



# Admissions Policy 2025/26

- Effective: September 2024
  - Review annually
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## Admissions Authority

Chester Diocesan Academies Trust is the admissions authority for Bosley St. Mary's Church of England 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 for all schools and academies are coordinated by the Local Authority. 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. The Common Application Form should be completed and returned by 15<sup>th</sup> January.

Applications may also 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.

For those applying under criterion 4, a supplementary form will need to be completed and returned to the school. This form is available on our school website and as an appendix at the end of this policy.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on 16<sup>th</sup> April or the next working day. Parents of children not admitted will be informed of the reason, offered an alternative place by the Authority and be made aware of their right to appeal.

## Admission procedures

The number of places available for admission to the Reception class will be a maximum of 8. No restrictions will be placed on admissions unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than thirty children.

Places are allocated according to the criteria, with each application treated equally regardless of where the school sits within the preferences expressed. All

children with an Education Health and Care Plan in which the school is named will be admitted. In the event that there are more applicants than places remaining, the Governing/Trust Board will allocate these 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. 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 order or special guardianship order).
2. Children who have a sibling in school who will still be attending in the year of admission or who have attended school in the previous two years. This includes half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case the child should be living in the same family unit at the same address.
3. Children resident in the benefice of the Peak Parishes. A map is available from <https://www.achurchnearyou.com/>.
4. Children whose parents are faithful and regular worshippers in a Christian church, which is a member of Churches Together in Britain and Ireland (we will ask for evidence such as the supplementary form completed by your vicar, priest or minister).
5. Children who have attended the school's on site preschool for at least one term in the previous two years. This includes children who have attended on a part-time basis. Part-time is defined as less than the standard 32.5 hours of schooling per week.
6. Children living nearest to the school as measured in a straight line by the National Property Gazetteer.

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.

## 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 for 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 31<sup>st</sup> December of the year of admission.

## Late applications for admission

Where the Local Authority accepts that there are extenuating circumstances for an application being received after the last date for applications, and it is before the list of pupils to be admitted has been established 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 where applicable, placed on the waiting list in order according to the criteria.

## 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 of various sorts showing the child's address as the one claimed. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

## In-year 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 or in-year admissions. Parents wishing their child to attend this school are encouraged to arrange to visit the school and talk with the headteacher.

Applications are made using the Local Authority’s (LA) online form. Parents will be offered a place by the governors if one is available; they will be notified about the decision within 15 school days. The LA 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 LA and 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.

## 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. The Local Authority manages the appeals procedure on the behalf of the school. Parents should fill in an appeals form and return it by the date indicated on the LA website. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. Parents will normally receive 14 days’ notice of the place and time of the hearing.

Please note that this right of appeal does not prevent parents from making an appeal in respect of any other school.

## Closure of places of worship

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

## Fraudulent applications

Where the Governing/Trust 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/Trust 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 may defer the school place 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 summer term. 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 made by the headteacher 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 by the headteacher 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) 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 the child resides).

## Supplementary Information Form for Bosley St. Mary's CE Primary School

**Name of child:**

Surname		first names	
Date of birth			

<b>Name of parent/guardian</b>	
Address	

**Place of worship** parent/ guardian regularly attends:

Name of place of worship			
Address			
Name of vicar or church minister/officer			
Telephone			

**Worship attendance:**

Please tick if you have attended a minimum of ..... public worship services per month for at least .....months prior to the closing date for applications/date of application.	
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**Church Vicar or Minister Confirmation of worship attendance**

Name of Vicar or Minister..... Signature.....

Please note: 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”.