

Admissions Policy

St Helen's CE Primary School



Admissions Policy 2024/2025

This Policy complies with Liverpool Diocesan Schools Trust Guidance	YES
This Policy will be reviewed in	March 2025
The Policy was agreed by Governors in:	December 2020
The Policy is available for staff at:	The School Website
And for parents/carers at:	School Office and the website
Last Consultation Done:	



Admissions Policy

ST HELEN'S CE PRIMARY SCHOOL,

HOLLINFARE ADMISSIONS POLICY 2024/25

St Helen's is a Voluntary Aided School and part of LDST; this means that the members of St Helen's Church and the Diocese of Liverpool have contributed towards the building of the school and continue to pay towards its upkeep.

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.

Admissions to the school are the responsibility of the Local Governing Body. An Admissions and Marketing Committee has been set up by the Local Governing Body.

Age of Admission

Parents/carers (parents) of children born on or between **1st September 2019** and **31st August 2020** can apply for a reception class place for **September 2024** by completing the local authority's on-line application form. The on-line application form is available from the September before the place is required and the closing date is usually mid-January.

Parents will need to complete the school application form **and** apply online via the Warrington Borough Council website or through the local authority council website where the child resides, if it is outside of the Warrington Borough.

It should be particularly noted that registration of an application for admission should not be interpreted as a guarantee of admission.

Before you complete an application form, you are strongly advised to read the parent's information booklet which sets out useful information about all primary schools in Warrington and important information about the admissions process.

Published Admission Numbers (PAN)

The number of places available per year group is known as the Published Admission Number (PAN). The PAN for admissions to the Reception Class in 2021 at the school will be 20. 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.

The school admission code allows additional children to be admitted above the PAN in limited exceptional circumstances. Children admitted above the PAN are known as exceptional pupils. Please contact the local authority or school for more information.

Oversubscription Criteria

Oversubscription criteria are used to establish an order of priority for allocating places when the number of applications for places exceeds the number of places available.

Children who have a statement of special educational needs will be admitted to the school named in the statement over and above the over subscription criteria.

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The oversubscription criteria for the school are set out below:

1. Children in care. Children in care or children formerly in care who have ceased to be so because they have been adopted or became subject to a child arrangements order or special guardianship order.
2. Children whose parents / guardians are regular worshippers at a church within the Ecclesiastical Parish of Hollinfare, recognised by Churches Together in Britain and Ireland. Attendance should be at least once a month for at least a year prior to application. If you are applying under this criterion you should complete the supplementary form which should be signed by the Incumbent, Minister or other Church Official to verify your 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.

3. Children whose permanent place of residence is within the Ecclesiastical Parish of Hollinfare at the time of application.
4. Children whose parents are regular worshippers at another church recognised by Churches Together in Britain and Ireland. Attendance should be at least once a month for at least a year prior to application. If you are applying under this criterion you should complete the supplementary form which should be signed by the Incumbent, Minister or other Church Official to verify your 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. Brothers and sisters of children already attending St Helen's School and expected to continue at the school during the following year. (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). (Where there are twins, triplets 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 with the requirements of infant class sizes. In exceptional circumstances we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits. This may also apply to siblings who are in the same year group.)
6. Children who have exceptional social and / or medical reasons for wishing to attend the school (documentary evidence may be required).
7. All other children.

Where the school reaches its published admission number from pupils within one of the categories listed above, those pupils to be admitted from within that category will be those whose permanent places of residence are closest to the school measured using a Geographical Information Address Point System based on the Local Land and Property Gazetteer. This measures straight line (direct) distances from the address point of the permanent place of residence to the address point of the school.

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If a child is attending Rixton-with-Glazebrook pre-school this does not give an automatic right to transfer to St Helen's CE Primary 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.

In the event of the direct distances (in miles) being the same for two or more applicants and the last place to be allocated would be to one of these applicants, the measurements would be taken again in kilometres and the place will be offered to the applicant living nearest to the school in kilometres.

In the event that the distances measured in kilometres are the same, a random allocation will be applied.

Children of UK service personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, by law the admission authority must allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal or quartering address.

Shared Parental Responsibility

For school admission purposes, the Governing Body has agreed that when considering application forms from parents with 50/50 shared responsibility for their child, the address given on the application should be the address of the parent who is in receipt of the child benefit and/or child tax credit. Proof may be required.

If the care is not split 50/50, the address used for allocation purposes will be the address where the child sleeps on most nights of the week.

Deferred Entry, Part-Time Attendance and Summer Born Children

Children reaching the age of five between **1 September 2024 and 31 August 2025** may be admitted full time on the first day of the autumn term before their fifth birthday. To help children adjust, schools may phase the intake over the first few weeks of term with reception children attending on a part-time basis. Arrangements are determined at school level but part-time attendance does not usually last longer than the first four weeks of term.

Flexibility exists for parents 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 can also request that their child takes up the place part-time until the child reaches compulsory school age.

Parents of summer born children may wish to explore the possibility of their child starting school in the September following their fifth birthday ie so their child is educated outside of their normal cohort group.

If a parent chooses to explore this option, they should discuss it with the schools they are interested in and the local authority 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.

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The governing body is responsible for making the decision as to whether or not to educate outside of the normal cohort group based on the individual circumstances of each case. If the governors decide to refuse entry outside of the normal cohort group, the parent 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.

Parents may complain about the decision not to educate out of the normal cohort group in accordance with the school's published complaints procedure.

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National Offer Day

The local authority will send out offer emails and letters on behalf of the school's Governing Body.

All offers of reception class places must be offered on the same primary National Offer Day which is 16 April 2021 or the next working day.

Right of Appeal

Under the terms of the 1998 Education Act, parents have the statutory right of appeal against the decision of an admission authority to refuse a place for their child at any school.

Parents/carers who wish to exercise their right to appeal must do so in writing to the local authority.

Appeals are heard by an Appeals Panel, set up through the Warrington Borough Council. The makeup and procedure of the Appeals panel will be in accordance with the provisions of the Schools Standards and Framework Act 1998. Parents may attend the hearing of their appeal and may be accompanied by a friend. They will be notified of the arrangements for the hearing and will be informed of their rights.

Repeat applications from parents who have appealed unsuccessfully may be considered in the same academic year but only where there have been significant or material changes in circumstances of the parent or school.

Appeals Timetable

The appeals timetable for all admission authorities within Warrington can be viewed or downloaded from the Council's website.

Waiting Lists

In accordance with The Education and Inspection Act 2006, waiting lists for first admission to reception class are held by the local authority for the whole of the Autumn Term of the academic year of admission. Waiting lists must be held strictly in oversubscription criteria order.

If more applications are received than can be accepted for year groups other than Reception Class year, the Admissions and Marketing Committee will draw up a reserve list in order that steps to fill unexpected vacancies can be taken more quickly.

In-Year Admissions

In-year admissions are those requesting a transfer from one school to another outside of the normal admissions round, for example when a family moves house part way through a school year.

Applications for in-year admissions are administered by the local authority. Generally a child will be admitted to another school if there is a place available with the exception of those children whose circumstances meet the requirements of the Fair Access Protocol.

