

# **St Helen's Church of England Primary School**



## **Admissions Policy 2026 / 2027**

**Our curriculum vision at St Helen's CE Primary School**

**S** eeking Achievement for all  
**H** opeful through our Christian values  
**I** nspire through our knowledge rich curriculum  
**N** urturing and preparing for life through Jesus' love  
**E** mbracing equality and diversity



**Our LDST 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  
that we may all**

**Learn, Love and Achieve, Together with Jesus.**

**Amen**

**"You are the light of the world... Let  
your light shine before others."**

**Matthew 5:16**





## ST HELEN'S CE PRIMARY SCHOOL,

### HOLLINFARE ADMISSIONS POLICY 2027/28

This document sets out the admission arrangements of St Helen's Church of England Primary School. For the purposes of this policy, the Local Authority is the admission authority.

St Helen's is a Voluntary Aided School and part of Liverpool Diocese Schools Trust.

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.

#### **Age of Admission**

Parents/carers (parents) of children born on or between **1<sup>st</sup> September 2022** and **31<sup>st</sup> August 2023** can apply for a reception class place for **September 2027** 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.

#### **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.

#### **Process**

Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of 15th January.

The Local Authority will inform parents of the offer of a place on behalf of the Local Authority on the national offer date 16th April or the next working day.

St Helen's Church of England Primary School has an admission number of 20 pupils for entry into Reception. The school will accordingly admit at least 20 each year if sufficient applications are received. All applicants will be admitted if 20 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.

## **Oversubscription Criteria**

### **1. Looked After Children and Previously Looked After Children**

The first oversubscription criterion must always be Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children. As this is a legal requirement, it automatically appears as the first of the school's oversubscription criteria.

A "Looked After Child" (LAC) 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 "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (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. Faith based**

Regular attendance at public worship in any Church of England church.

Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church 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.

Attendance at public worship in any other Christian church.

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).

In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, 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 in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship.

### **3. Siblings**

Siblings of pupils attending the school at the time of application. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

### **4. Social and Medical need**

Priority will be given in exceptional circumstances to a small number of children (or in some cases a close relative of the child) whose mental or physical impairment means they have a demonstrable and significant need to attend this school over any other.

Supporting evidence in the form of a letter from a doctor or social worker or other relevant qualified, independent professional, would be required. Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations and does not

guarantee that a child will be given priority as each decision will be made on the merits of the individual case.

### **5. Distance from school**

Proximity to the school with those living closest to the school having priority, calculated by:

Distance will be measured as a direct line.

The child's home address will be determined by:

Where a child lives with parents with shared responsibility the child's address given on the online application form should be the address of the parent who is in receipt of the child benefit and/or child tax credit.

### **6. Attending St Helen's Primary School Nursery**

Priority will be given to children who currently attend the school nursery and by the length of time they have been on register.

### **Tie-breaker**

Proximity to the school.

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 responsible 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).

### **Late applications**

Applications received after the closing date and before the [Admissions Authority] admission meeting will be placed last in the criteria in which they fall unless the [Admissions Authority] is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time. Supporting evidence, including that provided by the required Supplementary Information Form, must also be supplied by the closing date for applications, unless it is satisfied that there are exceptional circumstances which reasonably prevented it being submitted on time. In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

### **In-Year admissions**

From time to time a place becomes available further up the school. The allocation of places is in accordance with the admissions criteria. Preference will be given to children moving into the area from outside the Local Authority area who do not have a school place. Evidence will need to be provided that the child has recently moved in.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows: With the application, parents

Information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 8 child for a year 7 place will be considered alongside applications for year 7.

### **Waiting Lists**

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the admission authority and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

### **Appeals Procedure**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact [sthelensprimary@ldst.org.uk](mailto:sthelensprimary@ldst.org.uk) at St Helen's Church of England Primary School at Birch Road, Hollinfare, Warrington, Cheshire, WA3 6JS within 20 days of the date of the letter refusing your child a place at the school for information on how to appeal. Information on the timetable for the appeals process is on our website at <https://www.sthelensprimary.uk/>.

### **School age**

A full-time school place in the Reception class is available for children from the September following their 4th birthday, etc.

### **Deferred entry for infants**

A child is entitled to a full time place in the September following their 4th birthday. Parents have the right to defer their child's entry until later in the school year, or to attend part-time until they reach compulsory school age. Places cannot be deferred to the next academic year.

### **Address definition**

The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when

reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child.

### **Enquiries**

Should be to [sthelensprimary@ldst.org.uk](mailto:sthelensprimary@ldst.org.uk) at Birch Road, Hollinlare, Warrington, Cheshire, WA3 6JS.

### **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.

Parents wishing to consider transferring their child from one school to another should read the in-year admissions information booklet for parents before completing a form. The in-year admissions information booklet and application form can be downloaded from the local authority website.