



**ST OSWALD'S CE PRIMARY SCHOOL, WORLESTON**  
**ADMISSIONS POLICY**  
**2027/28**



<b>Approved by</b>	<b>Date</b>	<b>Review Schedule</b>	<b>Date of next review</b>
Trust Board	December 2025	Annually	December 2026

## Admissions Authority

Chester Diocesan Academies Trust is the admissions authority for St Oswald's Church of England Primary and Nursery School and will allocate places according to the criteria indicated below. This policy will be reviewed by the Local Governance Committee and Trust Board on an annual basis.

## Making an Application

Although Chester Diocesan Academies Trust is the admissions authority, admissions to reception for all schools and academies are coordinated by the Local Authority. Applications for admission to the school should be made on the online form by the closing date set out in the local authority's co-ordinated scheme. The Common Application Form should be completed and returned by 15<sup>th</sup> January.

It is not normally possible to change the order of your preferences for schools after the closing date.

For those applying under criteria 5 or 7, a supplementary form will need to be completed and returned to the school. This form is available on our school website and as an appendix at the end of this policy.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on 16<sup>th</sup> April or the next working day. Parents of children not admitted will be informed of the reason, offered an alternative place by the Authority and be made aware of their right to appeal.

## Admission Procedures

The planned admission number (PAN) for the school is 15 and therefore the number of places available for admission to the Reception class will be a maximum of 15. No restrictions will be placed on admissions 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 admissions process operates on a system of equal preferences under which all preferences are treated equally. Places are allocated according to the criteria, with each application treated equally regardless of where the school sits within the preferences expressed. All children with an Education Health and Care Plan (EHCP) in which the school is named will be admitted. In the event that there are more applicants than places remaining, the admissions authority 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 special medical or social circumstances affecting the child where these needs can only be met at this school. Supporting evidence from a professional is required such as a doctor and/or consultant for medical needs or a social worker, health visitor, housing officer, the police or probation officer for social needs. This evidence must confirm the child or family's medical or social need and why that need(s) makes it essential that the child attends

St Oswald's CE Primary School rather than any other. If evidence is not submitted by the application deadline, the medical and/or social need cannot be considered.

3. Children who have a sibling at in the individual school who will still be attending the school the following year.
4. Children resident in the catchment area for the school. Maps are available on the school website and at the end of this policy.
5. Children whose parents are faithful and regular worshippers in the Parish of Acton with Worleston (including St Oswald's Church and St Mary's Church). 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 admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.
6. Children who have attended the school's nursery class for at least one term in the previous two years prior to application. This includes children who have attended part-time.
7. Children whose parents are faithful and regular worshippers in a Christian 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 (a supplementary form must be completed).
8. 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 place of the child's residence coordinate point.

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.
- d) By “faithful and regular” we mean attendance at a minimum of two public services per month for at least six months prior to the closing date for applications.
- e) “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.

### Waiting List

Waiting lists for the normal admission round will be held until 31 December. They will be held in line with the published oversubscription criteria and not on a ‘first come, first served’ basis. Placing a child’s name on a waiting list does not affect the right of appeal. Waiting lists for oversubscribed schools will include those children whose parents have requested in writing (including e-mail) that they be placed on the waiting list, along with new applicants and those for whom an appeal has been received. Vacancies will be re-allocated to children held on the school’s waiting list in line with the dates published.

### Late Applications for Admission

Applications, changes of preference and supporting documentation received after the dates specified will be considered late. Late applications will be considered after all on-time applications unless the Local Authority considers that there are good reasons for the application being late, which must be stated at the time of application. Reasons such as exceptional medical reasons preventing an earlier application, or a late house move into the area will be considered and supporting documentation must be provided. Where supporting documentation has been received by the dates specified and the Local Authority has accepted reasons stated for the late application, the application will be considered as if it had been received on-time. Late applications may be disadvantaged. .

### 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. 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 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 or in-year admissions. Parents wishing their child to attend this school are encouraged to arrange to visit the school and talk with the headteacher.

Applications are made using the Local Authority’s (LA) online form. Parents will be offered a place by the admissions authority if one is available; they will be notified about the decision within 15 school days. 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

Parents who are not offered a place for their child at a preference school have a right of appeal to an independent appeals panel. Parents can appeal for each school for which admission has been refused, by the dates published. Appeal forms should be obtained by contacting the school. Paper forms can be requested. Outside the normal admissions process, completed forms should be returned within 20 school days from the date of notification that the application for admission was unsuccessful.

Please note that this right of appeal does not prevent parents from making an appeal in respect of any other school.

## Closure of Places of Worship

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

## Fraudulent Applications

Where the admissions authority 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 admissions authority may 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 can also request 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 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. The decision made by the headteacher 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.

Similarly if the parents 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 by the headteacher to ensure any decision is in the best interests of the child and parents informed of the outcome.

### Education Health and Care Plan

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. An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child. The admission of children with an EHCP is dealt with by the home Local Authority (which is where the child resides).

**Supplementary Information Form for St Oswald's CE Primary and Nursery School**

**Name of child:**

Surname	Forename(s)
Date of birth	

<b>Name of parent/guardian</b>
Address
Post code

**Place of worship** one of parents / guardians regularly attends:

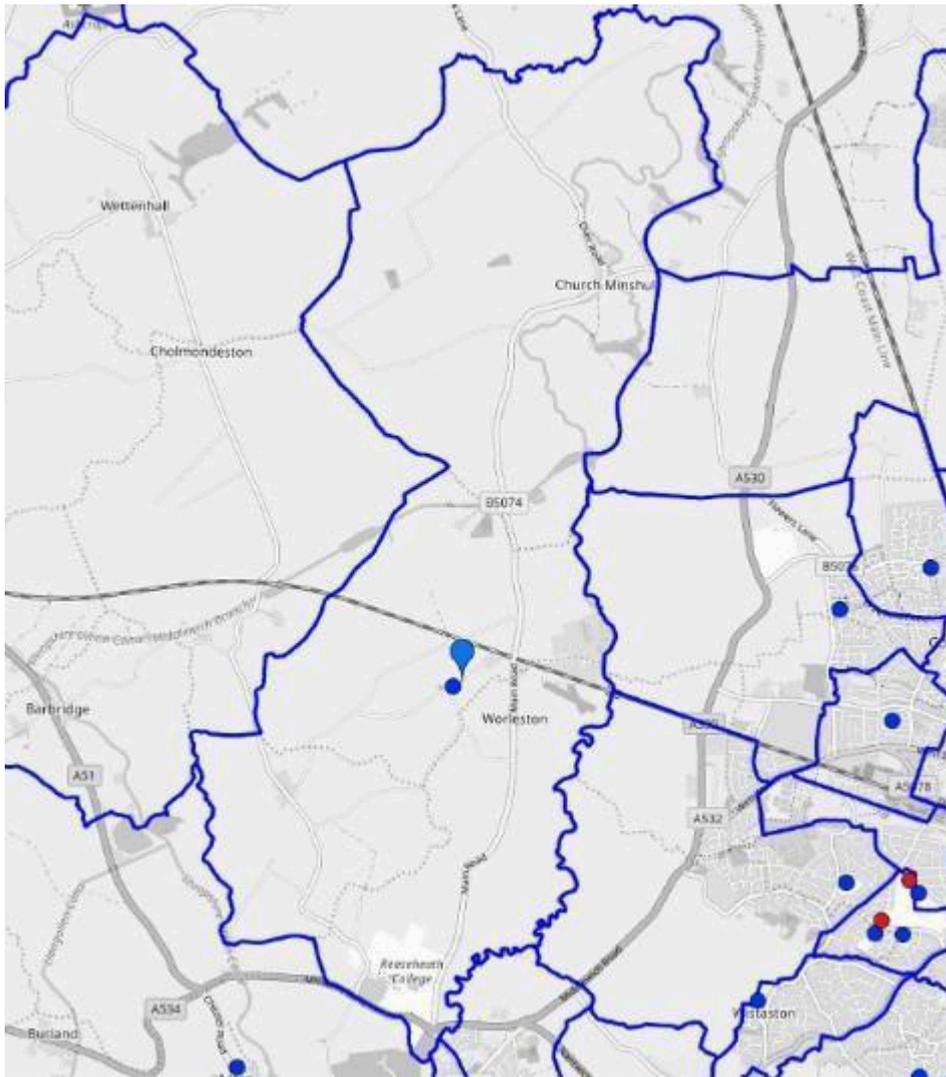
Name and Address of place of worship	
Name of vicar / priest / minister / worship leader / church officer	
Address	
Post code	
Telephone	Signature of Worship Leader _____

**Worship attendance:** Where admission arrangements refer to “parental attendance at church” it is sufficient for just one parent to attend. By regular worship we mean attendance at a minimum two public services per month for at least six months prior to the closing date for applications. 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 admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

I/we have attended a minimum of two public services each month for at least six months prior to the closing date for applications. [tick one box only]	
yes <input type="checkbox"/>	no <input type="checkbox"/>

Your worship leader will be contacted in order to confirm this information.

## **St Oswald's Catchment**



[https://maps.cheshireeast.gov.uk/CE/webmapping/?&e=365238.06&n=356799.83&layer=s=AU\\_V\\_PrimaryCatchments\\_POLY\\_CURRENT.AU\\_S\\_Schools\\_POINT\\_CURRENT&gotofield=School&gotovalue=StOswalds%20and%20Worlestone%20Primary%20School&gotolayer=AU\\_V\\_PrimaryCatchments\\_POLY\\_CURRENT&s=50000.00&bm=OSM\\_GREY](https://maps.cheshireeast.gov.uk/CE/webmapping/?&e=365238.06&n=356799.83&layer=s=AU_V_PrimaryCatchments_POLY_CURRENT.AU_S_Schools_POINT_CURRENT&gotofield=School&gotovalue=StOswalds%20and%20Worlestone%20Primary%20School&gotolayer=AU_V_PrimaryCatchments_POLY_CURRENT&s=50000.00&bm=OSM_GREY)