

Trusting in God; Growing in Wisdom



# Admissions Policy

**Date: January 2023**

**DIOCESE OF CHESTER**

**WHITEGATE CHURCH OF ENGLAND AIDED PRIMARY SCHOOL**

**ADMISSION POLICY 2024-25**

We are a church school with Jesus at the centre of all that we do. The values of love, joy and peace are at the heart of our learning and teaching. We believe that if we trust in God, and not solely on our own understanding, the children at Whitegate C of E Primary School will have the best possible start to their lives.

**With thankful hearts, we trust in God as we grow in his love which shines through us. We aim to live our faith and grow in wisdom.**

*Who is wise and understanding among you? Let him show it by his good life, by deeds done in the humility that comes from wisdom. (James 3:13)*

*But the wisdom from above is pure first of all; it is also peaceful, gentle, and friendly; it is full of compassion and produces a harvest of good deeds; it is free from prejudice and hypocrisy. (James 3:17)*

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. Applications may also be made electronically.

In order for the governors to consider applications for those applying under criteria 2, 4 and 7, it is necessary for parents to also complete the school's Supplementary Information Form (SIF).

Applications may also be made on-line by using both the common application form and the Supplementary Information Form.

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*With thankful hearts, we trust in God as we grow in his love which shines through us. We aim to live our faith and grow in wisdom.*

The common application form (and Supplementary Information Form) should be completed and returned by 15<sup>th</sup> January.

Applications may also be made on-line using both the common application form and the Supplementary Information Form (Appendix One and available from the school website). Whether the application is made on paper or electronically, the common application form must be completed.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on 16th April. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

### **Admission Procedures**

The number of places available for admission to the Reception class will be a maximum of 24. This arrangement follows consultation between the governing board, 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 Board 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 Board will allocate places using the following criteria, which are listed in order of priority:

1. Looked After Children and 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 a child arrangements or special guardianship order.

*A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. 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). 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 main purpose is to benefit society.*

2. Children with special medical or social circumstances affecting the child where the needs can only be met at this school.

*Professional supporting evidence from e.g. a doctor, psychologist or, 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. Children who have a sibling in school who will still be attending school the following year or who have attended the school in the two years prior to admission.

*Sibling refers to brother or sister, half brother or sister, step brother or sister, or the child of the parent/carer's partner. In every case, the child should be living in the same family unit at the same address.*

4. Children 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 parent is any person who has parental responsibility or care of the child. It is sufficient for just one parent to attend.*

*By faithful and regular we mean attendance at a minimum of one service/act of worship per month for at least six months prior to the closing date for applications. In this instance the Supplementary Information Form (SIF) must be completed along with a letter from your incumbent or minister or other church officer will be required as proof of attendance.*

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

5. Children of parents who have been directly employed by the school for a period of two years or longer at the closing date for applications.

6. Children who are resident within the ecclesiastical parishes of Whitegate or Little Budworth. (Appendix Two.) Parish maps can also be found on [www.achurchnearyou.com](http://www.achurchnearyou.com)

7. Children whose parents are faithful and regular worshippers in a church of another Christian denomination.

*By faithful and regular we mean attendance at a minimum of one service/act of worship per month for at least six months prior to the closing date for applications. In this instance the Supplementary Information Form (SIF) must be completed along with a letter from your incumbent or minister or other church officer will be required as proof of attendance.*

*Christian church means any church which is designated under the Ecumenical Relations Measure nationally by the Archbishops of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England, or the Evangelical Alliance, or a partner church of Affinity.*

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

8. Children who live nearest to the school. Distance will be measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG), with those living nearer receiving high priority. In the event of a tie break, a random allocation will be undertaken by an independent body.

It may happen that there are not enough places to admit all applicants meeting any one criterion. In this case, the governors will apply the subsequent criteria, in order of priority, to all these applicants.

Random allocation will be used as a tie-break in the final category above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified. If a tie-break is required in earlier categories to decide who has priority for admission between two children, distance from the school will be used to decide as measured above.

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

Section 324 of the Education Act 1996 requires the Governing Boards 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.

### **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 31<sup>st</sup> December.

### **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 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 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 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 20 days' notice of the place and time of the hearing.

If your child was refused a place in 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 Board 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 Board 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 Board 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 can request that the school place be deferred 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.

### **Children educated outside of their normal age group**

Parents who wish to delay entry until the following year due to specific circumstances, such as ill health, specific circumstances which mean they are not ready to start school or summer born children (those between 1st April and 31st August), 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. The decision as to which year group the child will enter will be made taking into account information from the parents and Headteacher and should be in the best interests of the child. Information that parents could include in their request may include details of medical conditions or reports from professionals to support their request.

Parents of summer born children should be aware that agreement by the school to allow a child to enter reception in the following year does not guarantee a place in the class. Parents must apply to the school in the normal co-ordinated round and the application will be considered in the normal manner following the oversubscription criteria. Parents may also choose to apply in-year for admittance to Year 1 and the child's normal age group.

Similarly if the parents of a gifted and talented child wish to apply for a place outside of their child's normal age group they should speak to the school and the Local Authority. Any application will be considered to ensure any decision is in the best interests of the child and parents informed of the outcome.

### **Twins/ multiple births**

Where there are twins wanting admission and there is only a single place left within the admission number, then the Governing Board will exercise as much flexibility as possible, if the sibling is the 25<sup>th</sup> child, the governors may admit over the infant class requirement if it is possible to do so.

### **Children of Armed Services personnel**

Where Infant Class Size of 30 would be breached by the admission of the child or children of armed services personnel, the governors may admit above the limit if it is possible to do so within the current organisation of the school.

### **In Year Admissions**

In year applications are those received after the 1 September into the relevant age group or at any time into any other year group. Parents wishing their child to attend Whitegate CofE School

must arrange to visit the school. Applications for admission are normally considered in relation to the availability of places in the child’s chronological age group, other than in exceptional circumstances.

In exceptional circumstances requests can be made for entry into a year group outside the chronological age range of a child. Parents and carers considering such a request must in the first instance speak to the Head teacher of the school they will be applying for. The decision as whether it would be in the child’s best interest to be educated outside the chronological year is determined by the Head teacher of the school concerned in agreement with the parent/carer.

Parents and carers, irrespective of where they reside who are seeking in year school places in Cheshire West and Chester authority are required to apply direct to the school or the Local Authority. Parents and carers must either complete an application form obtained from our school or complete an online application available via the Local Authority’s website, which is directed to our school for processing. It is the council’s preference that their online application system is used.

A place will be offered by our 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 admissions committee will inform the applicant in writing, together with the Local Authority. Information about how to appeal against the refusal will be provided. Where more than one application is received, the oversubscription criteria will be used to rank the applications.

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.

<b>PERSON RESPONSIBLE FOR POLICY:</b>	<b>CAROLINE MACKENZIE</b>
<b>APPROVED:</b>	<b>13.01.23</b>
<b>SIGNED:</b>	<b>J BANCROFT</b>
<b>TO BE REVIEWED:</b>	<b>OCTOBER 2023</b>

**Last consulted: Autumn 2022**



**Appendix One: Supplementary Information Form (SIP)**



**DIOCESE OF CHESTER  
WHITEGATE CHURCH OF ENGLAND PRIMARY SCHOOL  
SUPPLEMENTARY INFORMATION FORM**

**FOR THE ADMISSION OF:**

**Child's details**

**First name(s)**

.....

**Surname**

.....

**Address**

.....

.....

.....

**Post Code**.....

**Date of Birth**.....

**Telephone** .....

**Names(s) of Parent or Guardian**

.....

.....

**Are you a member of any church? If so, which one**

.....

**Please give name and address of the minister in charge as we may wish to obtain a reference.**

Please note that our Admission Policy states:

By faithful and regular we mean attendance at a minimum of one service/act of worship per month for at least six months prior to the closing date for applications. A letter from your incumbent or minister or other church officer will be required as proof of attendance.

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

**Name**.....

**Address**.....

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**Postcode**.....

**Telephone**.....

**If you are applying under criteria 2 (special medical or social circumstances) Please indicate what evidence is attached:**

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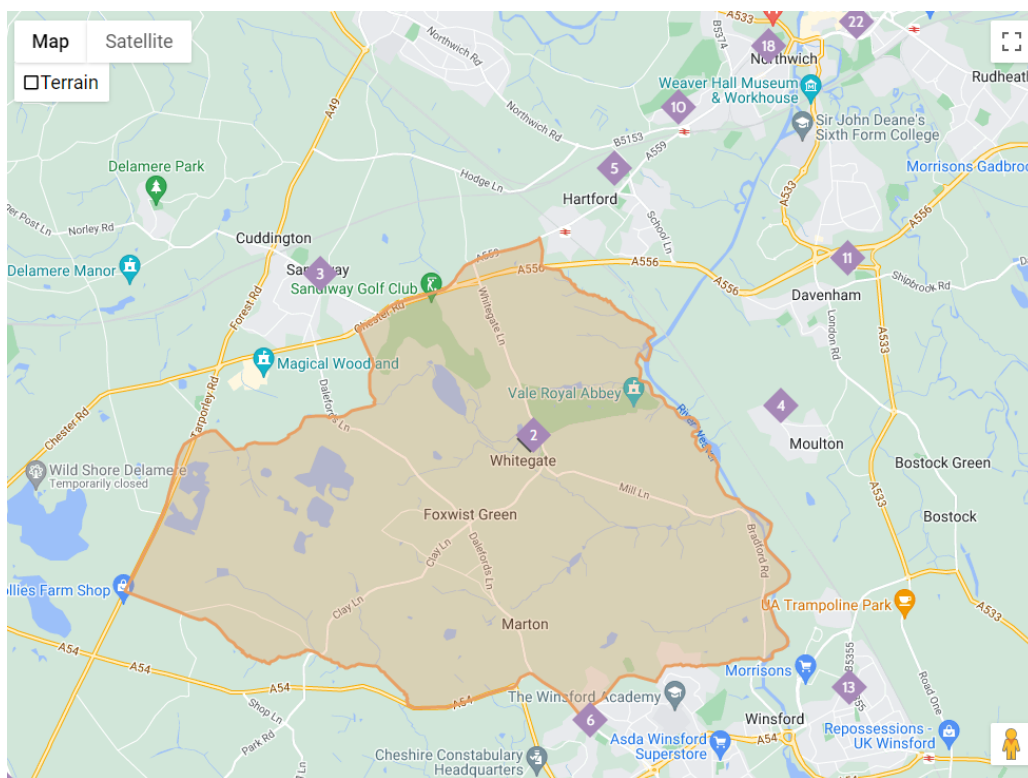
**Signed**.....

**Date**.....

**PLEASE RETURN THIS FORM TO SCHOOL**

## Appendix Two:

### Map of the ecclesiastical parish of Whitegate



### Map of the ecclesiastical parish of Little Budworth

