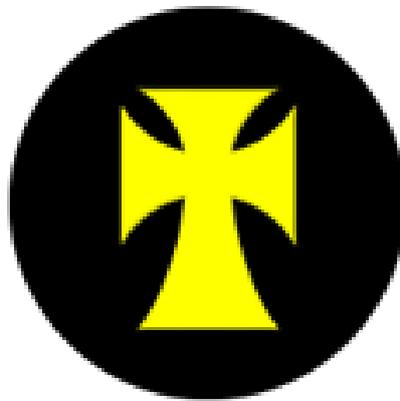




CHRIST CHURCH CE PRIMARY SCHOOL
ADMISSIONS POLICY
2026/27



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

Chester Diocesan Academies Trust (CDAT) is the admissions authority for Christ Church C of E Primary School and will allocate places according to the criteria indicated below. This policy will be reviewed by the Local Governing Body and trust on an annual basis.

Making an Application

Although Chester Diocesan Academies Trust is the admissions authority, admissions to reception (F2) for all schools and academies are co-ordinated by the Local Authority and so parents will need to fill in a common application form provided by the Local Authority. CDAT delegates the decision regarding criteria and the ranking of applications to the Local Governing Body. 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 are to 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. If you do not have access to the internet a paper common application form can be collected from any Primary School as it is a universal common application form. Those families applying under any faith criteria must also complete a Supplementary Information Form and return it to school. The closing date for both application forms are to be in by the 15 January of the year the child is due to be admitted to school in September.

Letters or e-mails informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on the 16th April. 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 2 class will be a maximum of 56. This arrangement follows consultation between the local governing body, the Trust, 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 foundation stage 2 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.

Children with Education Health Care Plans

Section 324 of the Education Act 1996 requires all schools to admit a child with an EHCP that name their school.

The Local 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 local governing body will allocate places using the following criteria, which are listed in order of priority:

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.**
2. Children whose parents/guardians are faithful and regular worshippers at Christ Church, Moreton
3. Children who have a sibling in school who will still be attending school in the year of admission.
4. Children whose parents/guardians are faithful and regular worshippers in a neighbouring Anglican Church for whom this is the closest Church of England school.
5. Children whose parents/guardians are faithful and regular worshippers at a church of Christian denomination, 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
6. Children who have attended Christ Church preschool for three terms or more
7. Children whose parents are members of school staff
8. Other children.

Notes

- a) 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.**
- b) By "faithful and regular" we mean attendance at a minimum of one Sunday service (or one midweek Communion service) per month for at least one year prior to the closing date for applications Completion of the supplementary information form by 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. Signed as confirmation (by incumbent or other church officer):

- c) Siblings includes half brother or sister, adopted brother or sister, step brother or sister, or the child of parent/carer's partner, and in every case the child should be living in the same family unit at the same address.
- d) A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to "parent's attendance at church", it is sufficient for just one parent to attend.
- e) 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.
- f) All children with birthdays between 1 September and 31 August are admitted in September. For children with a birthday after Christmas or after Easter parents may defer entry until later in the year and the Headteacher should be consulted if this option is being considered.

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 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. 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. Parents wishing their child to attend this school may wish to arrange to visit the school. Following this, they will be asked to complete a Local Authority admissions form which will then be dealt with in line with the Local Authority co-ordinated scheme with the Governors applying the criteria to any application the Local Authority ask them to consider. In-year transfer requests will be considered relevant to the needs of existing cohorts and school capacity.

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 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. For further information see timetable below.

If your child was refused a place in Foundation Stage 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 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.

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

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. You may also take up a place part-time.

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.

Special Educational Needs

Where a child has an education, health and care plan (EHCP) or statement which names the School, then that child will be admitted to the School and the number of available places in the PAN will reduce correspondingly. Admission of children with an EHCP is dealt with by the home Local Authority (LA) (which is where you reside).

Multiple Births

Where there are children of multiple births wanting admission and there is only a single place left within the admission number, then the governing body may admit above the PAN.

Tie Break

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.

Christ Church of England Primary School Supplementary Form

To be returned directly to school by the Church Officer signing the form

Name of child:

Surname
Christian names
Date of birth
Boy <input type="checkbox"/> Girl <input type="checkbox"/>
Name of parent/guardian
Address
Post code
Telephone Mobile

Place of worship one of parents / guardians regularly attends:

Name of place of worship
Address
Name of vicar / priest / minister / faith leader / church officer
Address
Postcode
Telephone

Worship attendance (TO BE COMPLETED BY THE INCUMBENT)

I confirm that this applicant has attended a minimum of one Sunday service (or one midweek Communion service) per month for at least one year prior to the closing date for applications. YES / NO

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.

Signed as confirmation (by incumbent or other church officer):

Name:

Position:

This form is to be returned directly to school by the Church Officer signing the form