DIOCESE OF CHESTER
OXTON ST SAVIOUR'S CHURCH OF ENGLAND AIDED SCHOOL
ADMISSION POLICY 2026

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 and also on the School's supplementary form if you are applying under criteria 2, 3, 4, 7 or 8, between September 2025 and 15 January 2026. Applications may also be made online. It is not normally possible to change the order of your preferences for schools after the closing date. Whether application is made on paper or electronically, **both the common application form and the supplementary form must be completed by those applying under criteria 2, 3, 4, 7 or 8.**

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on 15th April. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority and be made aware of their right to appeal.

The number of places available for admission to the Foundation 2 class will be a maximum of 30. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The governing body will not place any restrictions on admissions to the Foundation 2 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 Body 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 body will allocate places using the following criteria, which are listed in order of priority:

1. Looked after children and 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. (see note a)
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school. (see note b)
3. Children whose parents are faithful and regular worshippers in the Parish Church of Oxton St Saviour, Birkenhead with St Andrew Noctorum and who have a sibling in school who will still be attending the following year. Newcomers to the parish must have a similar Anglican affiliation in their previous parish. (see note c and g)
4. Children whose parents are faithful and regular worshippers in the Parish Church of Oxton St Saviour, Birkenhead with St Andrew Noctorum. Newcomers to the parish must have a similar Anglican affiliation in their previous parish. (see note c)
5. Children who have a sibling in school who will still be attending school the following year.
6. Children resident in the parish of Oxton St. Saviour, Birkenhead with St. Andrew Noctorum. A map showing the parish is on page 5 and also available from the school and on the school website: www.oxtonstsaviours.wirral.sch.uk
7. Children whose families are faithful and regular worshippers in a neighbouring Anglican Church for whom this is the closest Church of England school based on the distance from the school measured by the shortest walking route from the front door of the child's home address or the main entrance of the block of flats they reside in, to the nearest entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. In the event of a tie break a lottery will be undertaken. (see note d)
8. Children whose families are faithful and regular worshippers of another Christian Church for whom this is the closest Church of England school based on the distance from the school measured by the shortest walking route from the front door of the child's home address or the main entrance of the block of flats they reside in to the nearest entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. In the event of a tie break a lottery will be undertaken. (see note d)
9. Other children.

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) A previously looked after child is one who immediately moved on from that status after becoming subject to an adoption, child arrangements or special guardianship order. 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) Professional supporting evidence from e.g. a doctor, psychologist, 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 is question is the most suitable school and the difficulties which would be caused if the child had to attend another school.

(c) By "faithful and regular" we mean attendance at a minimum of two services per month for at least the 2 years immediately 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 admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship. Evidence of this must be provided on the school's supplementary form. Please post your supplementary form to: **The Parish Office, St Saviour's Parish Centre, Bidston Road, Prenton, Wirral, CH43 2JZ**, a receipt will be sent to you. The form will be completed by the incumbent or their authorised signatory and returned to school.

(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. Please ensure your supplementary form has been completed by your minister and posted to either the school; **Oxton St Saviour's CE Aided Primary School, Holm Lane, Prenton, CH43 2HT** or **The Parish Office, St Saviour's Parish Centre, Bidston Road, Prenton, Wirral, CH43 2JZ.**

(e) 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.

(f) A map showing the boundaries is on page 5 of this document and also on the school website: www.oxtonstsaviours.wirral.sch.uk

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

(h) 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 measured by the shortest walking route from the seed point of the child's home address to the nearest entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. In the event of a tie break a lottery will be undertaken in a public place with names drawn from a box.

(i) All children with birthdays between 1 September and 31 August are admitted in September. For children with a birthday after Christmas or after Easter parents may defer entry until later in the year and the headteacher should be consulted if this option is being considered.

Multiple Births

Where there are children from multiple births wanting admission and there is only a single place left within the admission number, the governors may admit above the admission number if it is possible to accommodate them.

Admissions information:

Last year the school was oversubscribed. The Admissions Committee applied the criteria and ranked the children accordingly and as a consequence all places were filled.

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 which is held and administered by the Local Authority. 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 31st December.

Late applications for admission
Where 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.

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 and the Local Authority. 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 bill 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. Admission will then be as in the Local Authority's coordinated scheme.

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 Director of Law, HR and Asset Management, Town Hall, Brighton Street, Wallasey, CH44 8ED of their intention to appeal, they will then be supplied with an appeal form which should be returned within 4 weeks of receiving the letter refusing a place**. You will normally receive 14 days' notice of the place and time of the hearing which parents can attend in order to present their case or alternatively they can rely on their written submission.

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 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.

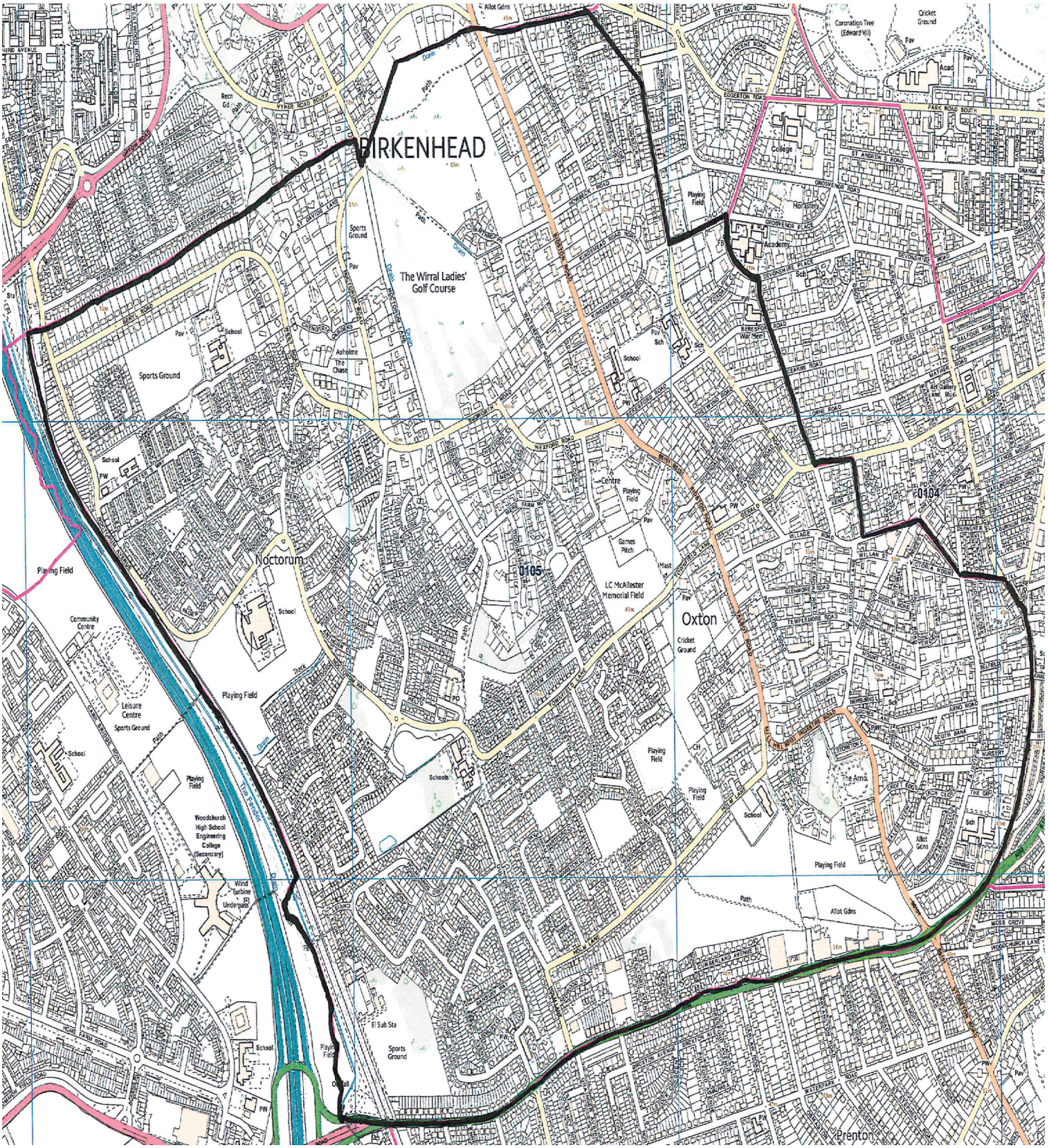
Fraudulent applications
Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body 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 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 this would involve either an in-year application for year 1 or a new application for 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 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.
Parents whose children have been educated outside of their normal age group because of being a summer born child will need to apply once again for an outside normal year group place alongside an application for a school place and should do so when their child's 'correct' cohort are making applications for a school place. This means that for a summer born child who started in reception a year later than is usual, parents will need to apply for a secondary school place and for an out of year group place when the child is in year 5 rather than year 6. These requests will be considered based on the best interests of the child and will take into account the fact the child has been educated in a different year group up until this point. For many children, it will be right for them to remain with their adopted year group but it is possible that others may be better off joining their normal year group. All decisions will be made taking the circumstances of the case into account and considering all of the child's needs, including their social and emotional needs. Unless there are sound educational reasons to do otherwise, the assumption would be that children remain outside their normal year group (that is, in the year which they have been educated so far). 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 to ensure any decision is in the best interests of the child and parents informed of the outcome.

Children with Educational Health Care Plans
Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an Education Health and Care Plan that names their school. The number of available places in the PAN will reduce correspondingly.

Updated February 2025


BIRKENHEAD
The Wirral Ladies' Golf Course
Sports Ground
Noctorum
Oxton
LC McAllester Memorial Field
Cricket Ground
Playing Field
Leisure Centre
Community Centre
Woodchurch High School Engineering College (Secondary)
Wind Turbine
Underpass
Prenton
0105
0104
College
Academy
Monastery
Coronation Tree (Edward VII)
Allot Gdns
El Sub Sta
Sports Ground
Axholme
The Chase
Games Pitch
Centre
Schools
The Arno
Path
Drain

Oxton St Saviour's CE Aided Primary School
Supplementary form to be returned to school by the Church Officer signing the form.

Surname	Christian names		
Date of birth	Boy ☐	Girl ☐	

Name of parent/guardian

Address

Post code

Telephone Mobile

Place of worship one of parents / guardians regularly attends:

Name and place of worship

Address

Name of vicar / priest / minister / faith leader / church officer

Address

Post code Telephone

Worship attendance (TO BE COMPLETED BY THE INCUMBENT):

I confirm that this applicant has attended a minimum of two services per month for at least the 2 years immediately prior to the closing date for applications as in criteria 3, 4, 7 or 8 **YES / NO**

Signature of incumbent or their authorised signatory_____

Office held _____

Special medical or social Circumstances

Tick here if you are applying under this criterion ☐

Give details of professional evidence submitted

Please post to:**The Parish Office, St Saviour's Parish Centre, Bidston Road, Prenton, Wirral, CH43 2JZ**