



## Policy Header

|                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Policy Title</b>                           | <b>Admissions Policy<br/>2027/28</b>                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Version No</b>                             | <b>Ten</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Written / Adopted Date</b>                 | October 2016 Consulted Criteria Change<br>December 2017 Consulted Criteria Change<br>November 2018 – no change<br>November 2019 – no change<br>July 2020 – amended due to Covid19<br>November 2020 – amended due to Covid19 & reviewed for following year<br>September 2021 – amended due to IAPLAC<br>October 2021 – no change<br>October 2022 – no change<br>October 2023 – no change<br>October 2024 Consultation<br>October 2025 – no change |
| <b>This policy complies with WBC guidance</b> | <b>Yes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Linked Policies</b>                        | <b>Admission Appeals Policy</b>                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Written By</b>                             | <b>School</b>                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Date shared with Staff</b>                 | <b>October 2025</b>                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Date Ratified by Governors</b>             | <b>December 2025</b>                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Review Date</b>                            | <b>October 2026</b>                                                                                                                                                                                                                                                                                                                                                                                                                              |



*"Growing together at the heart of God's community"*



### **Trust Prayer:**

#### **Trust Prayer**

**Heavenly Father,**

**Let peace, friendship and love grow in our schools.**

**Send the Holy Spirit to give excellence to our learning,**

**love to our actions and joy to our worship.**

**Guide us to help others, so we may all**

**Learn, Love and Achieve**

**Together with Jesus**

**Amen**

#### **The HEART of our Curriculum:**

**H – Helping children prepare for life, growing with God.**

**E – Embracing Christian Values.**

**A - Achievement for all.**

**R - Reading at the heart of our school**

**T – Teaching a knowledge rich curriculum.**

## **Admissions Policy 2027/2028**

### **Introduction**

1. This document sets out the admission arrangements of Glazebury Church of England Primary School. For the purposes of this policy, the Liverpool Diocesan Schools Trust and local Governing Body is the admission authority.

### **Process**

1. Applications for admission to the school should be made using the Local Authority Common Application Process by the national closing date of 15th January.
2. The Local Authority will inform parents of the offer of a place on behalf of the admission authority on the national offer date 16th April or the next working day.
3. The Glazebury Church of England Primary School has an admission number of 15 pupils for entry into Reception. The school will accordingly admit at least 15 each year if sufficient applications are received. All applicants will be admitted if 15 or fewer apply. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below.

### **Admission to the Reception Class**

Children born on or between **1<sup>st</sup> September 2022 and 31<sup>st</sup> August 2023** may be admitted full time from the beginning of the **Autumn Term in September 2027**.

If a child is presently attending our nursery class, please note that his/her parent(s) do not have automatic right to transfer to the primary school to which the nursery is attached you will still need to follow the same application process for a reception place.

You must also complete a Supplementary Application Form which is available from the school website or office. It is not currently possible to complete the School's own form on line.

The application process is open from 1st September before the place is required and the closing date is 15<sup>th</sup> January.

## Over Subscription Criteria

In the event that there are more applicants than places, the governing body will allocate places using the following criteria, which are listed below in **order of priority**.

1. Looked after children and previously looked after children including those previously in state care outside of England.
2. Siblings The child has a brother or sister already attending the school and expected to continue at the school during the following year. I.e: sibling is in reception class to Year 5 at the time of the application. This includes full, half or step brothers and sisters and foster brothers and sisters who are living at the same address as part of the same family unit.
3. Children whose parents/guardians attend public worship in any Christian church.  
(attendance at least eight times in the twelve months immediately prior to the date of application). The school's supplementary application form should be signed in the relevant place by your incumbent, minister or other church officer as proof of attendance.
4. Children who attend Glazebury CE Primary School Nursery at the time of submitting the application.
5. Children with social or medical needs who in view of the Governors would benefit from a place at the school. Supporting letters/documentation is required from Medical Specialists or Social Workers to be submitted with their application form.
6. Any other children.

In the event of any over-subscription in the number of applications made under any of the categories above then the admissions committee will offer places first to pupils living nearest to the school measured as a direct distance from the child's permanent place of residence to the school using a geographical information address point system based on the local land and property gazetteer. This measures straight line (direct) distances in miles from the address point of the permanent place of residence to the address point of the school.

### **Tie Breaker**

A tie breaker must be applied to decide which applicant will be offered the last place at a school when two or more applicants cannot otherwise be separated.

Proximity to the school. We will measure the distance by a straight line. All straight line distances are calculated electronically using a geographical information system and with the support of the Local Authority.

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) ( in accordance with 1.34 and 1.35 of the School Admissions Code.

### **Supporting notes to accompany Criteria 1**

A child in care 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 under section 22(1) of the Children Act 1989 at the time of making the application to the school.

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). A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

### **Supporting notes to accompany Criteria 3**

For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at:

[https://www.churchofengland.org/sites/default/files/2019-04/list\\_of\\_designated\\_churches\\_3\\_oct\\_18.pdf](https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf)

A parent or parents wishing to apply against this criterion must complete a Supplementary Application Form. Attendance at public worship (or its specified equivalent for faith bodies which are not a Christian church where that is provided for in the admissions arrangements) will be established by information provided on the Supplementary Information Form, including verification by the relevant Minister/Faith Leader or their designated officer. For the purposes of these admission arrangements 'regular' means attendance at least eight times in the twelve months immediately prior to the date of application.

The school's supplementary application form should be signed in the relevant place by your incumbent, minister or other church officer as proof of attendance if applying under criteria 3.

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.

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 admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

### **Supporting notes to accompany Criteria 5**

Supporting evidence from a professional 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 that would be caused if the child had to attend another school.

### **Children with Educational Health Care Plans**

Section 324 of the Education Act 1996 required the governing bodies of all maintained schools to admit a child with a EHCP (previously Statement of Special Education Needs) that names the school.

### **Late Applications for Admission to Reception Class**

Applications which are received after the closing date may be dealt with after all those received on time.

### **Offer Information**

Letters and emails informing parents/carers of whether or not their child has been allocated a place at one of their preferred schools will be sent out by the Local Authority on the National Offer Day, 16 April. Parents/carers of children not offered a place will be informed of the reason why the application was refused and offered the statutory right of appeal.

### **Appeals**

If the child is refused a place at the school, parents have the statutory right to appeal to an independent appeal panel. Parents should follow the procedure outlined in 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.

Regulations made under Section 1 of the School Standard's Framework Act 1998 limit the size of an Infant Class to 30 pupils per school teacher. **Only in very limited circumstances will an appeal be successful.** You would have to show that the decision was one which in the circumstances no reasonable governing body would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented. Admission authorities **must** ensure that appeals lodged by the appropriate deadlines are heard within the following timescales:

- a) for applications made in the normal admissions round, appeals **must** be heard within 40 school days of the deadline for lodging appeals;
- b) for late applications, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged;
- c) for applications for in-year admissions, appeals **must** be heard within 30 school days of the appeal being lodged.

If you are unsure of any of the above procedures please do not hesitate to contact the school who will always be happy to assist you with your application or answer any questions you may have.

### **Waiting List**

Parents/carers of children who are not offered a place will have their name placed on a waiting list. The waiting lists for reception class are maintained by the local authority. The waiting list must be ranked strictly in oversubscription criteria order. 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.

The local authority will operate the reception class waiting list until the end of the first term after the beginning of the school year. Parents/carers of children on the list will receive a letter from the local authority explaining that the waiting list will cease on 31 December.

### **In Year Admissions**

Please contact the school in the first instance to enquire about places available and to arrange a visit.

You will need to complete a LA In Year application form. In addition, you will need to complete the schools supplementary form. Both of these forms are available from the school office. The school is happy to assist and guide you through the admission process if required.

The allocation of places is in accordance with the admissions criteria.

For children moving into the area please read the local co-ordinated arrangement which information is always up to date. [Moving schools | warrington.gov.uk](http://warrington.gov.uk)

### **Deferred Entry**

Children reaching the age of five between 1 September and 31 August may be admitted full time on the first day of the autumn term before their fifth birthday.

1. Flexibility exists for parents/carers who feel their child is not ready to start school in the September following their fourth birthday. Parents/carers can request that the date their child is admitted to school is deferred until later in that academic year or until the term in which the child reaches compulsory school age. Parents/carers can also request that their child takes up the place part-time until the child reaches compulsory school age.
2. Parents/carers may wish to explore the possibility of their summer born child starting school in the September following their fifth birthday ie: so their child is educated outside of their normal age group.
3. If a parent/carer chooses to explore this option, they should discuss it with the Head Teacher of the schools that they are interested in as soon as possible. Parents should make it clear that they wish to apply for a reception class place a year later than the year into which the child could have been admitted.
4. The admitting authority is responsible for making the decision as to whether or not to educate outside of the normal age group based on the individual circumstances of each case. If the decision of the admitting authority is to refuse entry outside of the normal age group, the parent/carer does not have the right of appeal. The right of appeal is only available if they have been refused a place at a school which they have applied for, not the year group.
5. If the decision of the admitting authority is to support an application for a place outside of the child's normal age group, applicants should note that a decision by one admitting authority is not binding on any other. This means that applicants must make a new request to the admission authority of their preferred schools at any transition points or for any school transfers.
6. The local authority has a policy which the school follow which is available upon request.

### **Twins/multiple births**

In respect of applications for twins, triplets etc the Governing Body will apply the oversubscription criteria in the normal way but will oversubscribe if a family would otherwise be split. Twins and children from multiple births may exceptionally be offered a place/places when one of the siblings is offered the last place at the school.

### **Address of pupil**

The address given on the application to be used for admission, should be the child's permanent place of residence at the time of the application, not a childminder's or grandparents'.

If parents are separated and the child spends equal time at each parents' address, the address which will be used for admission purposes is the address where the child sleeps the majority of the school nights (Sunday to Thursday) during the week in term time. Where there is dispute or equal nights are slept, the applicant will be asked to provide proof of the address registered with the child's GP.

We may ask to see additional forms of evidence of your home address. This may include:

- council tax bill
- driving licence
- utility bill (water, gas or electric)
- proof of your child benefit/ child tax credits
- a signed copy of the contract for the sale and purchase of the property or a signed copy of a tenancy agreement (at least six months)

Any evidence you provide must show that the parent or main carer lives at this address. We may seek evidence by other means if the parent/carer is unable to provide sufficient proof of their residence.

### **Fraudulent applications**

It is assumed that you will always give factual information. You should be advised that giving false information in respect of an application for admission may result in any offer of a school place being withdrawn.