Bollington St. John's Church of England
Primary School

Where talent grows

Head Teacher: Mrs M. Walker
Head of Teaching, Learning and Assessment: Mrs E. Watson

"Whatever you do, work at it with all your heart, as working for the Lord"

Colossians 3:23

ADMISSIONS POLICY 2028/2029 – Bollington St John's CE Primary School

All requests for admission are considered by the Governing Board. The planned admission number for Reception is fifteen. Where the number of applications exceeds the number of places available, then priority will be given in the order set out: -

1. Looked after children and previously looked after children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order), 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. 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.
2. Children having a sibling already attending, and continuing to attend, the school at the time of admission.
3. Children living in the parish of St Oswald's. A map showing the parish boundary is available from the school office and the school website. Please visit the Admissions page at www.bollingtonstjohns.co.uk
4. Children whose parent/s worship at St Oswald's Church, Bollington, Cheshire.
5. Children whose parent/s worship in a Christian church.
6. Distance. Pupils living nearest to the school measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's coordinate point to the point of residence's coordinate point.

Notes

(a) 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.

(b) Siblings include step, half, foster, adopted brothers and sisters living at the same address and full brother and sister living apart.

(c) Parental worshipping is taken to mean attendance at a minimum of one public worship service per month for at least six months prior to the date of application.
(d) Christian church means any church which is designated under the Ecumenical Relations Measure nationally by the Archbishops of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England, or the Evangelical Alliance, or a partner church of Affinity. 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.
(e) Where the above criteria are not adequate to distinguish between requests for admission which cannot all be accepted without exceeding the admission limit, priority will be decided on the basis of the distance from the school to home measured using the NLPG system with those living nearest being given priority. Where there are two children with the same distance then a random allocation undertaken by an independent body will be used to decide on admission.

Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure.
The school's Supplementary Information Form for criteria numbers 4 and 5 will also need to be completed.
The Common Application Form and Supplementary Information Form should be completed and returned by 15th January.
Applications may also be made on-line by using both the common application form and the supplementary information form (available from the LA/school website). It is not normally possible to change the order of your preferences for schools after the closing date.

Children with EHCPs
Section 324 of the Education Act 1996 requires the Governing Board of all maintained schools to admit a child with an Education Healthcare Plan that names their school regardless of the schools PAN.

Late Applications for Admission
Applications received after the closing date will be recorded as 'late' and considered after all on-time applications unless the Local Authority confirms that the reasons presented in support of the late submission justify the application being considered alongside on-time applications. Reasons can include exceptional medical reasons preventing an earlier application or late removal into the area. Reasons must be presented at the time of application and supporting documentation must be provided.

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 on written request. 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 31st December.

Address of Pupil
The child's place of residence will be the address of the parent with whom the child is permanently resident on the date published for the receipt of supporting documentation. Supporting information may be requested to verify the place of residence. To ensure a fair process, administrative checks may be undertaken, which will include verifying addresses against Council Tax records.

Where care is shared jointly, the primary carer will be taken to be the parent with whom the child lives for the majority of the week (Monday to Friday), and it is this address that will be used for admissions purposes. If it is not possible to determine which parent is the primary carer, the Local Authority will determine residence based on where the child is registered for purposes of child benefit or (where no benefit is claimed) where the child is registered for GP purposes. Full details must be submitted in writing to enable the Local Authority to determine which address will be used and a panel of officers will consider the information provided. Local authorities can only make one offer per child (School Admissions Code, 2021 paragraph 2.12 (a)), therefore, where parents are unable to reach an agreement and more than one application is submitted, the Local Authority will process the application of the parent who is the primary carer.

In Year Admissions
Applications for school places 'In Year' are for admission after the first day of the school year into any year group. You will need to complete the Local Authority in year application form from their website, which will be forwarded to the school to process.

Appeals
Where the governors are unable to offer a place because the school is over-subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents should notify the clerk to the governors at the school within 20 school days of receiving the letter refusing a place. 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 14 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 Board 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 may defer the school place 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 summer term. Parents may also choose that their child attends on a part time basis until the child reaches compulsory school age.

Children Educated Outside of Their Normal Age Group

Parents 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 contact the school and Local Authority as soon as possible as this this would involve either an in-year application for year 1 or a new application for reception in the following year. Parents should submit the request for admittance outside of the chronological year group to the Headteacher and LA as soon as possible in addition to submitting the normal application. The decision as to which year group the child will enter will be made taking into account information from the parents and Headteacher and should be in the best interests of the child. Information that parents could include in their request may include details of medical conditions or reports from professionals to support their request.

Parents 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 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 may also choose to apply in-year for admittance to year 1 and the child's normal age group.

Multiple Births

Where there are children of multiple births wishing to be admitted the governors may admit over the infant class requirement if it is possible to do so.

If these arrangements are determined where consultation has not followed due process, then the school/Governing Board may be open to challenge through the Office of the School Adjudicator.

Date: October 2026