



Governors Admissions Policy 2024-2025	
Review Frequency	Annual
Reviewed and approved by	Full Governing Body
Date	5/12/2023
Headteacher Signature	<i>Helen Kelly</i>
Chair of Governors Signature	<i>Ruth Downes Sarah Thompson</i>
Date of next review	September 2024

## Governors Admissions Policy 2024-2025

The whole ethos of the school is based around the Christian values promoted by the Church of England.

Decisions about the admission to the school are made by the School Governors, (not the Local Education Authority)

As the Church is closely related to the school, we feel it right that the Admission Policy should reflect this. Our school is also a neighbourhood school, serving Crowton, Acton Bridge and Weaverham within the Cheshire West and Chester Local Authority and this is also reflected in our policy. We are a feeder school for Weaverham High School

This policy is published to help parents to decide on their choice of schools. A prospectus brochure is also available to give other important information about the school. Please read this carefully before applying for admission.

Application for a school place will be made through the Cheshire West and Chester Admissions team naming Crowton Christ Church CE as one of three preferences. Applications may also be made online by clicking this link: [School admissions](#) or by post using the Cheshire West and Chester allocation form.

Application for admissions are made in line with Cheshire West and Chester Council's published dates in the year of admission, which can be found in Section 2 below. These are also available on the Cheshire West and Chester School Admissions website.

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

The Governing Body operates a system of equal preferences under which they consider all preferences equally. **Each year up to 13 children will be admitted into the Reception class. If there are more applications than places the following criteria will be used.....**

The criteria for admission are set out below **in order of priority**. They are subject to notes (a),(b),(c) (d),(e) and (f).

1. **Priority will be given to 'Cared for Children and Children who were 'Previously Cared for'**. 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). A child arrangements order is as an order settling arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 as amended by Children and Families Act

2014. Section 14A of the Children Act 1989 defines a 'special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. **Children with special medical or social circumstances** affecting the child where these needs can be best met at this school.
3. **Children resident within the area of Crowton and Acton Bridge civil parishes – a map is available from school.**
4. **Children whose parents are regular worshippers in an Anglican Church for whom this is the closest Church of England school as 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.** In the event of a tie-break a random paper draw will be undertaken by an independent body (a supporting letter from a minister is required).
5. **Children with a sibling still attending the school at the proposed date of admission.**
6. **Children whose parents are regular worshippers of another Christian denomination which is a member of Churches Together in Britain and Ireland and for whom this is the closest Church of England school as 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.** In the event of a tie-break a random paper draw will be undertaken by an independent body (a supporting letter from a minister is required).

## 7. Other children

### Admissions information:

Last year the school was able to admit all pupils whose parents applied.

### NOTES.

- (a) Professional supporting evidence from e.g. a doctor, psychologist, 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.
- (b) Sibling refers to brother or sister, 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.
- (c) "Resident" refers to the child's permanent home at the proposed date of admission.
- (d) A 'parent' is any person who has parental responsibility or care of the child.
- (e) Regular worshipper refers to parents who attend services at least once each month for the 6 months prior to application.

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 due to Covid-19.

(f) 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 distance from the school as 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. In the event of a tie-break a random paper draw will be undertaken by an independent body.

## **Children with Education/Health Care Plans**

A child with a Statement or Education Health Care Plan naming the school will be admitted.

## **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 be held until 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 of various sorts 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.

## **Non-routine admissions**

All 'in year' applications for school places, i.e. those applications made during the academic year and for admissions to age groups other than the normal year of entry\* should be made directly to the school.

Parents applying for places at this school, whether 'in year', or for the normal year of entry, must also complete as part of their application the governing body's supplementary information form, which is available on request from the local authority or from the school. Copies can also be obtained on the authority's website.

Full details of the process for applying for places 'in year' from September 2024 will be available on the authority's website and on the School's website.

\*The normal year of entry for admission in September is year 7 as a secondary transfer, reception entry to a primary or infant school, and transfer into a year 3 class in a junior 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. In all cases the place may also be taken up part time.

## **Children Educated Outside their Age Group**

Parents who wish to delay entry until the following year 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. This includes parents of summer born children (1<sup>st</sup> April – 31<sup>st</sup> August) who wish to delay entry. An application form should be filled in for the current admission process at the same time as any request to defer entry or 'back class' to reception in the following year. The decision will be made taking into account information from the parents and head teacher and should be in the best interests of the child.

Parents will be informed of the outcome before primary national offer day.

If the request is agreed, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September.

Parents should be aware that agreement by the school to allow a child to enter reception the following year does **not** guarantee a place in the class. Parents must apply to the school again the following year and the application will be considered in the normal manner following the oversubscription criteria.

## **Twins**

Where there are twins wanting admission and there is only a single place left within the admission number, then the governing body will admit if it is possible to do so.

## **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 should notify the clerk to the governors at the school within 20 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.

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 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.

**This information is published by the Governors of Crowton Church of England Aided School in accordance with the relevant sections of the Schools Standards and Framework Act 1998 as amended by the Education Act 2002.**

**Admissions criteria may change from one year to the next.**

<b>Process</b>	<b>Primary Admissions</b>
Application process starts – letters to parents and carers, online application form and composite prospectus (admissions information booklet, including hard copy application form) available	1 September 2023
<b>Closing date for applications</b>	<b>14 January 2024</b>
Online applicants can view the school place offered by logging into their online account/ offer letter posted	16 April 2024
<b>Closing date for appeals</b>	13 May 2024
Late applicants will be advised of the outcome of their application after this date and within 10 school days of this date or receipt of application (whichever is the later), as far as possible	After 15 April 2023
<b>Appeal hearings (on time applicants)</b>	No later than 15 July 2024
<b>Appeal hearings (late applications)</b>	Within 30 school days of the appeal being lodged

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