Where it is discovered that a child has been awarded a place as the result of an intentionally misleading application from a parent/carer (for example a false claim to residence in the catchment area) which effectively denies a place to a child with a stronger claim, then the academy trust is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

## Deferred Admission

Children are eligible for a reception place from the beginning of the school year in which they become 5 years old. However they do not become of compulsory school age until the start of the term after their fifth birthday. After a place has been allocated and accepted parents/carers can request that the place be deferred until later in the year and if they do this the place will be held for the child. They cannot however defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents/carers can also request that their child attends on a part time basis until the child reaches compulsory school age. An application form should still be filled in for the current admission process.

## Children educated outside of their normal age group

Parents/carers who wish to delay entry until the following year due to specific circumstances, such as ill health, specific circumstances which mean they are not ready to start school or summer born children (those between 1st April and 31st August), must speak to the Headteacher of the school and to the Local Authority as soon as possible as this would involve either an in-year application for year 1 or a new application for reception in the following year. An application form should be filled in for the current admission process at the same time as any request to defer entry or 'back class' to reception in the following year. The decision as to which year group the child will enter will be made taking into account information from the parents/carers and Headteacher and should be in the best interests of the child. Information that

parents/carers could include in their request may include details of medical conditions or reports from professionals to support their request.

Parents/carers of summer born children should be aware that agreement by the school to allow a child to enter reception in the following year does not guarantee a place in the class. Parents/carers must apply to the school in the normal co-ordinated round and the application will be considered in the normal manner following the oversubscription criteria. Parents/carers may also choose to apply in-year for admittance to year 1 and the child's normal age group.

Similarly if the parents/carers of a gifted and talented child wish to apply for a place outside of their child's normal age group they should speak to the school and the Local Authority. Any application will be considered to ensure any decision is in the best interests of the child and parents/carers informed of the outcome.

### **Special Educational Needs**

Where a child has an education, health and care plan (EHCP) which names the School, then that child will be admitted to the School and the number of available places in the PAN will reduce correspondingly. Admission of children with an EHCP is dealt with by the home local authority (which is where you reside).