

**2027 EVERYONE MATTERS SCHOOLS TRUST**  
**BILLINGE CHAPEL END PRIMARY SCHOOL**  
**ADMISSIONS POLICY AND ARRANGEMENTS**

**1 COMPLIANCE**

1.1 This Admissions Policy and Arrangements has been drafted with regard to the following provisions codes and guidance

- 1.1.1 School Standards and Framework Act 1998.
- 1.1.2 Children and Families Act 2014.
- 1.1.3 Equality Act 2010.
- 1.1.4 Human Rights Act 1998.
- 1.1.5 The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.
- 1.1.6 School Admissions (Appeal Arrangements) (England) Regulations 2012.
- 1.1.7 The School Admissions (Infant Class Sizes) (England) Regulations 2012.
- 1.1.8 School Admissions Code, September 2021.
- 1.1.9 School Admissions Appeals Code, October 2022.
- 1.1.10 Special Educational Needs and Disability Code, January 2015.

**2 ABOUT THIS POLICY**

2.1 Billinge Chapel End Primary School (the **School**) is a mainstream academy within the Everyone Matters Schools Trust.

2.2 The key values of Everyone Matters Schools Trust are:

- 2.2.1 Excellence of Care, Excellence of Experience and Excellence of Outcome; and
- 2.2.2 Our Ethos of 'Everyone Matters, Everyone Helps and Everyone Succeeds' applies to everyone in our Trust community.

2.3 This policy sets out how admissions will be dealt with by the School, and the School's determined admissions arrangements (**Admission Arrangements**).

2.4 The admission authority for the School is Everyone Matters Schools Trust (**Admission Authority**).

- 2.5 The School's Admission Arrangements will be determined annually by the Admission Authority.
- 2.6 Any proposed changes to the School's Admission Arrangements will follow the statutory consultation procedure outlined within the School Admissions Code (as amended from time to time).

### **3 ADMISSION ARRANGEMENTS**

- 3.1 The Admission Authority will determine the Admission Arrangements annually to include the PAN and oversubscription criteria. The year that the Admission Authority makes its determination is known as the determination year (2026).
- 3.2 The Admission Arrangements must be determined by the Admission Authority by 28 February in each Determination Year.
- 3.3 In the event that the Admissions Authority has determined a change is to be made, or it has been 7 years since the Admissions Authority last consulted on its unchanged arrangements, a statutory consultation will be carried out in line with the School Admissions Code (as updated from time to time).
- 3.4 The Admissions Authority will provide details of the Admission Arrangements to the appropriate bodies (as specified within the School Admissions Code), along with the governing bodies of community and voluntary controlled schools in the local area. Reasonable endeavours will be made to ensure the consultation reaches relevant stakeholders so they can express their views.
- 3.5 The School will participate in the St Helens Borough Council co-ordinated admission arrangements.
- 3.6 St Helens Borough Council will publish the School's determined Admissions Arrangements on its website and within its composite prospectus (which will be available online or in hard copy) by 15 March in each Determination Year.
- 3.7 The School will also publish the determined Admissions Arrangements on its website by 15 March in each Determination Year.
- 3.8 If there are any objections to the School's Admission Arrangements, these must be made to the Schools Adjudicator. The objections must reach the School Adjudicator by 15 May of the Determination Year. If the objections do not reach the Schools Adjudicator by the specified date, there will be no obligation to consider them.
- 3.9 All applicants are required to complete their home local authority's Common Application form by 15 January in the Determination Year. Parents will be advised of the outcome of their application on National Offer Day which for primary schools is 16 April (or the next working day where this falls on a weekend or bank holiday).

#### 4 **ADMISSION NUMBER**

- 4.1 The School has a Published Admission Number (**PAN**) of **30** for entry into reception. This includes children with a Statement of Special Educational (**SSEN**) Needs or Education, Health and Care Plan (**EHCP**) which names the School.
- 4.2 Where fewer applicants than the PAN for the relevant year are received, all those who have applied will be offered places at the School.

#### 5 **INFANT CLASS SIZES**

- 5.1 The School will comply with the infant class size regulations and will ensure that the classes in reception and years 1 and 2 shall not exceed more than 30 pupils per single qualified teacher. A pupil will not count towards this number when:
- 5.1.1 they have been outside the normal admissions round with Education, Health and Care Plan naming the School;
  - 5.1.2 they have been admitted outside the normal admission round and are a looked after child or a previously looked after child;
  - 5.1.3 there has been a procedural error by the Local Authority when making the initial allocation of places in the main admission round;
  - 5.1.4 an independent appeal panel upholds an appeal;
  - 5.1.5 the child has moved to the area outside the normal admission round and there is no other available school within a reasonable distance;
  - 5.1.6 they are the child of UK service personnel and admitted outside the normal admissions round;
  - 5.1.7 their twin or sibling from a multiple birth has been admitted to the School; or
  - 5.1.8 the child has special educational needs and is normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes at the School.

#### 6 **OVERSUBSCRIPTION CRITERIA**

6.1 When the School is oversubscribed, after the admission of pupils with Education, Health and Care Plan naming the School, priority for admission will be given to those children who meet the criteria set out below;

6.1.1 looked after children;

6.1.2 children who were previously looked after but then became subject to adoption, a child arrangements order, or special guardianship order. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted;

6.2 After any children have been admitted in accordance with paragraph 6.1, the Admissions Authority will apply the following oversubscription criteria;

6.2.1 Children who have a sibling at the School at the proposed date of admission. The sibling must be on the school roll in Reception to Year 6;<sup>1</sup>

6.2.2 Children who have attended Billinge Chapel End Primary School Nursery for at least one term prior to application.

6.2.3 Children of staff at the School where the member of staff has been employed at the School for two or more years.

## 7 **TIE-BREAKER**

7.1 If the number of applicants within any of the above oversubscription criteria exceeds the number of places available at the School and a tie-break is necessary to determine which child is admitted, the child living closest to the School will be given priority for admission. Random allocation undertaken by the Admission Authority will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the School is equidistant in any two or more cases. Where random allocation is used to determine admission in these circumstances, it will be supervised by someone independent of the School.

7.2 Distance from home to the School will be measured 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.

7.3 The child's home address is the confirmed address (before allocation procedures begin) where the child normally lives. It may be necessary to carry out checks to confirm that addresses given are genuine. Parents may, therefore, be asked to produce documentary evidence of their child's home address, which may include but are not limited to Council Tax, utility bills, or Child Benefit

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<sup>1</sup> For the purposes of the Admissions Arrangements, sibling here shall mean; a full sibling, a step sibling, foster siblings, adopted siblings or children who live permanent at the same address

documents. Any change to a child's home address during the application process must be flagged to the Local Authority.

## **8 MULTIPLE BIRTHS**

8.1 If children of multiple births (twins or triplets) require admission into the same year group and there is only a single place left within the School's Published Admission Number, the Admission Authority will allocate above the Published Admission Number (PAN) in order to accommodate each child.

## **9 LATE APPLICATIONS AND IN-YEAR ADMISSIONS**

9.1 All applications received by the Admission Authority after the deadline for submitting an application will be considered as a late application.

9.2 Late applications will be considered after those received on-time and in accordance with the School's oversubscription criteria. If, following consideration of all on-time applications the School is oversubscribed, parent(s) / carer(s) who have submitted a late application may request that their child is placed on the School's waiting list.

9.3 An application will be considered late if it is submitted after **15 January** but before the first day of the Autumn Term.

9.4 Applications received after the start of the Autumn Term in any School year will be treated as an in-year application and not a late application. In these circumstances, parent(s) / carer(s) must complete the in-year application form which will be considered by the Admissions Authority.

9.5 All those applying for admission outside the normal admission round, including late applications, will be admitted where there are places available up to the year group's admissions number. If there are more applicants than available places, applicants will be placed on the waiting list and ranked according to the oversubscription criteria.

## **10 DEFERRED ENTRY FOR INFANTS**

10.1 Parent(s) / carer(s) offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the first school day of the summer term for the academic year which the offer was made.

10.2 Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

## 11 **WAITING LIST**

11.1 The School will operate a waiting list for each year group. Where in any year the School receives more applications for places than there are places available, a waiting list will operate until 30 September. This will be maintained by the Admission Authority, and it will be open to any parent(s)/ carer(s) to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

11.2 Children's position on the waiting list will be determined solely in accordance with the School's oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria, subject to looked after children, previously looked after children and those allocated a place at the School in accordance with the Fair Access Protocol who will take precedence over those children on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## 12 **FAIR ACCESS PROTOCOL**

12.1 The Admissions Authority may admit a child where it is requested by the Local Authority under the Fair Access Protocol, even where that would exceed the normal admission number. Each case in which the School is allocated a child will be dealt with on its own individual circumstances, the matters relevant to the applicable year group and the process set out under the fair access protocol as in force at the time.

## 13 **SUMMER BORN CHILDREN**

13.1 Parent(s)/ carer(s) have the right to delay their child's start at school if that a child born between 1 April and 31 August (otherwise known a 'summer born child') (i.e. until the September after the child's fifth birthday).

13.2 If a parent wishes to exercise this right they must;

13.2.1 make an application in the Determination Year before the year they are seeking entry into; and

13.2.2 follow the process for making a request for their child to be admitted outside the normal age group as outlined in section 14.

13.3 Where possible, the Trustees shall provide notification if the application to admit a summer born child outside the normal age range is successful prior to National Offer Day. If the application is successful it will be considered alongside the other applications for admission into reception and will be subject to the normal oversubscription criteria.

13.4 If the application to admit a summer born child outside the normal age range is unsuccessful the application will be treated as an in-year admission to Year 1 (the normal age group) and will be subject to the normal oversubscription criteria.

#### 14 **ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP**

14.1 Parents may request that their child is admitted outside their normal age group. If a Parent wishes to make such an application they must contact the Clerk to Trustees with a written request including the following information:

14.1.1 the normal age group that the pupil would be admitted to and the year group which they are requesting the child be admitted to;

14.1.2 the reason(s) for the request;

14.1.3 the parent's views on why the admission outside of the normal year group should be made;

14.1.4 information and evidence about the child's academic, social and emotional development as supported by professionals;

14.1.5 confirmation as to whether the child has been educated outside of the normal age group previously; and

14.1.6 if relevant to the request, a medical history and the views of medical professionals about the request for being educated outside of the normal age group.

14.2 The Head Teacher will be given the opportunity to consider your written representations and write their written response. The Head Teacher shall submit all written representations and accompanying information to the Admissions Authority who will decide if the child should be admitted outside their normal age group.

- 14.3 If the request for a deferred entry is not made within the normal admissions round and is refused by the Admissions Authority, whereby parents are not offered a place for your child in the normal age group, then parents will have the right to appeal the decision to an independent appeal panel.
- 14.4 If the application is made during the normal admissions round, and the Trustees agree that an admission outside of the normal age group is acceptable, then the application will be processed and will still be subject to the School's oversubscription criteria. A grant of the application does not receive any priority under the School's oversubscription criteria. If the application is rejected during the normal admissions round then the application for a place at the School will still be subject to our oversubscription criteria but for admission into the normal age group.

## 15 **APPEALS**

- 15.1 Parents have the right to appeal the Admission Authority's refusal to offer a place at the School.
- 15.2 The letter confirming refusal will include the reason why admission was refused, information about the right to appeal, the deadline for lodging an appeal and provide the contact details of where an appeal should be sent.
- 15.3 The appeals process shall be constituted and carried out in accordance with the School Admissions Appeals Code 2022 (as updated).