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*'Enjoy Achieving Together'*

# Admissions Policy

**Date: May 2017**  
**Review Date: May 2018**

Parents should be aware before applying that in this school Religious Education, 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 the Local Authority's brochure and also on the Supplementary Form for those applying under criteria 2, 3, 5 and 9 between 1<sup>st</sup> September 2017 and January 2018.

Applications may also be made on-line by using both the common application form and the Supplementary 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, both forms must be completed by those applying under criteria 2, 3, 5 and 9.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority in 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 the Foundation Stage class in the year 2018 will be a maximum of 18. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The governing body 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. Looked after children and previously looked after children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) – A 'looked after child' is a child who is in the care of the local authority or provided with accommodation by that authority (as defined in section 22 of the Children Act 1989).
2. Children with special medical or social circumstances affecting the child where the needs can only be met at this school.
3. Children who have a sibling in school who will still be attending school the following year. Sibling refers to pupils with brothers or sisters, step-brothers or step-sisters, half-brothers and half-sisters, adopted brothers or sisters living together as part of one household.
4. Children who are resident within the ecclesiastical parishes of Whitegate or Little Budworth and whose parent(s) \*\*\* are faithful and regular worshippers and are on the Church Electoral Roll of either St Mary's, Whitegate or St Peter's, Little Budworth ( a map is available from the school)
5. Children who are resident within the civil parish of Whitegate and Marton. A map showing the boundaries is available from the school
6. Children who are not resident within the ecclesiastical parishes of Whitegate or Little Budworth but whose parent(s) \*\*\* are faithful and regular worshippers and are on the Church Electoral Roll of either St Mary's, Whitegate or St Peter's, Little Budworth\*\*
7. Children who are resident within the ecclesiastical parishes of Whitegate or Little Budworth but whose parent(s) \*\*\* are not on the Church Electoral Roll of either St Mary's, Whitegate or St Peter's, Little Budworth

8. Children for whom this is the nearest Church of England school on the basis of the distance from school to home measured by the O.S. Mapping System operated by the County and whose families are actively involved in the work and worship of an Anglican church in another parish or another Christian church or its national body being a member of Churches Together in Britain & Ireland. The parents \*\*\*must be able to demonstrate their commitment. In order to demonstrate 'commitment' we mean attendance at a minimum of two services per month for at least six months prior to the closing date for applications. A reference may be sought from their minister.

9. Other children.

\*Resident refers to the child's permanent home address at the proposed date of admission. 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 school to home measured by the O.S. Mapping System operated by the County, those living nearest being given priority. If more applications are received than can be accepted, the Admissions Panel will use the criteria above to draw up a reserve list so that unexpected vacancies can be filled quickly.

\*\*A map showing the ecclesiastical boundaries is available from the school office.

\*\*\* 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. By 'faithful and regular' we mean attendance at least two Sunday services per month.

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

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an EHC Plan that names their school.

#### **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.

#### **In year admissions**

These will be managed by the school, using the following procedure.

1. Prospective parents should contact the school.
2. Then complete an application form (available from the school office).
3. Should the application(s) be for more than one child – they will be ranked using the criteria for admissions.
4. Parents will be informed of the school's decision in writing, within five working days.
5. If unsuccessful they will be informed of their right to appeal.
6. The Local Authority will be informed of the schools decision.

#### **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

The 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 or statements of 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.

### **Appeals**

Where the governors are unable to offer a place because the school is over subscribed, 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 14 days of receiving the letter refusing a place** – an Appeals Application form may be obtained from the school office and must be returned to school by the deadline. The school will notify the L.A's Legal Services Department who will co-ordinate the Appeal Process. 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 Stage/ 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 governing body 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

### **Deferred admission**

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January.

We would seek advice from other professional agencies – health etc prior to this arrangement.

### **Twins/ multiple births**

Where there are twins wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible, if the sibling is the 19<sup>th</sup> child the governors may admit over the infant class requirement if it is possible to do so.

Where the governors are unable to offer a place because the school is over subscribed, 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 14 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.

### **Fraudulent Applications**

Where the governing body discovers that a child has been offered a place as the result of an intentionally misleading application from a parent (for example a false claim of residence 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.

Date of Policy: May 2017

Date of Review: May 2018

<b>PERSON RESPONSIBLE FOR POLICY:</b>	<b>CAROLINE MACKENZIE</b>
<b>APPROVED:</b>	
<b>SIGNED:</b>	
<b>TO BE REVIEWED:</b>	<b>MAY 2018</b>