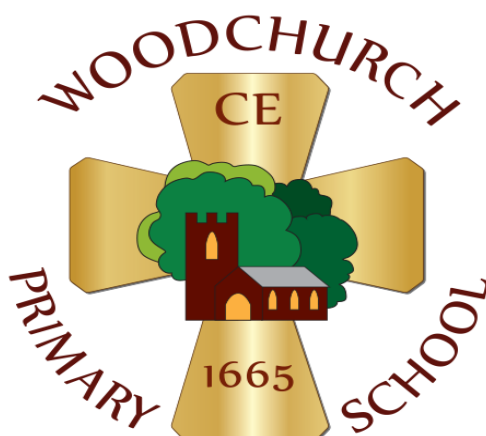




WOODCHURCH CE PRIMARY SCHOOL

ADMISSIONS POLICY

2026/27



Approved by	Date	Review Schedule	Date of next review
Trust Board	18 December 2024	Annually	Autumn Term 2025

Our school is a Church of England academy school within the Chester Diocesan Academies Trust (CDAT). CDAT is the admissions authority for the school. The school is situated in the Diocese of Chester and serves the parish of Holy Cross, Woodchurch. 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.

The school's planned admission number at 30.

Making an Application

Applications for admission to the school are to be made by using the Local Authority Common Application Form for Primary Admissions. Applications may also be made electronically. A Common Application Form can be found at the local authority website. If you do not have access to the internet a paper copy of the form can be collected from any primary school. The closing date for Primary Applications for Foundation 2 is 15th January.

Places allocated for Foundation 2 (Reception) will be offered on 15 April, or the next working day.

If more children apply than there are places available, the school will decide the final allocation of pupils to schools.

CDAT is the admissions authority for the school but schools' admissions are administered by Wirral Borough Council Pupil Services.

We give priority in the following order:

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 child arrangements order or special guardianship order). (See note a)
2. Children with particular medical or social needs where written evidence from a specialist (e.g. Doctor or Social Worker) sets out why this is the most appropriate school. (See note b)
3. Children who have parents who are faithful and regular worshippers in the Parish of Holy Cross, Woodchurch. (See Note c)
4. Children who have a brother or sister in school at the time that the places were offered. (See Note d)
5. Children who have parents who are faithful and regular worshippers at another Anglican Parish Church and for whom this is the nearest school aided by a member of the **Churches Together in Britain and Ireland**.

6. Children who are transferring from another C.E. School for whom this is the closest school aided by a member of the **Churches Together in Britain and Ireland**.
7. Children resident in the Parish of Holy Cross, including distance between home address and school. (a map showing the Parish is available in school.) (See Note e)

Notes

If there are more applicants than places, in respect of Numbers 2, 4, 5 and 6, the following will apply.

- 1) A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in 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. 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). This also includes children who have been adopted.
- 2) 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 in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
- 3) "By 'faithful and regular' we mean attendance at a minimum of two services per month. Confirmation from your incumbent or minister will be required as proof of attendance."
- 4) 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.
- 5) "Resident" refers to the child's permanent home at the proposed date of admission. In addition to the application form the school can request additional proof of residence such as a utility bill. Following the guidance for the L.A. coordinated scheme 'resident' also refers to children who ordinarily 'wake-up' at the address provided.

Children from Multiple Births

For places for twins, triplets etc., the school will exercise as much flexibility as possible when allocations take place. Where an infant class size of 30 would be

breached by the admission of the additional child/children, the school may admit above the limit if it is possible to do so in the current organisation of the school.

Children with Special Educational Needs

Section 324 of the Education Act 1996 requires all schools to admit a child with a Statement of Special Education Needs or Educational Healthcare Plan that names their school.

Late Applications for Admission

Where the Local Authority accepts that there are extenuating circumstances for an application being received after the last date for applications, and it is before the school has established its 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.

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 end of the autumn term.

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. Where there is dispute about the correct address to use, the school reserves 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 during a school year. Parents wishing their child to attend this school may arrange to visit the school. All parents will need to contact pupil services to fill in a Common Application Form and will be offered a place by the school if one is available.

The Local Authority 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 applicant will be provided with information on how to appeal. Where more than one application is received the over subscription criteria will be used to rank the applications.

Please note that you may not re-apply for a place at the 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 have the right of appeal to an independent panel. Parents wishing to appeal should write to the Clerk of the Appeal Panel, within 21 days from the date of notification of decision. Should an appeal be unsuccessful, the school will not consider further applications from the parents within the same academic year unless there have been significant and material changes in their circumstances.

Parents should fill in an online appeals form. Hard copies can be requested by emailing schoolsappeal@wirral.gov.uk.

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 Foundation 2 (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 body would have made, or that your child would have been offered a place if the admissions arrangements had been properly implemented.

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

Fraudulent Applications

Where the school 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 school 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.

Children are eligible for a place in Foundation 2 (Reception) 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 5th birthday. After a place has been allocated and accepted, parents can request that the school place be deferred until later in the school year, holding that place for the child. However, parents cannot defer entry beyond the beginning of the term after the child's 5th birthday, nor beyond the school year for which the original application was accepted.

Parents may also request that their child attends on a part-time basis until the child reaches compulsory school age.

Summer Born Children

Parents of summer born children (those born between 1st April and 31st August) who wish to delay entry until the following year 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. An application form should be filled in for the current admission process at the same time as any request to defer entry or 'back class' to reception in the following year. The decision will be made taking into account information from the parents and headteacher and should be in the best interests of the child.