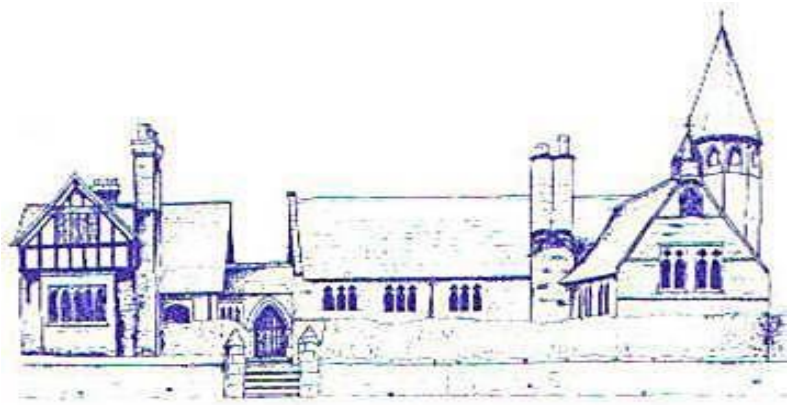


Eccleston C.E. Aided Primary School

"Let your light shine" - Matthew 5:16

Admissions Policy 2026-2027

DIOCESE OF CHESTER

Parents should be aware before applying that in this school RE, collective worship and our whole ethos are based on the teachings of the Church of England.

Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure. Applications may also be made electronically.

In order for the governors to consider applications under faith criteria it is necessary for parents to also complete the school's supplementary information form for criteria numbers 6, 7 and 8.

The common application form (and supplementary form) should be completed and returned by the date published by Cheshire West and Chester.

Applications may also be made on-line by using both the common application form and the supplementary information form (available from the school website).

Whether application is made on paper or electronically, the common application form must be completed. The supplementary information form should be completed if the applicant wishes faith criteria to apply.

Letters informing parents 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 of children not admitted will be informed of the reason and offered an alternative place by the Authority.

Admission Procedures

The number of places available for admission to the Reception class will be a maximum of 15. This arrangement follows consultation between the Governing Board, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The Governing Board will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than thirty children.

The Governing Board operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to its policy. In the event that there are more applicants than places, the Governing Board will allocate places using the following criteria, which are listed in order of priority:

1. Looked after children and 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), including those children who are looked after from overseas.

2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school.

3. Children resident in the ecclesiastical parish of Eccleston and Pulford.

4. Children of teaching and administrative staff who have been in post for 2 years or more.

5. Children who have a sibling in school who will still be attending school the following year (or who have attended the school in the 2 years prior to admission).

6. Children whose parent/s or guardian/s are faithful and regular worshippers at Eccleston or Pulford Parish Churches and on the Electoral Roll.

7. Children whose parent/s or guardian/s are faithful and regular worshippers in a church of another Christian denomination, which are members of Churches Together in Britain and Ireland.

8. Children whose parents or guardians are members and regular worshippers of another faith and wish their children to be educated in a church school.

9. Children who live nearest to the school as measured by the Local Authority's Ordnance Survey address point system which measures straight line distances in miles from the address point of the school to the address point of the place of residence.

It may happen that there are not enough places to admit all applicants meeting any one criterion. In this case, the governors will apply the subsequent criteria, in order of priority, to all these applicants.

Please note that in the event that during the period specified for attendance at worship the church, or, in relation to those of other faiths, relevant place of worship has been closed for public worship and has not provide 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, in relation to those of other faiths, relevant place of worship or alternative premises have been available for public worship.

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 service functions (under section 22(1) of the Children Act 1989.

(b) A previously looked after child is one who immediately moved on from that status after being subject to an adoption, child arrangements or special guardianship order.

(c) Professional supporting evidence from e.g. a doctor, psychologist or, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.

(d) A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend.

(e) By faithful and regular we mean attendance at a minimum of one service/act of worship per month for at least one year prior to the closing date for applications. A letter from your incumbent or minister or other church officer will be required as proof of attendance.

(f) Teaching staff includes teachers and teaching assistants.

(g) A map showing the parish boundaries is available from the school, and also on the school website.

(h) Sibling refers to brother or sister, half brother or sister, step brother or sister, or the child of the parent/carer's partner. In every case, the child should be living in the same family unit at the same address.

(i) Children who live nearest to the school as measured by the Local Authority's Ordnance Survey address point system which measures straight line distances in miles from the address point of the school to the address point of the place of residence. In the event of a tie break, a random allocation will be undertaken by an independent body.

Late applications for admission

Where the Local Authority accepts that there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the 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.

Waiting list

Where we have 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 for 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.

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 to Friday mornings. Parents 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 governors reserve 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.

Non-routine admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. From 2013 onwards parents wishing their child to attend Eccleston School may arrange to visit the school. They will be asked to complete an application form and will be offered a place by the governors if one is available. The Local Authority 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 Local Authority. 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 the governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the Admissions Appeal Code 2012 established under the School Standards and Framework Act 1998, as amended by the Education Act 2002. Parents 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 20 days' notice of the place and time of the hearing.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. 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' admissions arrangements had been properly implemented.

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

Fraudulent applications

Where the Governing Board discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the Governing Board 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 can request that the school place be deferred until later in the school 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 school year for which the original application was accepted.

Parents can also request that their child attends on a part-time basis until the child reaches compulsory school age.

Summer Born Children

Parents of summer born children (those born between 1st April and 31st August) who wish to delay entry until the following year must speak to the school and 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 will be made taking into account information from the parents and headteacher and should be in the best interests of the child.

Parents will be informed of the outcome before primary national offer day. If the request is agreed, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and

make an in year application for admission to year one for the September following the child's fifth birthday.

Parents should be aware that agreement by the school to allow a child to enter reception the following year does not guarantee a place in the class. Parents must apply to the school again the following year and the application will be considered in the normal manner following the oversubscription criteria.

Children of multiple births

Where twins, triplets, etc., apply, then the Governing Board will exercise as much flexibility as possible when allocations take place. Where an Infant Class Size of 30 would be breached by the admission of the additional child or children, the governors may admit above the limit if it is possible to do so within the current organisation of the school.

Children of Armed Services personnel

Where Infant Class Size of 30 would be breached by the admission of the child or children of armed services personnel, the governors may admit above the limit if it is possible to do so within the current organisation of the school.