



Halebank C E Primary School

Admissions Policy 2025–2026

In line with the School Admissions Code, Equality Act 2010, DfE
Guidance, and Halton LA Framework



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Introduction

Halebank C.E. Primary School is a voluntary controlled school within the Diocese of Liverpool. The Local Authority (Halton LA) is the admissions authority and manages all admissions in accordance with the School Admissions Code and relevant legislation.

Legal Framework

This policy complies with the School Admissions Code (DfE), Equality Act 2010, and Halton LA admissions arrangements. It ensures fairness, transparency, and equal opportunity for all applicants.

Published Admission Number (PAN)

The Published Admission Number (PAN) for Reception at Halebank C.E. Primary School is 15 pupils.

Oversubscription Criteria

Where applications exceed the PAN, places will be allocated in the following order: 1) Looked After and Previously Looked After Children; 2) Children with an Education, Health and Care Plan naming the school; 3) Siblings of children currently attending; 4) Children living within the catchment area; 5) Children with exceptional medical or social needs supported by evidence; 6) Other children ranked by proximity to the school.

Tie-breaker Rules

Distance from the school (measured in a straight line) will be used as a tie-breaker within each category. In the event of equal distance, a random allocation process supervised by Halton LA will apply.

In-Year Admissions

Applications outside the normal admission round should be made through the school directly and Halton LA. The school will admit pupils up to the PAN unless exceptional circumstances apply.



Appeals Process

Parents/carers have the right to appeal if a place is refused. Appeals are managed by Halton LA in accordance with the School Admission Appeals Code.

Deferred Entry & Part-Time Attendance

Parents of children offered a place in Reception may defer entry until later in the academic year, but not beyond the start of the term following their fifth birthday. Part-time attendance may also be requested.

Equality and Inclusion

Halebank C.E. Primary School promotes equality and does not discriminate on the basis of race, gender, disability, religion, or socio-economic status. This policy aligns with the Equality Act 2010.

Governor Approval

This policy was approved by the Governing Body in November 2025. It will be reviewed in November 2027.

References

School Admissions Code (DfE); Equality Act 2010; DfE Guidance; Halton LA Admissions Policy.