



## Admissions Policy 2027

| Approved by | Date | Approved by | Date     | Review Schedule | Date of next review |
|-------------|------|-------------|----------|-----------------|---------------------|
| LAC         | -    | Trust Board | 11/02/26 | Annually        | Autumn 2026         |



## **Lostock Gralam CE Primary School**

### **School Vision and Values**

Cherish every child that they may love God, serve others and enjoy “life in all its fullness” (John 10:10)

Children are at the heart of everything we do and Christ is the light that guides us. *(Jesus says, “I am the light of the world. Whoever follows me will not walk in darkness, but will have the light of life.” John 8.12)* We believe in the next generation and want to support, encourage, resource and inspire them so they can be and become the best they can be. As a school we unlock potential in children; we make a difference. We value, nurture and cherish every child and have clearly understandable values that flow from our Christian belief and practises. *(Jesus says, “Whoever welcomes one of these children in my name, welcomes me.” Mark 9.37)*

Our Christian Values are:

- Courage
- Love
- Friendship
- Hope
- Forgiveness
- Respect

At Lostock Gralam Church of England Primary School:

- Christian values and compassion are cherished and are the heartbeat of our actions
- Every aspect of school life is centred around how to make a positive impact on every child
- Children are nurtured to help them feel safe and happy
- Everyone in our school is valued and respected
- We intend for every child to be able to grow, reach their full potential and develop a lifelong love of learning
- Everyone’s efforts and achievements are celebrated
- We help each other to make healthy lifestyle choices
- Everyone is encouraged to make a positive contribution to their future in a diverse world

As an academy the Trust Board is the admissions authority for this school. The Trust Board has delegated admission decisions to the Local Governance Committee.

### **Making an application**

Applications for admission to the school should be made on the Local Authority’s common application form or online at

<https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-admissions/reception-admissions/making-an-application>.

Applications should be made by 15<sup>th</sup> January in the year of admission.

Applications may also be made online. It is not normally possible to change the order of your preferences for schools after the closing date.

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 number of places available for admission to Reception will be a maximum of 30. 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.

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 in which the school is named will be admitted. In the event that there are more applicants than places remaining, places will be allocated using the following criteria, which are listed in order of priority:

1. A looked after child or a child who was previously looked after by an English council but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship, order. A 'looked after child' is a child who is in the care of a Council or being provided with accommodation by a council in the exercise of their social services functions, as defined in section 22(1) of the Children Act 1989.
2. A looked after child or a child who was previously looked after outside England but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship, order. A looked after child is a child who is in the care of a council or being provided with accommodation by a council in the exercise of their social services functions, as defined in section 22(1) of the Children Act 1989.
3. Siblings. Pupils with brothers or sisters, step brothers or step sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school in years reception through to year five and expected to continue at the school in the following school year, at the time of admission. Siblings in year six will not be considered under this criterion for the normal admission rounds.
4. Children resident within the designated catchment zone of the school. Children will be classed within this category if they and their parents or carers are resident within the area served by the school at the time of application.  
[https://maps.cheshirewestandchester.gov.uk/cwac/webmapping?&e=369209.77&n=374961.08&layers=AU\\_S\\_PrimaryCatchments\\_POLY\\_CURRENT&gotofield=SCHOOL&gotovalue=Lostock%20Glam%20Church%20of%20England%20Primary%20School&s=25000.00&bm=oscolour](https://maps.cheshirewestandchester.gov.uk/cwac/webmapping?&e=369209.77&n=374961.08&layers=AU_S_PrimaryCatchments_POLY_CURRENT&gotofield=SCHOOL&gotovalue=Lostock%20Glam%20Church%20of%20England%20Primary%20School&s=25000.00&bm=oscolour)
5. Pupils living nearest to the school measured in a straight line from the centrally plotted Basic Land and Property Unit point of the child's home address to the centrally plotted basic land and property unit point of the school as defined by local land and property gazetteer.

Where we cannot accommodate all pupils qualifying under one of the criteria stated above, the next criteria will also be applied to determine priority for admission. For example, if we cannot accommodate all siblings for whom an application has been received, all sibling applicants will be prioritised in the order of:

- Siblings who live within the school's designated catchment area
- Siblings who do not live within the school's designated catchment area



All applicants within each criterion will be put into distance order with priority being given to those that live nearest to the school, as stated above.

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.

### **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 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 31<sup>st</sup> December of the year of admission.

### **Late applications for admission**

Where the Trust and Local Authority accept that there are extenuating circumstances for an application being received after the last date for applications, and it is before the list of pupils to be admitted has been established 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 where applicable, 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. 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.

To apply in year follow this link

<https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-admissions/in-year-school-transfers>

If there is a place available we will contact you to confirm a start date and will confirm in writing the offer of the place plus the start date you have agreed. We aim to respond to parents within 10 school days but must notify parents in writing within 15 school days. If there is no place available in that year group, we will let you know in writing within 15 school days the reason why we cannot admit your child in addition we will inform you of your legal right to appeal against this decision and provide details of how to appeal.

### **Appeals**

Where we are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel. Parents should notify the clerk to the LAC within 14 days of receiving the notification letter. 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.

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

### **Fraudulent applications**

Where the LAC/Trust 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) which effectively denies a place to a child with a stronger claim, then the LAC/Trust 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 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 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.

### **Special Educational Needs**

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. Admission of children with an EHCP is dealt with by the home Local Authority (LA) (which is where you reside).