

# Christ Church C.E Primary School

## Admissions Policy



### Introduction

Christ Church C.E Primary School is a Voluntary Aided school. Admissions to a Voluntary Aided school are the responsibility of the Governors, in liaison with the Diocesan Board of Education and Salford Council (the Local Authority). Responsibility for admissions is delegated to the Governing Board's Admissions Committee.

### Admissions arrangements for September 2026

#### Process:

1. Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of 15<sup>th</sup> January. In addition, applicants seeking a place under one of the faith-based admission criteria (criteria 4 and 5 below) should complete and return the school's Supplementary Information Form (SIF) by the closing date for applications.
2. The Local Authority will inform parents/carers of the offer of a place on behalf of the Governing Body on the national offer date of 16<sup>th</sup> April or the next working day.
3. The Published Admission Number (PAN) is 30 for entry into Reception. All applicants will be admitted if 30 or fewer apply.
4. The Published Admission Number (PAN) is 26 for entry into Nursery. All applicants will be admitted if 26 or fewer apply. Admission to the Nursery class does not guarantee admission to the Reception class. A separate application must be made for a place in Reception
5. The school will admit all children with an Education, Health and Care Plan (EHCP) in which the school is named. Priority will then be given to those children who meet the criteria set out below, which will be applied in the order of priority

Children will be admitted to the Reception class at the beginning of the Autumn term before their fifth birthday, and to the Nursery class at the beginning of the Autumn term before their fourth birthday. (Please see the notes below about requests for deferred admission to Reception, and requests for admission outside a child's normal age group.)

#### Oversubscription criteria

1.	Children in public care and previously looked after children (LAC and PLAC) This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was (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. This criteria also includes looked after children and all previously looked after 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.
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2.	Children whose medical or social circumstances mean that their needs can only be met at this school.
3.	Children who will have an older brother or sister attending the school at the time of their admission.
4.	Baptised children and their parent(s)/guardian(s) who are in regular attendance at any of the Eccles Church of England Team Ministry, i.e. Christ Church, Patricroft; St. Andrew's Eccles; Eccles Parish Church, St. Paul's Monton; St Mary the Virgin, Eccles.
5.	Baptised children from a Church within the Eccles Church of England Team Ministry, i.e. Christ Church, Patricroft; St. Andrew's Eccles; Eccles Parish Church, St. Paul's Monton; St Mary the Virgin, Eccles.
6.	Children whose parents are in regular attendance at public worship in any other Christian church. For the purpose 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.
7.	Any other children, with priority based on geographical proximity to the school.

**Notes:**

- a) No child can automatically transfer from a nursery to a reception class. Where a school is oversubscribed, places in the reception class must be allocated according to the published admission criteria, with children who have attended the nursery being considered under the oversubscription criteria on the same basis as those who have not.
- b) Where admission is sought under special medical or social circumstances criteria, professional supporting evidence, e.g. from a doctor, psychologist or social worker, is essential. Such evidence must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school.
- c) Brother or sister includes full, step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart.
- d) Regular attendance means a minimum of monthly attendance at church for the year prior to the date of application. Evidence of regular attendance of the parent(s)/guardian(s) must be provided by a member of the clergy or other designated church officer on the supplementary form provided.

***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 arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.***

Documentary evidence of a child's baptism e.g. Baptism Certificate must be produced at the time of application if applying under criterion 4 or 5.

- e) Where there are more applicants for the available places within a category, places will be allocated to the children whose home address is nearer to the school. The distance will be calculated in a straight line from the address point of the child's home address, including flats, to the centre point of the school, with nearer addresses having priority over more distant ones.  
 The child's home address is considered to be the child's parent(s) or carer(s) place of residence, that is, where they normally and regularly live. If parents are separated and the child spends time at each parents' address, the address which will be used

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for admission to schools is the address where the child sleeps the majority of the school nights (Sun-Thurs) during the week in term time. Where there is dispute or equal nights are slept, the parent will be asked to provide proof of the address registered with the child's GP. If a child resides with friends or relatives who do not have guardianship, the friends or relatives address will not be considered.

- f) In the event of a tie, where two or more pupils' home address is the same distance from the preferred school and only one place is available, random allocation will be used as a final tie-breaker. This will be carried out by an independent person, supervised by a member of the Admissions Panel. Eligible names will be placed in a hat. One name will be drawn from the hat and the remaining place will be offered to that person. This process for random allocation also applies to the waiting list where two or more pupils are eligible for one vacancy and live the same distance from the preferred school.
- g) Legislation states that, subject to certain limited exceptions, no infant class of 5, 6, and 7 year olds may contain more than 30 children with one teacher. The governing body is not required to admit a child to an infant class where to do so would conflict with the requirement to comply with the infant class size limit. Exceeding the infant class size limit would require the school to take 'qualifying measures'. This may include employing an additional teacher, moving to mixed-age teaching groups, and providing additional accommodation.
- h) Where there are children of multiple births wishing to be admitted and the sibling is the 30th child, the Governors may admit over the published admission number if it is possible to do so, as in such circumstances the child is an excepted child for the purposes of the infant class requirement.
- i) A map showing the area covered by the parishes of the local Anglican Team Ministry and a list of churches within the parishes can be viewed at [www.achurchnearyou.com](http://www.achurchnearyou.com).
- j) A list of Churches Together in Britain and Ireland can be viewed at [www.ctbi.org.uk](http://www.ctbi.org.uk) or by contacting the school office.

### Appeals

Where the Governors are unable to offer a place because the school is oversubscribed, parents will be informed of the reason why admission was refused and will be advised of their 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. All appeals will need to be submitted within 20 days of the date of the offer letter. 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.

### Waiting List

Where there are 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 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. LAC, previously LAC children and children adopted from outside of England and In Year Fair Access applications will take precedence for admissions over pupils on the waiting list. If a place becomes available, within the admission number, the child whose name is at the top of the list will

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be offered a place. This is not dependent upon whether an appeal has been submitted. The waiting list will operate until 31<sup>st</sup> December at the end of the autumn term only. It should be noted that **the length of time on the school's waiting list is not considered a relevant factor.**

### **Deferred Admissions**

Parents/guardians of children admitted into the Nursery or Reception class at the beginning of the autumn term may request that their school place be deferred until later in the school year and if they do this the place will be held for their child. They cannot, however, defer entry to the Reception Class beyond the beginning of the term after their child's fifth birthday, nor beyond the school year for which the original application was accepted (please see the note below about requests for admission outside a child's normal age group). Parents/guardians can also request that their child attends on a part time basis until he/she reaches compulsory school age.

### **Requests for admission outside a child's normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

Parents requesting admission out of the normal age group must put their request in writing, addressed to the Executive Headteacher at the school, together with any supporting evidence that the parent wishes to be taken into account. The governing body will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided 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 governing body will also take into account the views of the Headteacher. When informing a parent of their decision on the year group the child should be admitted to, the governing body will set out clearly the reasons for their decision.

Where the governing body agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and governing body must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The governing body must not give the application lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

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### **In Year Admissions**

'In Year' or "non-routine" applications are applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. Applications to the school should be made to the School Admissions team. If there are places available but more applicants than places then the published oversubscription criteria will be applied.