



## DIOCESE OF CHESTER

### ST PETER'S CHURCH OF ENGLAND AIDED PRIMARY SCHOOL, HESWALL

#### ADMISSIONS POLICY 2018/19

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 Wirral's schools admissions brochure or on-line between September 2017 and January 2018, and also on the school's supplementary form by those applying under criteria 3, 4 and 7. **The national closing date for applications is 15<sup>th</sup> January 2018.**

Applications may also be made on-line by using the common application form. 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, the Supplementary Form must be completed by those applying under criteria 3, 4 and 7.**

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority in on National offer day - 16<sup>th</sup> April 2018. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

The number of places available for admission to Reception in September 2018 will be a maximum of 45. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The governing board will not place any restrictions on admissions to the reception 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. The highest priority is given to looked after children and all previously looked after children. 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.**
- 3. Children whose parents are faithful and regular worshippers in the Parish Churches of St Peter and the Good Shepherd, Heswall. Newcomers to the parish must have a similar Anglican affiliation in their previous parish.**

4. **Children whose parents 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 (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.**
5. **Children who have a sibling in school who will still be attending school the following year.**
6. **Children resident in the Parish of Heswall within the area bounded on the Easterly side by Telegraph Road (but only including those houses numbered as odd within the range of 83-291 on that road), and on the Southerly side by the Mount (including Mount Avenue), Feather Lane, the Northern part of Delavor Road (even numbers only) and Banks Road.**
7. **Children whose families are faithful and regular worshippers of another Christian denomination, members of Churches Together in Britain and Ireland and 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 (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.**
8. **Other children.**

### **Notes**

- a) 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.
- b) By "faithful and regular" we mean attendance at a minimum of two services per month for at least six months prior to the closing date for applications (15<sup>th</sup> January 2018).  
**Evidence for this must be provided on the school's supplementary form.**
- c) A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to "parents' attendance at church" it is sufficient for just one parent to attend.
- d) A map showing the boundaries is available from school.
- e) 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.

- f) 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 front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

### **Children with an Education, Health and Care Plan (formerly a Statement):**

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a Statement of Special Education Needs that names their school.

### **Admissions information:**

Last year (2016/17) the school allocated 29 of the 45 places. In the year 2015/16 the school allocated all 45 places and received two appeals of which both were successful.

### **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.

### **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 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. The LA coordinates all admissions, including in-year admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

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

Where the governors are unable to offer a place because the school is oversubscribed, 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 clerk to the governors at the school within 28 days of receiving the letter refusing a place.** 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 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 defer the 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 school year for which the original application was accepted. Parents can 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. Parents will be informed of the outcome before primary national offer day (16<sup>th</sup> April 2018).

If the request is agreed, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Parents should be aware that agreement by the school to allow a child to enter reception the following year does **not** guarantee a place in the class. Parents must apply to the school again the following year and the application will be considered in the normal manner following the oversubscription criteria.

### **Twins/multiple births**

Where there are children of multiple births wishing to be admitted and the sibling is the 45th child, the governors may admit over the infant class requirement if it is possible to do so.