



# Admissions Policies



# Primary

# SCHOOLS IN BIRKENHEAD

<b>C</b> Community Non-denominational schools	<b>VC</b> Voluntary Controlled Church schools	<b>VA</b> Voluntary Aided Church schools	<b>AC</b> Academies
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<b>SCHOOL TYPE</b>	<b>SCHOOL NAME AND CONTACT DETAILS</b>	<b>AGE RANGE</b>	<b>ADMISSION NUMBER</b>	<b>APPROXIMATE NUMBER ON ROLL</b>	<b>NURSERY CLASS</b>
<b>C</b>	<b>Bedford Drive Primary</b> Bedford Drive, Birkenhead  Tel: 0151 645 1561	3-11	60	345	Yes
		Last F2 allocated in 2018: All on-time applicants offered places			
		Admission Policy: Page 105			
<b>C</b>	<b>Bidston Avenue Primary</b> Tollemache Road, Birkenhead  Tel: 0151 652 1594	5-11	60	427	No
		Last F2 allocated in 2018: Out of zone - Category 7 – 0.73 miles			
		Admission Policy: Page 105			
<b>VC</b>	<b>Bidston Village CE Primary</b> Ballyntyne Drive, Birkenhead  Tel: 0151 652 0673	3-11	56	364	Yes
		Last F2 allocated in 2018: All on-time applicants offered places			
		Admission Policy: Page 105			
<b>AC</b> (Girls)	<b>Birkenhead High School Academy for Girls</b> Devonshire Place, Birkenhead Tel: 0151 652 5777	3-11	56	364	Yes
		Last F2 allocated in 2018: 56 places offered of 106 applicants			
		Admission Policy: Page 12			
<b>C</b>	<b>Cathcart Street Primary</b> Dover Close, Birkenhead  Tel: 0151 647 7349	3-11	30	194	Yes
		Last F2 allocated in 2018: Out of zone sibling - Category 5			
		Admission Policy: Page 105			
<b>VA</b> (C of E)	<b>Christchurch CE Primary</b> Mount Grove, Birkenhead  Tel: 0151 652 1278	3-11	37	226	Yes
		Last F2 allocated in 2018: All on-time applicants offered places			
		Admission Policy: Page 16			
<b>C</b>	<b>Devonshire Park Primary</b> Temple Road, Birkenhead  Tel: 0151 608 9243	3-11	60	490	Yes
		Last F2 allocated in 2018: All on-time applicants offered places			
		Admission Policy: Page 105			
<b>C</b>	<b>Hillside Primary</b> Ridgeview Road, Birkenhead  Tel: 0151 677 9218	3-11	30	165	Yes
		Last F2 allocated in 2018: Out of zone - Category 7 -1.97 miles			
		Admission Policy: Page 105			
<b>VA</b> (Catholic)	<b>Holy Cross Catholic Primary</b> Gautby Road, Birkenhead  Tel: 0151 652 8454	3-11	56	143	Yes
		Last F2 allocated in 2018: All offered places			
		Admission Policy: Page 19			

SCHOOL TYPE	SCHOOL NAME AND CONTACT DETAILS	AGE RANGE	ADMISSION NUMBER	APPROXIMATE NUMBER ON ROLL	NURSERY CLASS
C	<b>Manor Primary</b> Beechwood Drive, Prenton  Tel: 0151 677 3152	3-11	30	125	Yes
		Last F2 allocated in 2018: Out of zone - Category 7 – 0.67 miles			
		Admission Policy: Page 105			
C	<b>Mersey Park Primary</b> Elm Road, Birkenhead  Tel: 0151 647 8197	3-11	60	408	Yes
		Last F2 allocated in 2018: Out of zone - Category 7 – 1.79 miles			
		Admission Policy: Page 105			
VA (Catholic)	<b>Our Lady and St Edwards Catholic Primary</b> Price Street, Birkenhead  Tel: 0151 652 3366	5-11	60	414	No
		Last F2 allocated in 2018: All on-time applicants offered places.			
		Admission Policy: Page 23			
VA (C of E)	<b>Oxton St Saviours CE Primary</b> Holm Lane, Prenton  Tel: 0151 652 4909	5-11	35	246	No
		Last F2 allocated in 2018: Category 6 - 0.85 miles			
		Admission Policy: Page 27			
C	<b>Portland Primary</b> Laird Street, Birkenhead  Tel: 0151 652 5124	3-11	30	154	Yes
		Last F2 allocated in 2018: All on-time applicants offered places			
		Admission Policy: Page 105			
C	<b>Prenton Primary</b> Bramwell Avenue, Prenton  Tel: 0151 608 2958	3-11	60	402	No
		Last F2 allocated in 2018: Out of zone - Category 7 - 1.41 miles			
		Admission Policy: Page 105			
C	<b>Rock Ferry Primary</b> Ionic Street, Birkenhead  Tel: 0151 645 1017	3-11	60	301	Yes
		Last F2 allocated in 2018: All offered places			
		Admission Policy: Page 105			
VA (Catholic)	<b>St Anne's Catholic Primary</b> Highfield Road, Birkenhead  Tel: 0151 645 3682	3-11	30	182	Yes
		Last F2 allocated in 2018: Category 8 – 0.83 miles			
		Admission Policy: Page 30			
AC	<b>St Joseph's Catholic Primary (Birkenhead)</b> Woodchurch Road, Prenton  Tel: 0151 652 6781	3-11	60	387	Yes
		Last F2 allocated in 2018: All offered places			
		Admission Policy: Page 34			
VA (Catholic)	<b>St Paul's Catholic Primary</b> Farmfield Drive, Prenton  Tel: 0151 652 7828	3-11	23	81	Yes
		Last F2 allocated in 2018: All offered places			
		Admission Policy: Page 38			

SCHOOL TYPE	SCHOOL NAME AND CONTACT DETAILS	AGE RANGE	ADMISSION NUMBER	APPROXIMATE NUMBER ON ROLL	NURSERY CLASS
VA (Catholic)	<b>St Peter's Catholic Primary</b> St Peter's Way, Prenton  Tel: 0151 677 8438	3-11	30	123	Yes
		Last F2 allocated in 2018: All offered places			
		Admission Policy: Page 42			
VA (Catholic)	<b>St Werburghs Catholic Primary</b> Park Grove, Birkenhead  Tel: 0151 647 8404	3-11	30	189	Yes
		Last F2 allocated in 2018: All offered places			
		Admission Policy: Page 46			
VA (Catholic)	<b>The Priory Parish CE Primary School</b> Aberdeen Street, Birkenhead  Tel: 0151 647 7188	5-11	30	203	No
		Last F2 allocated in 2018: All on-time offered places			
		Admission Policy: Page 49			
AC	<b>Townfield Primary School</b> Townfield Lane, Prenton  Tel: 0151 652 8498	5-11	60	434	No
		Last F2 allocated in 2018: Out of zone - Category 7 - 0.23 miles			
		Admission Policy: Page 105			
C	<b>Well Lane Primary</b> Well Lane, Birkenhead  Tel: 0151 645 9844	3-11	30	174	Yes
		Last F2 allocated in 2018: All on-time offered places			
		Admission Policy: Page 105			
C	<b>Woodchurch Road Primary</b> Woodchurch Road, Prenton  Tel: 0151 608 2958	5-11	71	451	No
		Last F2 allocated in 2018: All offered places			
		Admission Policy: Page 105			
C	<b>Woodlands Primary</b> Hollybank Road, Birkenhead  Tel: 0151 647 8406	3-11	44	292	Yes
		Last F2 allocated in 2018: Out of zone - Category 7 – 1.68 miles			
		Admission Policy: Page 105			

## SCHOOLS IN WALLASEY

C Community Non-denominational schools	VC Voluntary Controlled Church schools	VA Voluntary Aided Church schools	AC Academies
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SCHOOL TYPE	SCHOOL NAME AND CONTACT DETAILS	AGE RANGE	ADMISSION NUMBER	APPROXIMATE NUMBER ON ROLL	NURSERY CLASS
C	<b>Castleway Primary</b> Castleway North, Moreton  Tel: 0151 677 2953	5-11	30	137	No
		Last F2 allocated in 2018: All offered places			
		Admission Policy: Page 105			

WALLASEY



SCHOOL TYPE	SCHOOL NAME AND CONTACT DETAILS	AGE RANGE	ADMISSION NUMBER	APPROXIMATE NUMBER ON ROLL	NURSERY CLASS
VA (Catholic)	<b>Christ Church CE Primary School</b> Upton Road, Moreton Tel: 0151 677 5152	5-11	56	361	No
		Last F2 allocated in 2018: All on-time offered places			
		Admission Policy: Page 52			
C	<b>Eastway Primary</b> Eastway, Moreton Tel: 0151 677 1235	3-11	30	206	Yes
		Last F2 allocated in 2018: Out of zone - Category 7 – 0.84 miles			
		Admission Policy: Page 105			
AC	<b>Egremont Primary</b> Church Street, Wallasey Tel: 0151 638 5406	3-11	57	347	Yes
		Last F2 allocated in 2018: All offered places			
		Admission Policy: Page 105			
C	<b>Greenleas Primary</b> Green Lane, Wallasey Tel: 0151 639 1225	5-11	45	321	No
		Last F2 allocated in 2018: Out of zone - Category 7 - 1.05 miles			
		Admission Policy: Page 105			
VA (Catholic & CofE)	<b>Holy Spirit Catholic and Church of England Primary School</b> Gardenside, Moreton Tel: 0151 638 5180	3-11	30	184	Yes
		All on-time applicants offered places			
		Admission Policy: Page 55			
C	<b>Kingsway Primary</b> Ashville Road, Wallasey Tel: 0151 638 5195	3-11	25	112	Yes
		Last F2 allocated in 2018: All offered places			
		Admission Policy: Page 105			
C	<b>Leasowe Primary</b> Oxley Avenue, Moreton Tel: 0151 638 1126	5-11	30	162	No
		Last F2 allocated in 2018: All on-time applicants offered places			
		Admission Policy: Page 105			
C	<b>Lingham Primary</b> Town Meadow Lane, Moreton Tel: 0151 677 5381	3-11	57	343	Yes
		Last F2 allocated in 2018: All offered places			
		Admission Policy: Page 105			
C	<b>Liscard Primary</b> Withens Lane, Wallasey Tel: 0151 638 3910	3-11	90	624	Yes
		Last F2 allocated in 2018: Out of zone - Category 7 - 0.33 miles			
		Admission Policy: Page 105			
C	<b>Mount Primary</b> Mount Pleasant Road, Wallasey Tel: 0151 630 3329	5-11	48	341	No
		Last F2 allocated in 2018: Out of zone - Category 7 - 0.26 miles			
		Admission Policy: Page 105			

SCHOOL TYPE	SCHOOL NAME AND CONTACT DETAILS	AGE RANGE	ADMISSION NUMBER	APPROXIMATE NUMBER ON ROLL	NURSERY CLASS
C	<b>New Brighton Primary</b> Vaughan Road, Wallasey Tel: 0151 639 3869	3-11	90	601	Yes
		Last F2 allocated in 2018: All offered places			
		Admission Policy: Page 105			
C	<b>Park Primary</b> Love Lane, Wallasey Tel: 0151 638 6008	3-11	60	398	Yes
		Last F2 allocated in 2018: Out of zone – Category 7 - 0.58 miles			
		Admission Policy: Page 105			
C	<b>Riverside Primary</b> Brighton Street, Wallasey Tel: 0151 639 9787	3-11	43	183	Yes
		Last F2 allocated in 2018: All offered places			
		Admission Policy: Page 105			
VA (Catholic)	<b>Sacred Heart Catholic Primary</b> Danger Lane, Moreton Tel: 0151 677 1091	3-11	60	395	Yes
		Last F2 allocated in 2018: Out of zone – Category F – 1.17 miles			
		Admission Policy: Page 56			
C	<b>Sandbrook Primary</b> Stavordale Road, Moreton Tel: 0151 677 3231	3-11	30	132	Yes
		Last F2 allocated in 2018: All offered places			
		Admission Policy: Page 105			
C	<b>Somerville Primary</b> Northbrook Road, Wallasey Tel: 0151 638 5074	5-11	90	520	No
		Last F2 allocated in 2018: All offered places			
		Admission Policy: Page 105			
VA (Catholic)	<b>St Albans Catholic Primary</b> Ashburton Road, Wallasey Tel: 0151 638 6373	5-11	56	387	No
		Last F2 allocated in 2018: Out of zone - Category 6 - 0.46 miles			
		Admission Policy: Page 60			
C	<b>St Georges Primary</b> St George's Road, Wallasey Tel: 0151 638 6014	3-11	120	816	Yes
		Last F2 allocated in 2018: All on-time applicants offered places			
		Admission Policy: Page 105			
VA (Catholic)	<b>St Joseph's Catholic Primary (Wallasey)</b> Wheatland Lane, Wallasey Tel: 0151 638 3919	3-11	45	230	Yes
		Last F2 allocated in 2018: All on-time offered places			
		Admission Policy: Page 64			
VA (Catholic)	<b>St Peter and St Paul Catholic Primary</b> Atherton Street, Wallasey Tel: 0151 639 2991	5-11	45	303	No
		Last F2 allocated in 2018: All on-time offered places			
		Admission Policy: Page 68			

## SCHOOLS IN SOUTH WIRRAL

<b>C</b> Community Non-denominational schools	<b>VC</b> Voluntary Controlled Church schools	<b>VA</b> Voluntary Aided Church schools	<b>AC</b> Academies
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<b>SCHOOL TYPE</b>	<b>SCHOOL NAME AND CONTACT DETAILS</b>	<b>AGE RANGE</b>	<b>ADMISSION NUMBER</b>	<b>APPROXIMATE NUMBER ON ROLL</b>	<b>NURSERY CLASS</b>
<b>C</b>	<b>Brackenwood Infant</b> Pulford Road, Bebington  Tel: 0151 608 9117	5-7	60	180	No
		Last F2 allocated in 2018: Out of zone - Category 7 – 0.87 miles			
		Admission Policy: Page 105			
<b>C</b>	<b>Brackenwood Junior</b> Norbury Avenue, Bebington  Tel: 0151 608 3001	7-11	60	244	No
		Last F2 allocated in 2018: Not applicable			
		Admission Policy: Page 105			
<b>C</b>	<b>Brookhurst Primary</b> Brookhurst Road, Bromborough  Tel: 0151 334 4348	5-11	30	222	No
		Last F2 allocated in 2018: Out of zone - Category 7 - 0.97 miles			
		Admission Policy: Page 105			
<b>VA</b> (Catholic)	<b>Christ the King Catholic Primary</b> Allport Road, Bromborough  Tel: 0151 334 4345	5-11	60	423	No
		Last F2 allocated in 2018: Category 4 – 2.19 miles			
		Admission Policy: Page 72			
<b>C</b>	<b>Church Drive Primary</b> Church Drive, Port Sunlight  Tel: 0151 645 5527	3-11	44	297	Yes
		Last F2 allocated in 2018: Out of zone - Category 7 – 1.01 miles			
		Admission Policy: Page 105			
<b>C</b>	<b>Grove Street Primary</b> Grove Street, New Ferry  Tel: 0151 645 2170	3-11	60	303	Yes
		Last F2 allocated in 2018: All offered places			
		Admission Policy: Page 105			
<b>C</b>	<b>Heygarth Primary</b> Heygarth Road, Eastham  Tel: 0151 327 1570	3-11	45	320	Yes
		Last F2 allocated in 2018: All offered places			
		Admission Policy: Page 105			
<b>C</b>	<b>Higher Bebington Junior</b> Mill Road, Bebington  Tel: 0151 608 1011	7-11	85	349	No
		Last F2 allocated in 2018: Not applicable			
		Admission Policy: Page 105			
<b>C</b>	<b>Mendell Primary</b> Allport Lane, Bromborough  Tel: 0151 334 1432	3-11	30	174	Yes
		Last F2 allocated in 2018: All offered places			
		Admission Policy: Page 105			

SCHOOL TYPE	SCHOOL NAME AND CONTACT DETAILS	AGE RANGE	ADMISSION NUMBER	APPROXIMATE NUMBER ON ROLL	NURSERY CLASS
VC (CofE)	<b>Millfields CE Primary</b> Willington Avenue, Eastham  Tel: 0151 327 1722	3-11	30	163	Yes
		Last F2 allocated in 2018: All offered places			
		Admission Policy: Page 105			
AC	<b>Poulton Lancelyn Primary</b> Venables Drive, Bebington  Tel: 0151 334 5021	5-11	60	403	No
		Last F2 allocated in 2018: Out of zone - Category 7 – 1.31 miles			
		Admission Policy: Page 105			
C	<b>Raeburn Primary</b> Morland Road, Bromborough  Tel: 0151 327 2215	5-11	60	421	No
		Last F2 allocated in 2018: Out of zone - Category 7 – 1.14 miles			
		Admission Policy: Page 105			
VA (C of E)	<b>St Andrews CE Primary</b> Townfield Lane, Bebington  Tel: 0151 645 7782	5-11	30	209	No
		Last F2 allocated in 2018: Category 7 - 0.61 miles			
		Admission Policy: Page 74			
VA (Catholic)	<b>St John's Catholic Infant</b> Old Chester Road, Bebington  Tel: 0151 645 5291	5-7	60	180	No
		Last F2 allocated in 2018: Category 4 - 1.01 miles			
		Admission Policy: Page 78			
VA (Catholic)	<b>St John's Catholic Junior</b> Old Chester Road, Bebington  Tel: 0151 645 9615	7-11	60	250	No
		Last F2 allocated in 2018: Not applicable			
		Admission Policy: Page 82			
AC	<b>Stanton Road Primary</b> Stanton Road, Bebington  Tel: 0151 334 1398	5-11	45	307	No
		Last F2 allocated in 2018: Out of zone - Category 7 – 0.65 miles			
		Admission Policy: Page 105			
C	<b>Thornton Hough Primary</b> St George's Way, Thornton Hough  Tel: 0151 336 3427	5-11	25	176	No
		Last F2 allocated in 2018: Out of zone - Category 7 – 2.26 miles			
		Admission Policy: Page 105			
AC	<b>Town Lane Infant</b> Town Lane, Bebington  Tel: 0151 608 1918	3-7	90	254	Yes
		Last F2 allocated in 2018: Out of zone - Category 7 - 1.79 miles			
		Admission Policy: Page 105			
C	<b>Woodslee Primary</b> Croft Avenue, Bromborough  Tel: 0151 334 1406	3-11	46	230	Yes
		Last F2 allocated in 2018: All offered places			
		Admission Policy: Page 105			

# SCHOOLS IN WEST WIRRAL

<b>C</b> Community Non-denominational schools	<b>VC</b> Voluntary Controlled Church schools	<b>VA</b> Voluntary Aided Church schools	<b>AC</b> Academies
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SCHOOL TYPE	SCHOOL NAME AND CONTACT DETAILS	AGE RANGE	ADMISSION NUMBER	APPROXIMATE NUMBER ON ROLL	NURSERY CLASS
C	<b>Barnston Primary</b> Sandham Grove, Heswall  Tel: 0151 342 5229	5-11	45	293	No
		Last F2 allocated in 2018: All offered places.			
		Admission Policy: Page 105			
C	<b>Black Horse Hill Infant School</b> Saughall Massie Road, West Kirby  Tel: 0151 625 5238	3-7	60	167	Yes
		Last F2 allocated in 2018: All offered places.			
		Admission Policy: Page 105			
C	<b>Black Horse Hill Junior</b> Saughall Massie Road, West Kirby  Tel: 0151 625 8446	7-11	60	202	Yes
		Last F2 allocated in 2018: Not applicable			
		Admission Policy: Page 105			
C	<b>Brookdale Primary</b> Escolme Drive, Greasby  Tel: 0151 677 5170	5-11	30	212	No
		Last F2 allocated in 2018: Out of zone sibling- Category 5			
		Admission Policy: Page 105			
VA (C of E)	<b>Dawpool CE Primary</b> School Lane, Thurstaston  Tel: 0151 648 3412	5-11	30	216	No
		Last F2 allocated in 2018: Category 9 - 2.15 miles			
		Admission Policy: Page 85			
C	<b>Fender Primary</b> New Hey Road, Woodchurch  Tel: 0151 677 0425	5-11	42	242	No
		Last F2 allocated in 2018: All offered places			
		Admission Policy: Page 105			
C	<b>Gayton Primary</b> Gayton Road, Heswall  Tel: 0151 342 3772	5-11	30	221	No
		Last F2 allocated in 2018: Out of zone - Category 7 - 1.34 miles			
		Admission Policy: Page 105			
C	<b>Greasby Infant</b> Barker Lane, Greasby  Tel: 0151 677 2830	5-7	60	180	No
		Last F2 allocated in 2018: All on-time applicants offered places.			
		Admission Policy: Page 104			
C	<b>Greasby Junior</b> Mill Lane, Greasby  Tel: 0151 677 1837	7-11	60	245	No
		Last F2 allocated in 2018: Not applicable			
		Admission Policy: Page 105			

SCHOOL TYPE	SCHOOL NAME AND CONTACT DETAILS	AGE RANGE	ADMISSION NUMBER	APPROXIMATE NUMBER ON ROLL	NURSERY CLASS
AC	<b>Great Meols Primary</b> Elwyn Road, Meols Tel: 0151 632 4606	5-11	60	426	No
		Last F2 allocated in 2018: Out of zone - Category 7 – 2.21 miles			
		Admission Policy: Page 105			
C	<b>Heswall Primary</b> Whitfield Lane, Heswall Tel: 0151 342 7491	5-11	30	218	No
		Last F2 allocated in 2018: Out of zone - Category 7 – 0.71 miles			
		Admission Policy: Page 105			
VC (C of E)	<b>Hoylake Holy Trinity CE Primary</b> Market Street, Hoylake Tel: 0151 632 4153	5-11	45	262	No
		Last F2 allocated in 2018: All offered places			
		Admission Policy: Page 105			
C	<b>Irby Primary</b> Coombe Road, Irby Tel: 0151 648 2944	5-11	30	215	No
		Last F2 allocated in 2018: Out of zone - Category 7 – 3.89 miles			
		Admission Policy: Page 105			
VA (Catholic)	<b>Ladymount Catholic Primary</b> Portal Road, Pensby Tel: 0151 648 4326	3-11	30	132	Yes
		Last F2 allocated in 2018: All offered places			
		Admission Policy: Page 88			
AC (Catholic)	<b>Our Lady of Pity Catholic Primary</b> Rigby Drive, Greasby Tel: 0151 677 6262	5-11	60	423	No
		Last F2 allocated in 2018: Category E – 0.84 miles			
		Admission Policy: Page 89			
C	<b>Overchurch Infant</b> Moreton Road, Upton Tel: 0151 677 3335	3-7	90	269	Yes
		Last F2 allocated in 2018: Out of zone - Category 7 – 1.15 miles			
		Admission Policy: Page 105			
C	<b>Overchurch Junior</b> Moreton Road, Upton Tel: 0151 677 4150	7-11	103	380	No
		Last F2 allocated in 2018: Not applicable			
		Admission Policy: Page 105			
C	<b>Pensby Primary</b> Greenbank Drive, Pensby Tel: 0151 648 2643	5-11	30	219	Yes
		Last F2 allocated in 2018: Out of zone sibling - Category 5			
		Admission Policy: Page 105			
VC (C of E)	<b>St Bridget's CE Primary</b> St Bridget's Lane, West Kirby Tel: 0151 625 7652	5-11	60	431	No
		Last F2 allocated in 2018: Out of zone - Category 7 – 0.77 miles			
		Admission Policy: Page 105			

SCHOOL TYPE	SCHOOL NAME AND CONTACT DETAILS	AGE RANGE	ADMISSION NUMBER	APPROXIMATE NUMBER ON ROLL	NURSERY CLASS
VA (Catholic)	<b>St Joseph's Catholic Primary (Upton)</b> Moreton Road, Upton Tel: 0151 677 3970	5-11	45	291	No
		Last F2 allocated in 2018: All offered places			
		Admission Policy: Page 91			
VA (Catholic)	<b>St Michael and All Angels Catholic</b> New Hey Road, Woodchurch Tel: 0151 677 4088	3-11	29	208	Yes
		Last F2 allocated in 2018: All on-time applicants offered places			
		Admission Policy: Page 94			
VA (C of E)	<b>St Peter's CE Primary</b> Thurstaston Road, Heswall Tel: 0151 342 2556	5-11	45	316	No
		Last F2 allocated in 2018: All offered places			
		Admission Policy: Page 98			
C	<b>Thingwall Primary</b> Pensby Road, Thingwall Tel: 0151 648 4885	5-11	30	199	No
		Last F2 allocated in 2018: All on-time applicants offered places			
		Admission Policy: Page 105			
C	<b>West Kirby Primary</b> Anglesey Road, West Kirby Tel: 0151 625 5561	3-11	37	272	Yes
		Last F2 allocated in 2018: Out of zone - Category 7 – 2.16 miles			
		Admission Policy: Page 105			
VA (C of E)	<b>Woodchurch CE Primary</b> Church Lane, Woodchurch Tel: 0151 677 4788	5-11	30	197	No
		Last F2 allocated in 2018: All on-time applicants offered places			
		Admission Policy: Page 101			

**Notes:**

School type correct at date of publication; subject to change at any time. Please contact the school directly to enquire about the status of the school if this is of concern to you.

Last F2 allocated on initial allocation date in 2018; this information is given as guidance only. The cut-off for the last child allocated a place at any individual school can vary significantly from year to year.

Attendance at a particular nursery class or a pre-school does not guarantee a place will be allocated in the primary or infant school. Nursery classes take pupils from a wider area than the school's zone or parish.

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# SCHOOLS IN BIRKENHEAD

\*Schools with nursery class

## Birkenhead High School (Academy)\*

1. Birkenhead High School Academy is a non-denominational all-through school for girls aged 3 to 19 years old and specialises in the teaching of music and mathematics. The Academy admits an all-ability intake and 10% of girls at Year 7 are selected on their aptitude for music. It serves the local and wider community, and welcomes applications from parents both within and outside the Wirral area. The Academy builds on high aspirations, inclusion and excellence.
2. The Academy is sponsored by the Girls' Day School Trust (GDST), and funded in partnership with government.
3. This document sets out the admission arrangements for the Academy in accordance with Annex B to the Funding Agreement between the GDST Academy Trust and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State. Obligations in this document are to be treated as if imposed by the Funding Agreement.
4. This annex may be amended in writing at any time by agreement between the Secretary of State and the GDST Academy Trust.
5. The GDST Academy Trust will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Children, Schools and Families ("the Codes") as they apply at any given time to Foundation and Voluntary Aided schools and with equalities law and the law on admissions as they apply to Foundation and Voluntary Aided schools. For this purpose, reference in the Codes or Law to "admission authorities" shall be deemed to be references to the governing body of the GDST Academy Trust.
6. The GDST Academy Trust will take part in the Wirral's Admissions Forum and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the local authority and the local in year fair access protocol.
7. Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named girl to the Academy on application from a local authority. Before doing so the Secretary of State will consult the Academy.
8. While Birkenhead High School Academy is its own Admissions Authority, it will follow the Wirral Children's Services co-ordinated admission arrangements for Reception and Year 7. Admissions arrangements for Nursery and Sixth Form are managed directly by the Academy.

### ADMISSION ARRANGEMENTS APPROVED BY THE SECRETARY OF STATE

#### Admission number

9. The agreed admission numbers for the Academy for the academic year 2019-2020, and for subsequent years (subject to any change approved by the Secretary of State), are as follows:

Nursery	18 full-time equivalent
Reception	56
Year 7	135 minus those pupils eligible to transfer from the Academy's own Year 6.
Year 12	100 minus those pupils eligible to transfer from the Academy's own Year 11.
10. Birkenhead High School Academy may set higher admission numbers as its Published Admission Numbers for any specific year. Before setting an admission number higher than its agreed admission numbers, the Academy will consult with primary and secondary schools in the Wirral. Girls will not be admitted above the Published Admission Number except for good reason. Any such admission shall be reported to the Secretary of State.
11. In the case of twins applying for entry into Birkenhead High School Academy, should one be allocated a place the other will automatically be offered a place.

**Arrangements for admission to the Nursery***Process of application*

12. Applications for Nursery places at Birkenhead High School Academy are not part of the Wirral Children's Services co-ordinated admissions arrangements and should be made direct to the Academy on the Academy's nursery application form. Applicants should reach the age of **3** during the year **1 September 2018 to 31 August 2019**.
13. The application form should be completed and returned to the Academy by **1 December 2018**.

**Consideration of applications for entry into Nursery**

14. The agreed admissions number is 18 full-time equivalent (FTE) places. Girls will be offered up part-time or full time sessions a week. The part time sessions last 2½ hours and typically will be all morning. Additional sessions can be offered on top of the part-time sessions.

*Oversubscription procedure*

15. Where Birkenhead High School Academy is oversubscribed in Nursery the Academy will allocate places using the following criteria which are listed in priority order:
- Girls who are in public care (Looked After Children) or were previously in public care, as defined in the School Admissions Code 2014 on the date at which the relevant applications for admission are made, and who a local authority has confirmed will continue to be looked after by it (in accordance with section 22 of the Children Act 1989) at the time they are admitted to the Academy.
  - Girls who will have a sister, including step, half, adopted or fostered living permanently at the same address, who will continue to be enrolled at Birkenhead High School Academy at the time of the admission.
  - Girls whose parent/s are currently Teaching, Administrative, Support Staff at Birkenhead High School Academy and have been employed for over two years.
16. Where in category b) there are more applicants than there are places available, places will be allocated on a random basis. Any remaining places will be allocated on a random basis to girls applying from across the Wirral and beyond.

**Arrangement for admission to Reception***Process of application*

17. Applications for places at Birkenhead High School Academy in Reception will be made in accordance with Wirral Children's Services co-ordinated admission arrangements and will be made on the Parental Preference Form, provided and administered by Wirral Children's Services.

**Consideration of applications for entry into Reception**

18. The agreed admissions number for Reception is 56.
19. Applications for places for Reception can be made for girls who turn **5** between **1 September 2019** and **31 August 2020**. Parents of girls in the Nursery must apply for a place in Reception using the Parental Preference Form. Applications should be sent to Wirral Local Authority by the closing date set out in the Wirral composite Admissions Prospectus.
20. All girls will be offered places in Reception to start in September. However parents and guardians of girls reaching compulsory school age between March and August can defer admission until the following January, if preferred. Nonetheless, applications must be made on the Parental Preference Form on the dates set out above.
21. Where fewer applications than places are received, the Academy will offer places to all those who have applied. If the Academy is oversubscribed it will allocate places in accordance with the procedure set out in paragraphs 22 to 23 below. Girls with statements of special educational needs will be admitted where the Academy is named in the statement.

*Oversubscription procedure*

22. Where Birkenhead High School Academy is oversubscribed in Reception the Academy will allocate places using the following criteria which are listed in priority order:
- Girls who are in public care (Looked After Children) or were previously in public care, as defined in the School Admissions Code 2014 on the date at which the relevant applications for admission are made, and who a local authority has confirmed will continue to be looked after by it (in accordance with section 22 of the Children Act 1989) at the time they are admitted to the Academy.

- b. Girls at the Academy's Nursery;

BIRKENHEAD

- c. Girls who will have a sister, including step, half, adopted or fostered living permanently at the same address, who will continue to be enrolled at Birkenhead High School Academy at the time of the admission.
- d. Girls whose parent/s are currently Teaching, Administrative, Support Staff at Birkenhead High School Academy and have been employed for over two years.
23. Where in categories b), c) and d) there are more applicants than there are places available, places will be allocated on a random basis. Any remaining places will be allocated on a random basis to girls applying from across the Wirral and beyond.
24. In the event of oversubscription in Reception, the above procedure will be open to scrutiny by an appropriately qualified external consultant appointed by the GDST Academy Trust Board.

**Casual admissions i.e. admission to all year groups except Nursery, Reception, Year 7 and Year 12**

45. Should girls leave during the course of an academic year, or between academic years, places will be offered to external applicants. If there are more applicants than places the Academy will apply the oversubscription criteria set out above.
46. Notwithstanding the above, the Academy may refuse admission to particular applicants in the specific circumstances described in paragraph 3.10 (children who have been permanently excluded two or more times) of the statutory School Admissions Code or any like provision in any subsequent Code.

**Operation of waiting lists for admission - Reception and Year 7**

47. Where in any year the Academy receives more applications for places in Reception and Year 7 than there are places available, a waiting list will operate between March and the end of the academic year for which they applied. This list will be maintained by the Academy, and all unsuccessful applicants will automatically be placed on the waiting list unless a parent or guardian requests otherwise. Banding will not be applied to waiting lists once we are full.
- Those children not allocated a place will automatically be placed on a waiting list. Should a place become available all names on the waiting list will be put in for a random allocation by the Registrar and one witness and the successful applicant's parents/carers will be contacted to see if they wish to take up the place. Banding does not apply to this process.
48. When, and if, places become vacant they will be allocated to girls on the waiting list in accordance with the oversubscription criteria set out in paragraph 22 for Reception and 33 a) to d) for Year 7.
49. No waiting list will be operated for years other than Reception and Year 7.

**Arrangements for the Independent Appeal Panel**

50. Parents or carers will have the right of appeal (except in the case of Nursery places - see below) to an Independent Appeal Panel if they are dissatisfied with an admission decision of Birkenhead High School Academy or if children in year 11 of the Academy are refused progression to the Sixth Form. The Appeal Panel will be independent of the Academy. The arrangements for appeals will be in line with the School Admission Appeals Code published by the Department for Children, Schools and Families as it applies to Foundation and Voluntary Aided schools. The determination of the Appeal Panel will be made in accordance with the School Admission Appeals Code and is binding on all parties. The Academy will prepare guidance for parents or carers about how the appeals process will work and provide a named contact who can answer any enquiries about the process.
51. There is no right of appeal for refusal to offer a nursery place.

**ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

*Consultation*

52. Birkenhead High School Academy will consult by 1 March each year on its proposed admission arrangements:
- Wirral Children's Services;
  - The admission forum for the Wirral;
  - Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by Wirral Children's Services;
  - Any other governing body for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation; and
  - Affected admission authorities in neighbouring local authority areas.

*Publication of admission arrangements*

53. Birkenhead High School Academy will publish its admission arrangements each year once these have been determined by:
- a. copies being sent to the statutory consultees;
  - b. copies being sent to primary and secondary schools in the Wirral;
  - c. copies being sent to the offices of Wirral Children's Services;
  - d. copies being made available without charge on request from the Academy; and
  - e. copies being sent to public libraries in the area of the Wirral for the purposes of being made available at such libraries for reference by parents and other persons.
54. The published arrangements will set out:
- a. the name and address of the Academy and contact details.
  - b. a summary of the admissions policy, including oversubscription criteria (including any arrangements for admission to post-16 provision)
  - c. a statement of any religious affiliation;
  - d. numbers of places and applications for those places in the previous year; and
  - e. arrangements for hearing appeals.

## Christ Church CE Primary School (Birkenhead)

### ADMISSIONS POLICY

Parents should be aware before applying that in this school, Religious Education, Collective Worship and our ethos are based on the teachings of the Church of England.

#### Making an Application

Applications for admission to the school are to be made by using the Local Authority Common Application Form for Primary Admissions. Applications may also be made electronically.

A Common Application Form can be found at: Wirral Borough Council Pupil Services - 0151 666 2000 or online at [www.wirral.gov.uk/admissions](http://www.wirral.gov.uk/admissions)

If you do not have access to the internet a paper copy of the form can be collected from any primary school. The closing date for Primary Applications for Foundation 2 is 15<sup>th</sup> January 2019.

Places allocated for Foundation 2 in September 2019 will be offered on: 16<sup>th</sup> April 2019.

If more children apply than there are places available, The Governing Body will decide the final allocation of pupils to schools.

Whilst the Governing Body wishes to promote Christian traditions and teachings through the experience it offers to all of its pupils, they welcome applications from all families who live in the Central Birkenhead, Oxton and Tranmere areas.

The published admission number for each year group is 38.

#### **Attendance at our Foundation 1 (Rainbows: Nursery) does not guarantee admission into Christ Church Primary School at Foundation 2 (Snowflakes: Reception).**

The Governing Body is the admissions authority for the school but schools admissions are administered by Wirral Borough Council Pupil Services.

#### **We give priority in the following order:**

- Looked after children and previously looked after children. 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 a Special Guardianship Order.) (See note a)
- Children with particular medical or social needs where written evidence from a specialist (e.g. Doctor or Social Worker) sets out why this is the most appropriate school. (See note b)
- Children with siblings at the school who will still be attending school the following year.
- Children who have a sibling in the school who have attended the school in the 2 years prior to admission. (See note c)
- Children from the catchment area surrounding Christ Church School (See note d)
- Children living nearest to the school as measured by the Wirral Local Authority Mapping System, using the shortest walking route to the school.
- Other children.

#### **NOTES**

- a. A looked after child is a child who is a) in the care of the Local Authority, or b) being provided with accommodation by a Local Authority in the exercise of their social services functions (under section 22(1) of the Children Act 1989) A previously looked after child is one who immediately moved on from that status after becoming subject to an adoption, child arrangements or special guardianship order.

- b. 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 is question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
- c. 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.
- d. A map showing the boundaries is available from the school and also on the school website: [www.christchurchbirkenhead.com](http://www.christchurchbirkenhead.com)

### **Children from multiple births**

For places for twins, triplets etc., the Governing Body will exercise as much flexibility as possible when allocations take place. Where an Infant Class Size of 30 would be breached by the admission of the additional child/children, the Governors may admit above the limit if it is possible to do so in the current organisation of the school.

### **Children with Special Educational Needs**

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a Statement of Special Education Needs or Education and Health Care Plan that names their school.

### **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 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 operate until the end of the autumn term.

### **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**

It sometimes happens that a child needs to change school during a school year. Parents wishing their child to attend this school may arrange to visit the school. All parents will need to contact pupil services to fill in a Common Application Form and will be offered a place by the Governors if one is available.

The Local Authority 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 of the Governing Body will inform the applicant in writing together with the Local Authority, with information on how to appeal. Where more than one application is received the over subscription criteria will be used to rank the applications.

Please note that you may not re-apply for a place at the 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 over-subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the Admission Appeals Code 2012 established under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002.

Parents should fill in an appeals form and return it to The Chair of Governors by the allocated date in the Spring Term of 2019.

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 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.

### **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**

Children are eligible for a place in Foundation 2 (Reception) 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 5<sup>th</sup> birthday. After a place has been allocated and accepted, parents can request that the school place be deferred until later in the school year, holding that place for the child. However, parents cannot defer entry beyond the beginning of the term after the child's 5<sup>th</sup> birthday, nor beyond the school year for which the original application was accepted.

Parents may also request that their child attends on a part-time basis until the child reaches compulsory school age.

### **Summer Born Children**

Parents of summer born children (those born between 1st April and 31st August) 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. 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 headteacher and should be in the best interests of the child.

## Holy Cross Catholic Primary School\*

### ADMISSIONS POLICY

Holy Cross Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup>. The governing body has set its admission number at 30 pupils to be admitted to the reception class in the school year which begins in September 2019.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

#### **Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)**

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

#### **Oversubscription criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:*

1. Looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of Holy Cross and St Paul (see notes 3&11)
3. Other Catholic children. (see note 3)
4. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
5. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
6. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
7. Any other children.

*Within each of the categories listed above, the following provisions will be applied in the following order.*

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above. (see note 8).
- (ii) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 10).

#### **Tie break<sup>2</sup>**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated by measuring the shortest walking route from the seed point of the child's home address and the nearest open gate of the school officially available for use by pupils at the start and end of the school day, using the local authority's computerised measuring system. In the event of distances being



the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

#### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round<sup>3</sup>, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 4 or 6 to 8. The Supplementary Information Form should be returned by 15th January to:

**Chair of Governors, Holy Cross Catholic Primary School, Gautby Road, Birkenhead, CH41 7DU.**

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

***If you do not provide the information required in the SIF and return it by the closing date, together will all the supporting information, your child will not be placed in criteria 1 to 4 or 6 to 8, and this is likely to affect your child's chance of being offered a place.***

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is January 15<sup>th</sup> 2019.**

#### **Late applications<sup>4</sup>**

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

#### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

#### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted 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, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to

**Chair of Governors, Holy Cross Catholic Primary School, Gautby Road, Birkenhead, CH41 7DU**

at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

#### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

#### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to Wirral Council. Transfer forms are available on the Wirral Council website at [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions) or by calling 0151 606 2020 during office hours.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

### **Nursery**

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

**The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and

- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

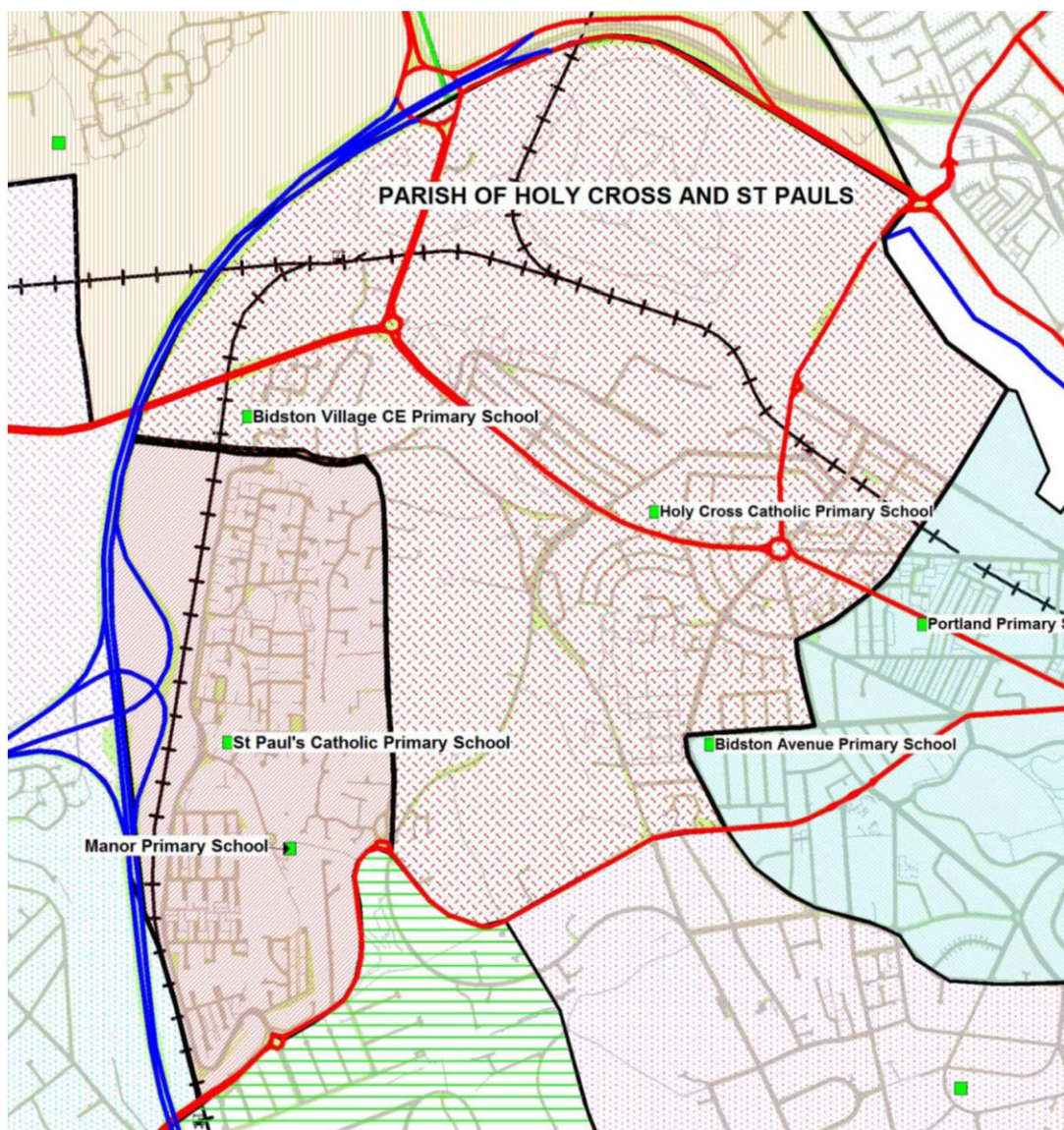
8. 'brother or sister' includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2019-20.



## Our Lady and St Edward's Catholic Primary School

**Our Lady and St Edwards** Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup>. The governing body has set its admission number at 60 pupils to be admitted to the reception class in the school year which begins in September 2019.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

### **Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)**

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **Oversubscription criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:*

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children resident in the parishes of Our Lady of the Immaculate Conception and the portion of the Joint Parish of St Laurence and St Werburgh north of Conway Street (see notes 2) and (notes 3 and 11).
3. Other Catholic children. (see note 3)
4. Other looked after children and previously looked after children.
5. Other children.

*Within each of the categories listed above, the following provisions will be applied in the following order.*

The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above. (see note 8).

### **Tie break**

Priority in any category will be given to children on the basis of distance from home to school. Distances will be measured by the shortest walking route from the seed point of the child's home address and the nearest open gate of the school officially available for use by pupils at the start and end of the school day, using the Local Authority's computerised measuring system. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.



### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round<sup>2</sup>, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 4. The application form produced by Wirral LA must be submitted by the deadline as stated by Wirral LA (15<sup>th</sup> January 2019).

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

***If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together will all the supporting information, your child will not be placed in criteria 1 to 4, and this is likely to affect your child's chance of being offered a place.***

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is January 15<sup>th</sup> 2019.**

### **Late applications<sup>4</sup>**

Late applications will be administered in accordance with Wirral Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted 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, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the Chair of Governors at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to Wirral Council. Transfer forms are available on the Wirral Council website at [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions) or by calling 0151 606 2020 during office hours.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

### **Foundation 1**

For children attending the school's nursery, application to the Foundation 2 class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

**The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

### **Notes (these notes form part of the oversubscription criteria)**

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

4. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

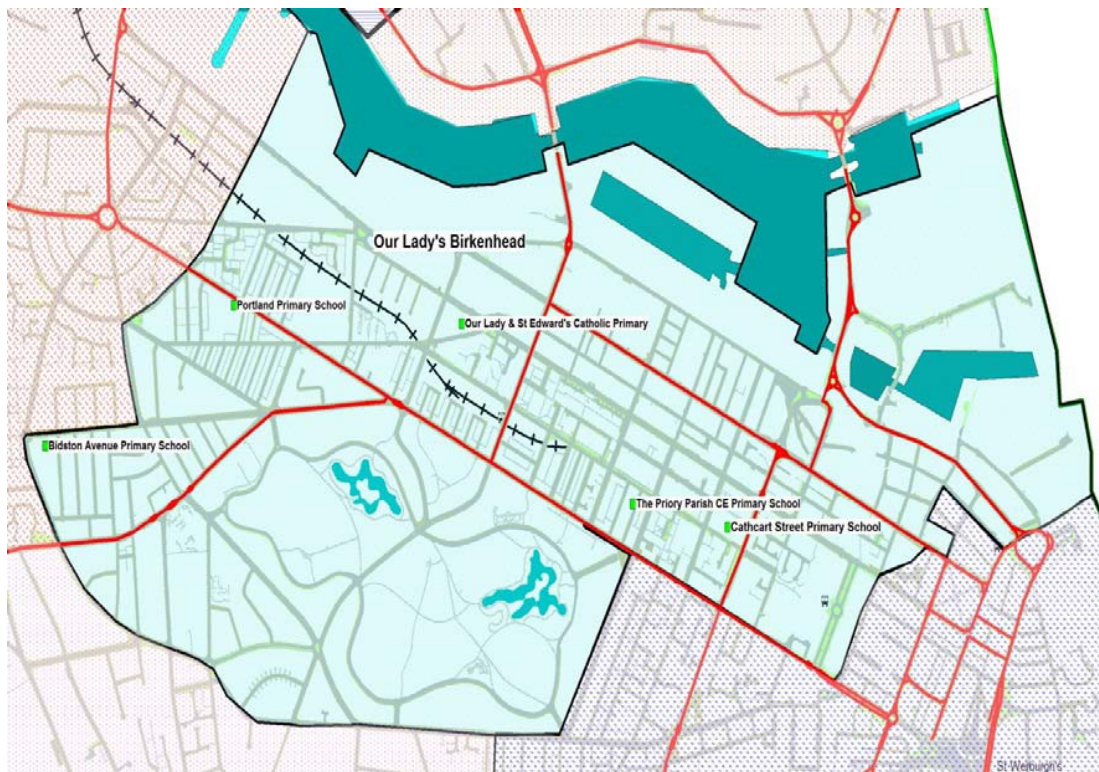
8. 'brother or sister' includes:

(i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

(ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2019-20.



## Oxton St Saviour's CofE Primary School

Parents should be aware before applying that in this school RE, collective worship and our whole ethos are based on the teachings of the Church of England.

Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure and also on the School's supplementary form if you are applying under criteria 2, 3, 4, 7 or 8 between September 2018 and 15 January 2019.

Applications may also be made on-line by using both the common application form and the Supplementary Form. It is not normally possible to change the order of your preferences for schools after the closing date. Whether application is made on paper or electronically, **both the common application form and the supplementary form must be completed by those applying under criteria 2, 3, 4, 7 or 8.**

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

The number of places available for admission to the Reception class will be a maximum of 35. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. 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. By law, no infant class may contain more than thirty children. However the governors may admit above the admission number in certain circumstances. Please contact the school for clarification.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to its policy. In the event that there are more applicants than places, the governing body will allocate places using the following criteria, which are listed in order of priority:

1. Looked after children and previously looked after children. (See note a)
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school. (See note b)
3. Children whose parents are faithful and regular worshippers in the Parish Church of Oxton St Saviour, Birkenhead with St Andrew Noctorum and who have a sibling in school who will still be attending the following year. (See note c)
4. Children whose parents are faithful and regular worshippers in the Parish Church of Oxton St Saviour, Birkenhead with St Andrew Noctorum. (See note c)
5. Children who have a sibling in school who will still be attending school the following year.
6. Children resident in the parish of Oxton St. Saviour, Birkenhead with St. Andrew Noctorum. A map showing the parish is available from the school and on the school website: [www.oxtonstsaviours.wirral.sch.uk](http://www.oxtonstsaviours.wirral.sch.uk)
7. Children whose families are faithful and regular worshippers in a neighbouring Anglican Church for whom this is the closest Church of England school based on the distance from the school measured by the shortest walking route from the front door of the child's home address or the main entrance of the block of flats they reside in, to the nearest entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. In the event of a tie break a lottery will be undertaken. (See note d)
8. Children whose families are faithful and regular worshippers of another Christian denomination, as recognised by Churches Together in Britain and Ireland and for whom this is the closest Church of England school based on the distance from the school measured by the shortest walking route from the front door of the child's home address or the main entrance of the block of flats they reside in to the nearest entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. In the event of a tie break a lottery will be undertaken. (See note d)
9. Other children.

### NOTES

- a. A looked after child is a child who is a) in the care of the Local Authority, or b) being provided with accommodation by a Local Authority in the exercise of their social services functions (under section 22(1) of the Children Act 1989) A previously looked after child is one who immediately moved on from that status after becoming subject to an adoption, child arrangements or special guardianship order.



- b. 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 is question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
- c. By "faithful and regular" we mean attendance at a minimum of two services per month for at least the 2 years prior to the closing date for applications. Please post your supplementary form to: **The Parish Office, St Saviour's Parish Centre, Bidston Road, Prenton, Wirral, CH43 2JZ**, a receipt will be sent to you. The form will be completed by the incumbent or their authorised signatory and returned to school.
- d. Please ensure your supplementary form has been completed by your minister and posted to: **The Parish Office, St Saviour's Parish Centre, Bidston Road, Prenton, Wirral, CH43 2JZ**.
- e. A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend.
- f. A map showing the boundaries is available from the school and also on the school website: [www.oxtonstsaviours.wirral.sch.uk](http://www.oxtonstsaviours.wirral.sch.uk)
- g. 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.
- h. 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 the distance from the school measured by the shortest walking route from the seed point of the child's home address to the nearest entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. In the event of a tie break a lottery will be undertaken in a public place with names drawn from a box.
- i. All children with birthdays between 1 September 2013 and 31 August 2014 are admitted in September. For children with a birthday after Christmas or after Easter parents may defer entry until later in the year and the headteacher should be consulted if this option is being considered.

#### **Children with Statements**

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a Statement of Special Education Needs or Education Health Care Plan that names their school.

#### **Multiple Births**

Where there are children from multiple births wanting admission and there is only a single place left within the admission number, the governors may admit above the admission number if it is possible to accommodate them.

#### **Admissions information**

Last year the school was oversubscribed. The Admissions Committee applied the criteria and ranked the children accordingly and as a consequence all 35 places were filled.

#### **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 there are more applications for FS2 than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list which is held and administered by the Local Authority. 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 operate until the end of the autumn term only.

**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 and the Local Authority. 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 bill 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**

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. Admission will then be as in the Local Authority's coordinated scheme.

**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 Director of Law, HR and Asset Management, Town Hall, Brighton Street, Wallasey, CH44 8ED of their intention to appeal, they will then be supplied with an appeal form which should be returned within 4 weeks of receiving the letter refusing a place.** You will normally receive 14 days' notice of the place and time of the hearing which parents can attend in order to present their case or alternatively they can rely on their written submission.

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 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.

**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.

**Summer Born Children**

Parents of summer born children (those born between 1st April and 31st August) 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. 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 headteacher 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 following the child's fifth birthday.

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.

## St Anne's Catholic Primary School\*

St Anne's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup>. The governing body has set its admission number at 30 pupils to be admitted to the reception class in the school year which begins in September 2019.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

### **Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)**

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **Oversubscription criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:*

1. Looked After and previously Looked After Children (see note 2)
2. Catholic children resident in the parish of Saint Anne's, Rock Ferry (see notes 3 and 7)
3. Other Catholic children (see note 3)
4. All remaining applicants.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above. (see note 4).
- (ii) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 6).

### **Tie break**

Priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured, using the Local Authority's computerised measuring system, from the nearest school gate to the home address using the shortest road route, unless it is possible to use a footpath which the LA consider to be a safe walking route. In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is January 15<sup>th</sup> 2019.**

### **Late applications**

Late applications will be administered in accordance with Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted 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, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to:

**Chair of the Admissions Committee, Governing Board, St Anne's Catholic Primary School, Highfield South, Rock Ferry, Birkenhead, CH42 4NE** at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to Wirral Council. Transfer forms are available on the Wirral Council website at [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions) or by calling 0151 606 2020 during office hours.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

## **Nursery**

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

**The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

### **Notes (these notes form part of the oversubscription criteria)**

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

4. 'brother or sister' includes:

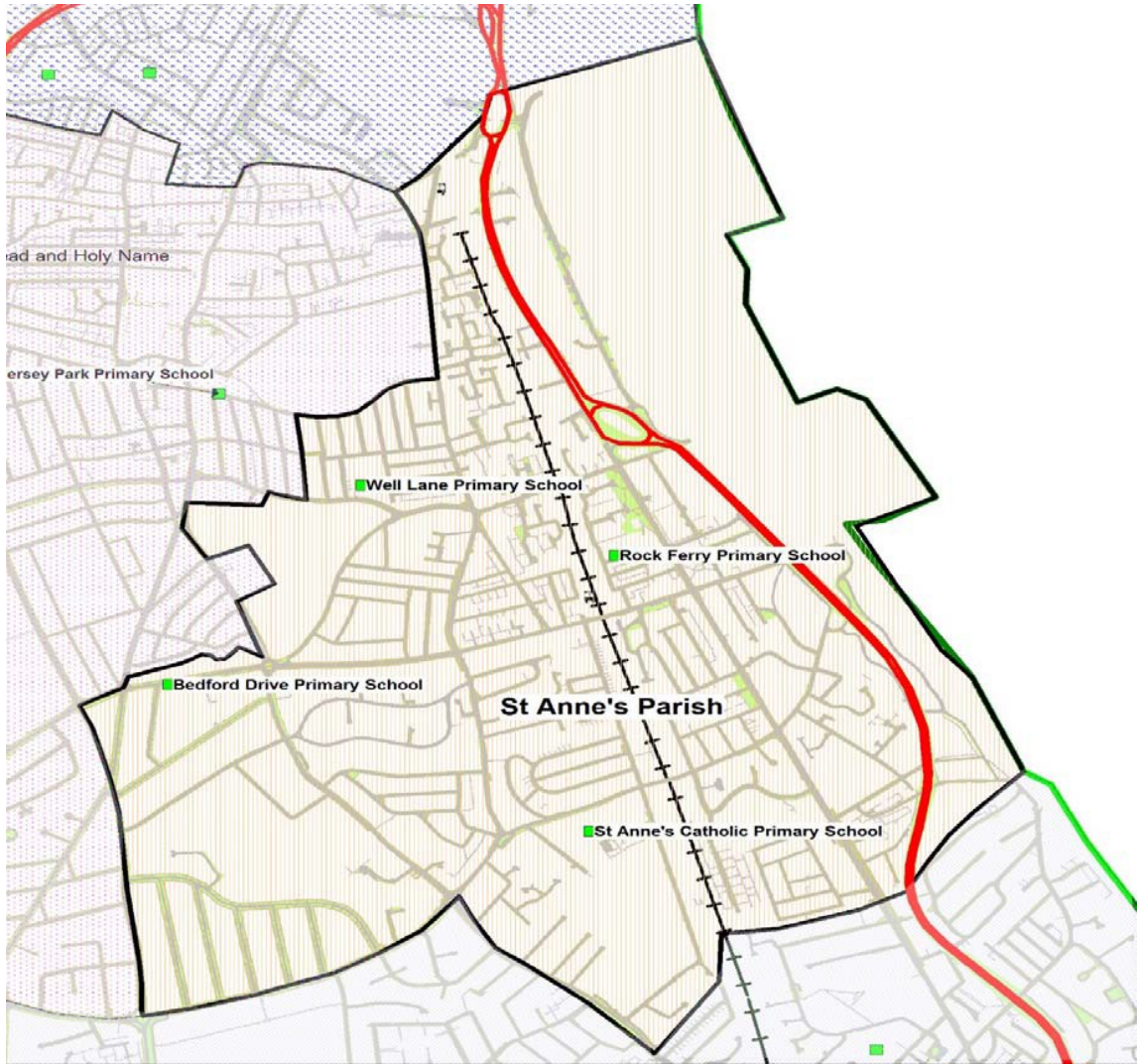
(i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

(ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

5. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

6. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

7. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2019-20.



## St Joseph's Catholic Primary School (Birkenhead)\*

St Joseph's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup>. The governing body has set its admission number at 60 pupils to be admitted to the reception class in the school year which begins in September 2019.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

### **Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)**

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **Oversubscription Criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.*

1. Looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parishes of St Joseph's Birkenhead and Holy Name of Jesus, Oxtun (see notes 3&11)
3. Other Catholic children. (see note 3)
4. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
5. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
6. Children of other faiths whose membership is evidenced by a religious leader. (see note 7).
7. Any other children.

*Within each of the categories listed above, the following provisions will be applied in the following order.*

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above. (see note 8).
- (ii) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 10).

### **Tie break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated by measuring the shortest walking route from the seed point of the child's home address and the nearest open gate of the school officially available for use by pupils at the start and end of the school day, using the local authority's computerised measuring system. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.



### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round<sup>2</sup>, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 2 to 4 or 5 to 6. The Supplementary Information Form should be returned by 15th January to:

**Chair of Governors, St Joseph's Catholic Primary School, Woodchurch Road, Birkenhead, Wirral, CH43 5UT.**

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

***If you do not provide the information required in the SIF and return it by the closing date, together will all the supporting information, your child will not be placed in criteria 2 to 4 or 5 to 6, and this is likely to affect your child's chance of being offered a place.***

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is January 15<sup>th</sup> 2019.**

### **Late applications<sup>4</sup>**

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted 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, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to

**Chair of Governors, St Joseph's Catholic Primary School, Woodchurch Rd, Birkenhead, Wirral, CH43 5UT.**

at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to Wirral Council. Transfer forms are available on the Wirral Council website at [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions) or by calling 0151 606 2020 during office hours.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).



You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

### **Nursery**

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

**The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

### **Notes (these notes form part of the oversubscription criteria)**

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÜN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

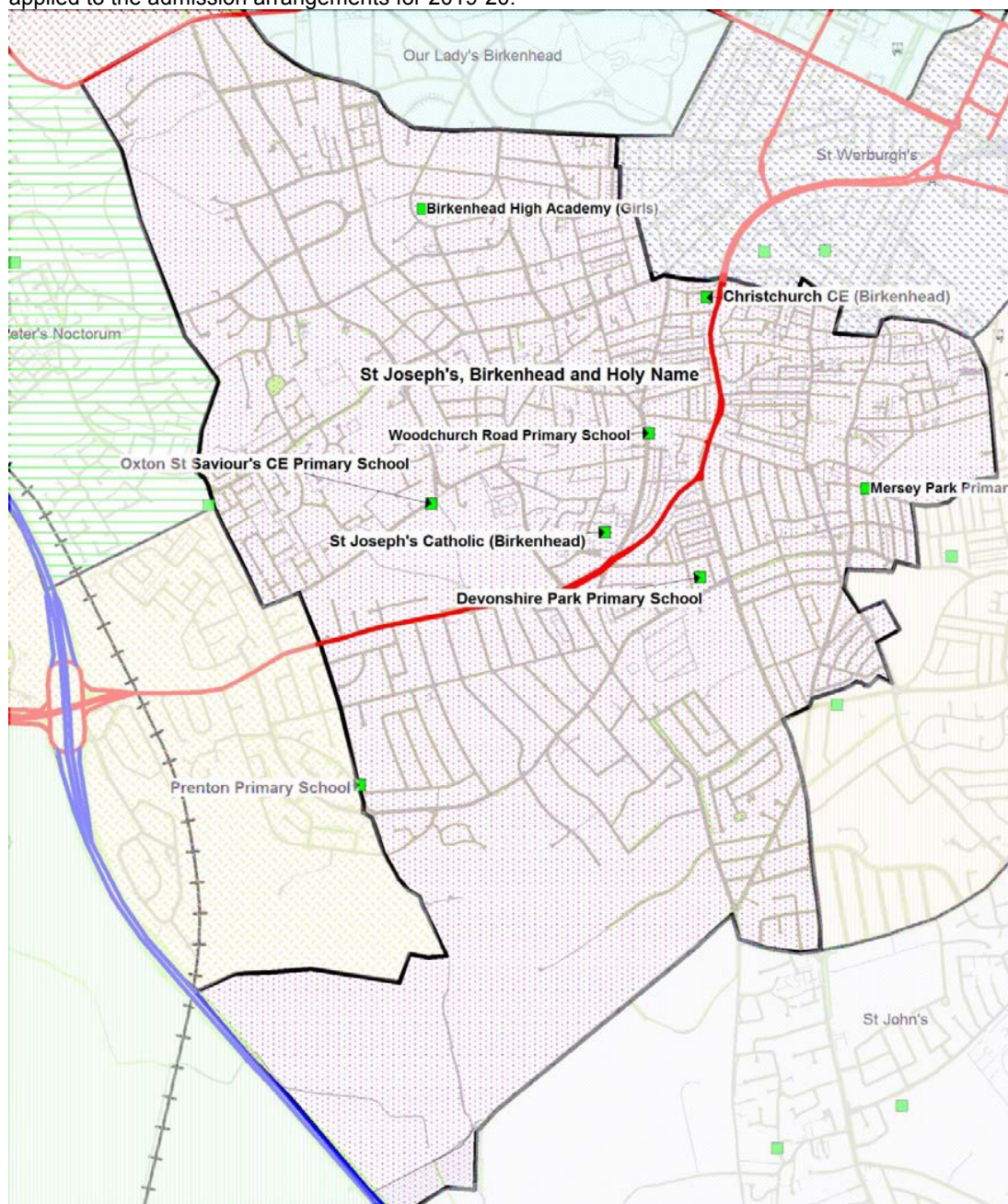
8. 'brother or sister' includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2019-20.



## St Paul's Catholic Primary School\*

St Paul's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup>. The governing body has set its admission number at 23 pupils to be admitted to the reception class in the school year which begins in September 2019.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

### **Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)**

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **Oversubscription Criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.*

1. Looked After Children and previously Looked After Children (see notes 2&3)
2. Catholic children who are resident in the parish of St Paul's (see notes 3&11)
3. Other Catholic children (see note 3)
4. Catechumens and members of an Eastern Christian Church (see notes 4&5)
5. Children of other Christian denominations whose membership is evidenced by a minister of religion (see note 6)
6. Children of other faiths whose membership is evidenced by a religious leader (see note 7)
7. Any other children.

*Within each of the categories listed above, the following provisions will be applied in the following order.*

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above. (see note 8).
- (ii) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 10).

### **Tie break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated by measuring the shortest walking route from the seed point of the child's home address and the nearest open gate of the school officially available for use by pupils at the start and end of the school day, using the local authority's computerised measuring system. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round<sup>2</sup>, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 2 to 4 or 5 to 6. The Supplementary Information Form should be returned by 15th January to:

**Chair of Governors, St Pauls' Catholic Primary School, Farmfield Drive, Beechwood, Prenton, CH43 7TE.**

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

***If you do not provide the information required in the SIF and return it by the closing date, together with all the supporting information, your child will not be placed in criteria 2 to 4 or 5 to 6, and this is likely to affect your child's chance of being offered a place.***

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is January 15<sup>th</sup> 2019.**

#### **Late applications<sup>4</sup>**

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

#### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

#### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted 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, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to

**Chair of Governors, St Paul's Catholic Primary School, Farmfield Drive, Beechwood, Prenton**, at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

#### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

#### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to Wirral Council. Transfer forms are available on the Wirral Council website at [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions) or by calling 0151 606 2020 during office hours.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

### **Nursery**

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

**The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

### **Notes (these notes form part of the oversubscription criteria)**

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.



Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

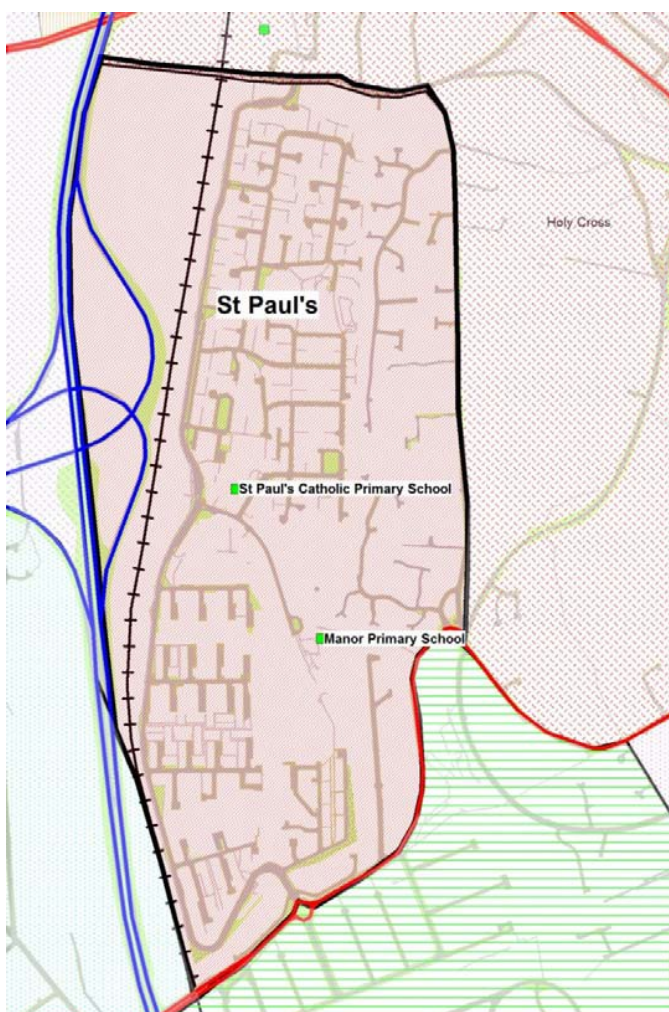
8. 'brother or sister' includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2019-20.



## St Peter's Catholic Primary School\*

St Peter's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup>. The governing body has set its admission number at 30 pupils to be admitted to the reception class in the school year which begins in September 2019.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

### **Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)**

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **Oversubscription Criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.*

1. Looked After Children and previously Looked After Children (see notes 2&3)
2. Catholic children who are resident in the parish of St Peter's (see notes 3&11)
3. Other baptised Catholic children (see note 3)
4. Catechumens and members of an Eastern Christian Church (see notes 4&5)
5. Children of other Christian denominations whose membership is evidenced by a minister of religion (see note 6)
6. Children of other faiths whose membership is evidenced by a religious leader (see note 7)
7. Any other children.

*Within each of the categories listed above, the following provisions will be applied in the following order.*

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above. (see note 8).
- (ii) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 10).

### **Tie break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated by measuring the shortest walking route from the seed point of the child's home address and the nearest open gate of the school officially available for use by pupils at the start and end of the school day, using the local authority's computerised measuring system. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round<sup>3</sup>, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 2 to 4 or 5 to 6. The Supplementary Information Form should be returned by 15th January to:

**Chair of Governors, St Peter's Catholic Primary School, St Peters Way, Noctorum, Wirral, CH43 9QR**

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

***If you do not provide the information required in the SIF and return it by the closing date, together will all the supporting information, your child will not be placed in criteria 2 to 4 or 5 to 6, and this is likely to affect your child's chance of being offered a place.***

<sup>3</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year.

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January.**

### **Late applications**

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted 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, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to

**Chair of Governors, St Peter's Catholic Primary School, St Peter's Way, Noctorum, Wirral, CH43 9QR**

at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to Wirral Council. Transfer forms are available on the Wirral Council website at [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions) or by calling 0151 606 2020 during office hours.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).



You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

**The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

### **Notes (these notes form part of the oversubscription criteria)**

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

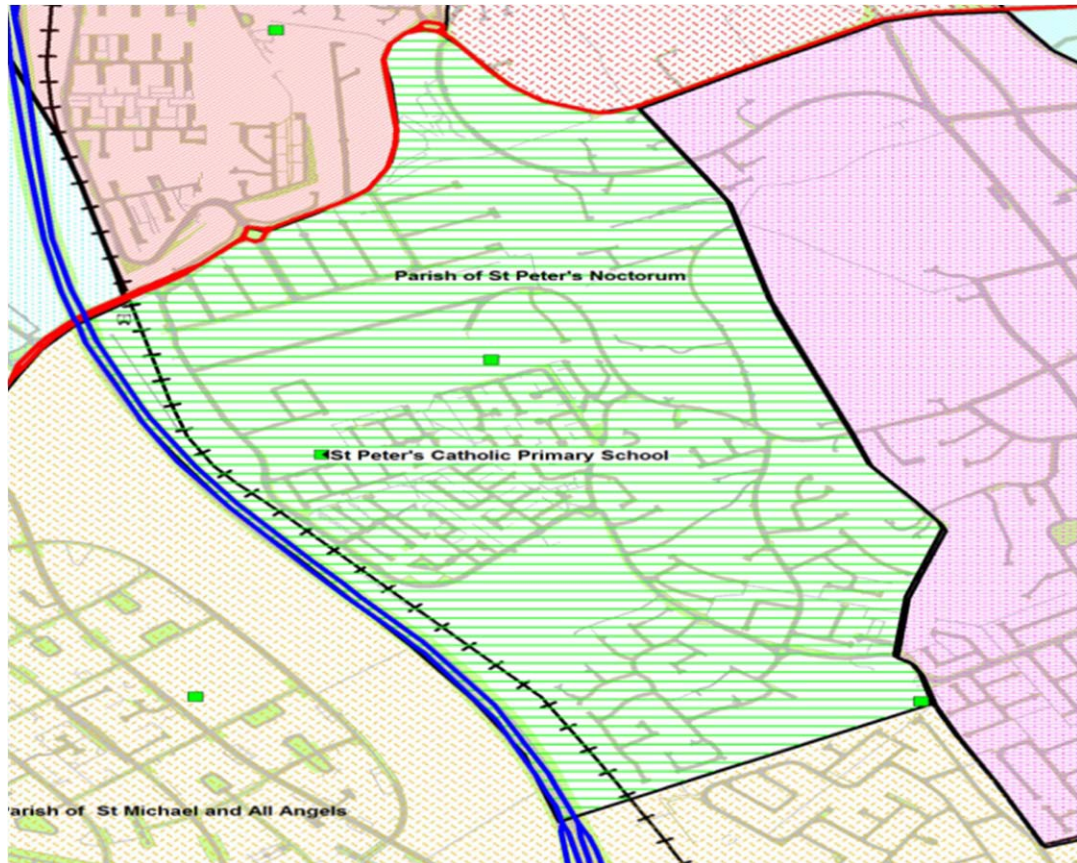
8. 'brother or sister' includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2019-20.



## St Werburgh's Catholic Primary School\*

St Werburgh's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup>. The governing body has set its admission number at 30 pupils to be admitted to the reception class in the school year which begins in September 2019.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

### **Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)**

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **Oversubscription Criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:*

1. Looked after and previously looked after children (see note B)
2. Baptised Catholic Children who have a sibling at the school at the time of admission.
3. Baptised Catholic children
4. Non-Catholic children who have a sibling at the school at the time of admissions.
5. Children currently attending Foundation One at St. Werburgh's Primary School.
6. Non Catholic children whose parents wish them to have a Catholic Education.

### **Tie break**

Priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured from the seed point of the child's home address to the school gate nearest the child's home using the shortest road route, unless it is possible to use a footpath which we consider to be a safe walking route, using the local authority's computerised measuring system. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round, you must complete a Primary Preference Form online at [www.wirral.gov.uk](http://www.wirral.gov.uk). You are also requested to complete the Supplementary Information Form attached to this policy if relevant.

You will be advised of the outcome of your application on 16th April or the next working day, by Wirral local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you

ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January.**

#### **Late applications**

Late applications will be administered in accordance with Wirral Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

#### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

#### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted 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, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the Chair of Governors, c/o the school office, at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

#### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

#### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to Wirral Council. Transfer forms are available on the Wirral Council website at [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions) or by calling 0151 606 2020 during office hours.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

#### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

#### **Nursery**

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to Wirral Local Authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

**The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

**Notes (these notes form part of the oversubscription criteria)**

A. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

B. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

C. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

D. 'brother or sister' includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

E. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

## The Priory Parish CofE Primary School

Parents should be aware before applying that in this school RE, collective worship and our whole ethos are based on the teachings of the Church of England.

Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure between 1 September 2018 and 15 January 2019. Applications may also be made on-line. It is not normally possible to change the order of your preferences for schools after the closing date.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority in April 2019. Parents of children not admitted will be informed of the reason and offered an alternative place by the Local Authority.

The number of places available for admission to the Foundation 2 class in the year 2019 will be a maximum of 30. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The governing body will not place any restrictions on admissions to the Foundation 2 class unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than thirty children (unless certain specified exceptions are met).

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to its policy. In the event that there are more applicants than places, the Governing Body will allocate places using the following criteria, which are listed in order of priority:

1. Looked after children and previously looked after 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 with special medical or social circumstances whose needs can only be met at this school. (see note a)
3. Children whose parents are faithful and regular worshippers in the Parish Church of Christ the King, Birkenhead or The Priory Chapel. (see note b)
4. Children who have a sibling in school who will be attending school the following academic year. (see note c)
5. Children whose parents are faithful and regular worshippers in a neighbouring Anglican Church for whom this is the closest Church of England School, measuring the distance from home to the school gate nearest to the child's home using the shortest road route unless it is possible to use a footpath which we consider to be a safe walking route. (see note b)
6. Children whose parents are faithful and regular worshippers of another Christian denomination, as recognised by Churches Together in Britain and Ireland and for whom this is the closest Church of England school, measuring the distance from home to the school gate nearest to the child's home using the shortest road route unless it is possible to use a footpath which we consider to be a safe walking route. (see note b)
7. Children whose parents are faithful and regular worshippers in other religious faiths. (see note b)
8. Children who live nearest to the school, measuring the distance from home to the school gate nearest to the child's home using the shortest road route unless it is possible to use a footpath which we consider to be a safe walking route.

If there are not enough places to admit all applicants meeting any one criterion, the governors will apply the subsequent criteria, in order of priority, to all these applicants.

### NOTES

- a. Professional supporting evidence from eg. 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 is the most suitable school and the difficulties which would be caused if the child had to attend another school.
- b. By "faithful and regular" we mean attendance at a minimum of one service per month for at least six months prior to the closing date for applications. A letter from your incumbent or minister or other officer will be required as proof of attendance.

- c. A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to a "parent's attendance at church", it is sufficient for just one parent to attend.
- d. Siblings include step, half, foster, adopted brothers and sisters living at the same address and full brother and sister living apart.
- e. All children with birthdays between 1 September 2014 and 31 August 2015 are admitted in September. For children with a birthday after Christmas or after Easter parents may defer entry until later in the year and the headteacher should be consulted if this option is being considered.
- f. A place at our pre - school **does not** give a child an automatic place into F2. Please ensure you follow the steps outlined above.

### **Children with statements**

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a Statement of Special Educational Needs or Education Health and Care Plan that names their school.

### **Admissions Information**

In September 2018 the school admitted 27 children.

### **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.

### **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, eg. 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, eg. 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.

### **In-year admissions**

The Local Authority coordinates in year admissions and parents should refer to its coordinated scheme for details.

### **Appeals**

Where 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 within 28 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 Foundation 2 or Key Stage 1 because of government limits on class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one that in the circumstances no reasonable governing body would have made, or that your child would have been offered a place if the governors' admission 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. A waiting list of children who have not been offered a place will be kept and will be ranked according to the admission criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the autumn term.

A waiting list of children who have not been offered a place will be kept and will be ranked according to the admission criteria. Parents will be informed of their child's position on the

waiting list which will not be operated for longer than the end of the autumn term.

BIRKENHEAD

#### **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 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 a 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.

#### **Twins**

Where there are children of multiple births wishing to be admitted and the sibling is the 30th child, the governors may admit over the infant class requirement if it is possible to do so.

#### **Admissions to the Language Base**

Children from schools within Wirral may be admitted to the unit subject to the availability of places (10 in total). Such admissions can occur at any time during the school year. Where an inquiry regarding a place is received from either a parent or the child's current school, the child and his/her parent will be invited to view the unit.

The responsibility for admissions to the Language Unit rests with the Local Authority.



# SCHOOLS IN WALLASEY

\*Schools with nursery class

## Christ Church CofE Aided Primary School (Moreton)

Parents should be aware before applying that in this school RE, collective worship and our whole ethos are based on the teachings of the Church of England.

Applications are to 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. If you do not have access to the internet a paper common application form can be collected from any Primary School as it is a universal common application form. The closing date for common application forms are to be in by the 15 January 2019.

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

The number of places available for admission to the Foundation Stage 2 class in the year 2019-20 will be a maximum of 56. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The governing body will not place any restrictions on admissions to the foundation stage 2 class unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than thirty children.

### Children with statements

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a Statement of Special Educational Needs or Education Health and Care Plan that name that school.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to its policy. In the event that there are more applicants than places, the governing body will allocate places using the following criteria, which are listed in order of priority:

1. Looked after children and previously looked after children.
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school.
3. Children whose parents/guardians are faithful and regular worshippers in the Parish Church of Christ Church, Moreton.
4. Children whose parents/guardians are faithful and regular worshippers in a neighbouring Anglican Church for whom this is the closest Church of England school.
5. Children whose parents/guardians are faithful and regular worshippers of another Christian denomination, as recognised by Churches Together in Britain and Ireland and for whom this is the closest Church of England school.
6. Children who have a sibling in school who will still be attending school the following year.
7. Children resident in the parish of Christ Church, Moreton. A map showing the parish is available from the School Office.
8. Other children.

### 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 is question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
- b. By "faithful and regular" we mean attendance at a minimum of two services per month for at least six months prior to the closing date for applications. A letter from your incumbent or minister or other church officer will be required as proof of attendance.
- c. A map showing the boundaries is available from the Parish Centre.
- d. Siblings include step, half, foster, adopted brothers and sisters living at the same address and full brother and sister living apart.
- e. A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to "parent's attendance at church" it is sufficient for just one parent to attend.

- 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 the distance from the school, measured by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.
- g. All children with birthdays between 1 September 2013 and 31 August 2014 are admitted in September 2019. For children with a birthday after Christmas or after Easter parents may defer entry until later in the year and the Headteacher should be consulted if this option is being considered.
- h. A Looked After child 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 (under section 22(1) of the Children Act 1989). A previously looked after child is one who immediately moved on from that status after becoming subject to an adoption, child arrangements or special guardianship order.

#### **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 operate until the end of December 2019.

#### **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. identity cards 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**

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school should arrange to visit the school. Following this they will be asked to complete a Local Authority admissions form which will then be dealt with in line with the Local Authority co-ordinated scheme with the Governors applying the criteria to any application the Local Authority ask them to consider.

#### **Appeals**

Where the governors are unable to offer a place because the school is over subscribed, 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 28 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. For further information see timetable below.

If your child was refused a place in Foundation Stage 2 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.

**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.

**Summer Born Children**

Parents of a summer born child (1<sup>st</sup> April - 31<sup>st</sup> August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group - i.e. into F2 rather than Year 1.

**Twins**

Where there are twins 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 within the requirements of infant class sizes. If only one place can be offered then parents will be advised that the place will be offered to the older twin and informed of their legal right of appeal for their other twin.

**Holy Spirit Catholic and Church of England Primary School\***

The admission policy is available from the school.

## Sacred Heart Catholic Primary School\*

Sacred Heart Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup>. The governing body has set its admission number at 60 pupils to be admitted to the reception class in the school year which begins in September 2019.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

### **Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)**

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **Oversubscription Criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:*

1. Looked After and previously Looked After Children (see note 2).
2. Catholic children who are resident in the parish of Sacred Heart (see notes 3 and 7)
3. Other Catholic children (see note 3)
4. All remaining applicants.

*Within each of the categories listed above, the following provisions will be applied in the following order.*

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above. (see note 4).
- (ii) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 6).

### **Tie break**

Priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured, using the Local Authority's computerised measuring system, from the nearest school gate to the home address using the shortest road route, unless it is possible to use a footpath which the LA consider to be a safe walking route. In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is January 15<sup>th</sup> 2019.**

### **Late applications**

Late applications will be administered in accordance with Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted 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, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to:

**Chair of the Admissions Committee, Governing Body, Sacred Heart Catholic Primary School, Danger Lane, Moreton, Wirral, CH46 8UG** at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to Wirral Council. Transfer forms are available on the Wirral Council website at [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions) or by calling 0151 606 2020 during office hours.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally

agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

## **Nursery**

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

**The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

### **Notes (these notes form part of the oversubscription criteria)**

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

4. 'brother or sister' includes:

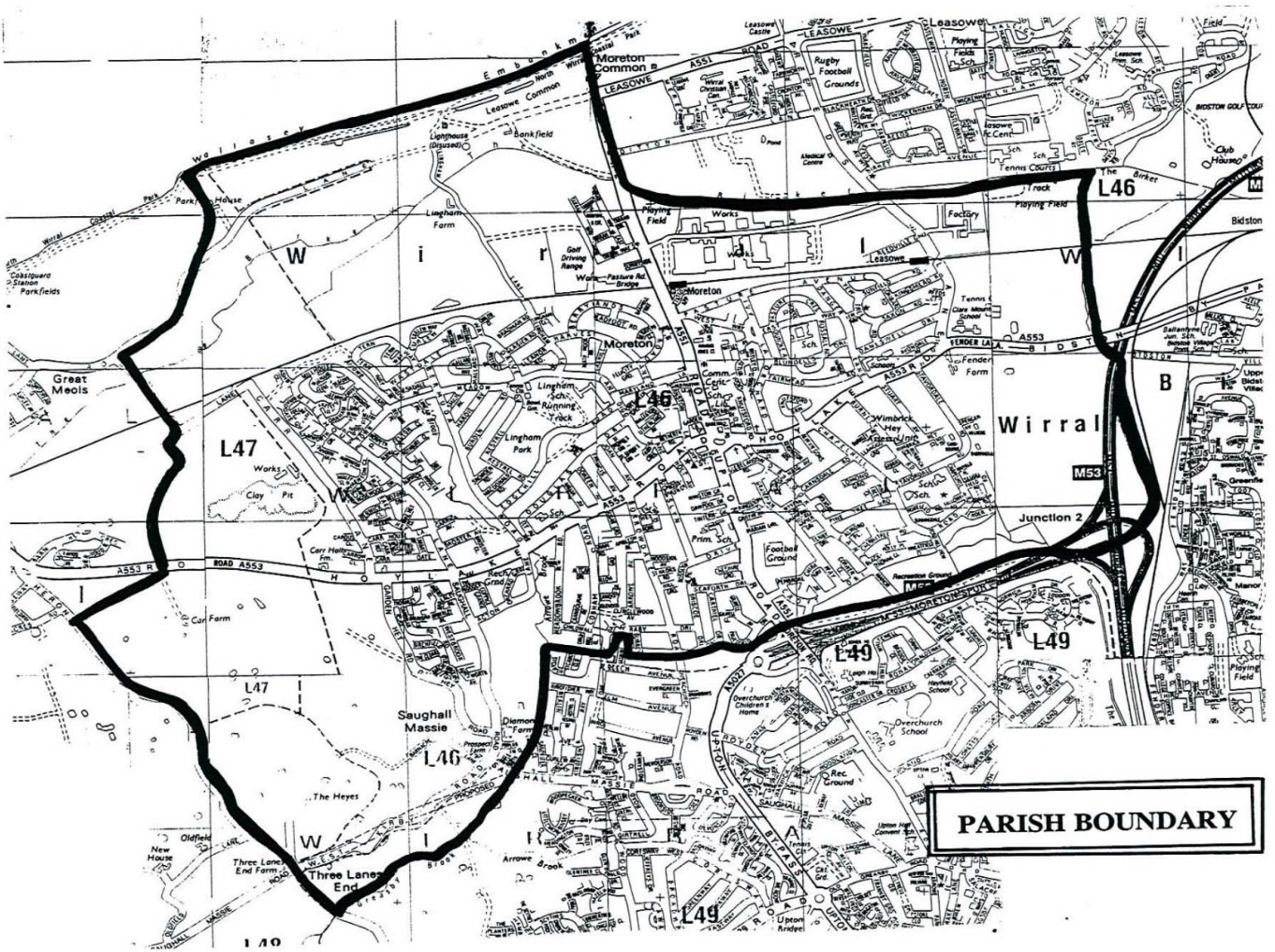
(i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

(ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

5. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

6. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

7. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2019-20.



**PARISH BOUNDARY**



## St Alban's Catholic Primary School

St Alban's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup>. The governing body has set its admission number at 30 pupils to be admitted to the reception class in the school year which begins in September 2019.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

### **Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)**

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **Oversubscription criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:*

1. Looked after and previously looked after children. (see note 2)
2. Catholic children who are resident in the parish of St Alban's or Holy Apostles and Martyrs (see notes 3&11)
3. Other Catholic children. (see note 3)
4. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
5. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
6. Any other children.

*Within each of the categories listed above, the following provisions will be applied in the following order.*

- (iii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above. (see note 7).
- (iv) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 9).

### **Tie break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated by measuring the shortest walking route from the seed point of the child's home address and the nearest open gate of the school officially available for use by pupils at the start and end of the school day, using the local authority's computerised measuring system. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round<sup>2</sup>, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 2 to 6. The Supplementary Information Form should be returned by 15th January to:

**Chair of Governors, St Alban's Catholic Primary School, Ashburton Road, Wallasey, Wirral, CH44 5XB.**

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

***If you do not provide the information required in the SIF and return it by the closing date, together will all the supporting information, your child will not be placed in criteria 2 to 6 and this is likely to affect your child's chance of being offered a place.***

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January 2019.**

<sup>2</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year.

#### **Late applications<sup>4</sup>**

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

#### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. **Inclusion in the school's waiting list does not mean that a place will eventually become available.**

#### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to Wirral Council. Transfer forms are available on the Wirral Council website at [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions) or by calling 0151 606 2020 during office hours.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

#### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

#### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted 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, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to

**Chair of Governors, St Alban's Catholic Primary School, Ashburton Road, Wallasey, Wirral, CH44 5XB**

at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for

the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

**The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

### **Notes (these notes form part of the over-subscription criteria)**

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. 'brother or sister' includes:

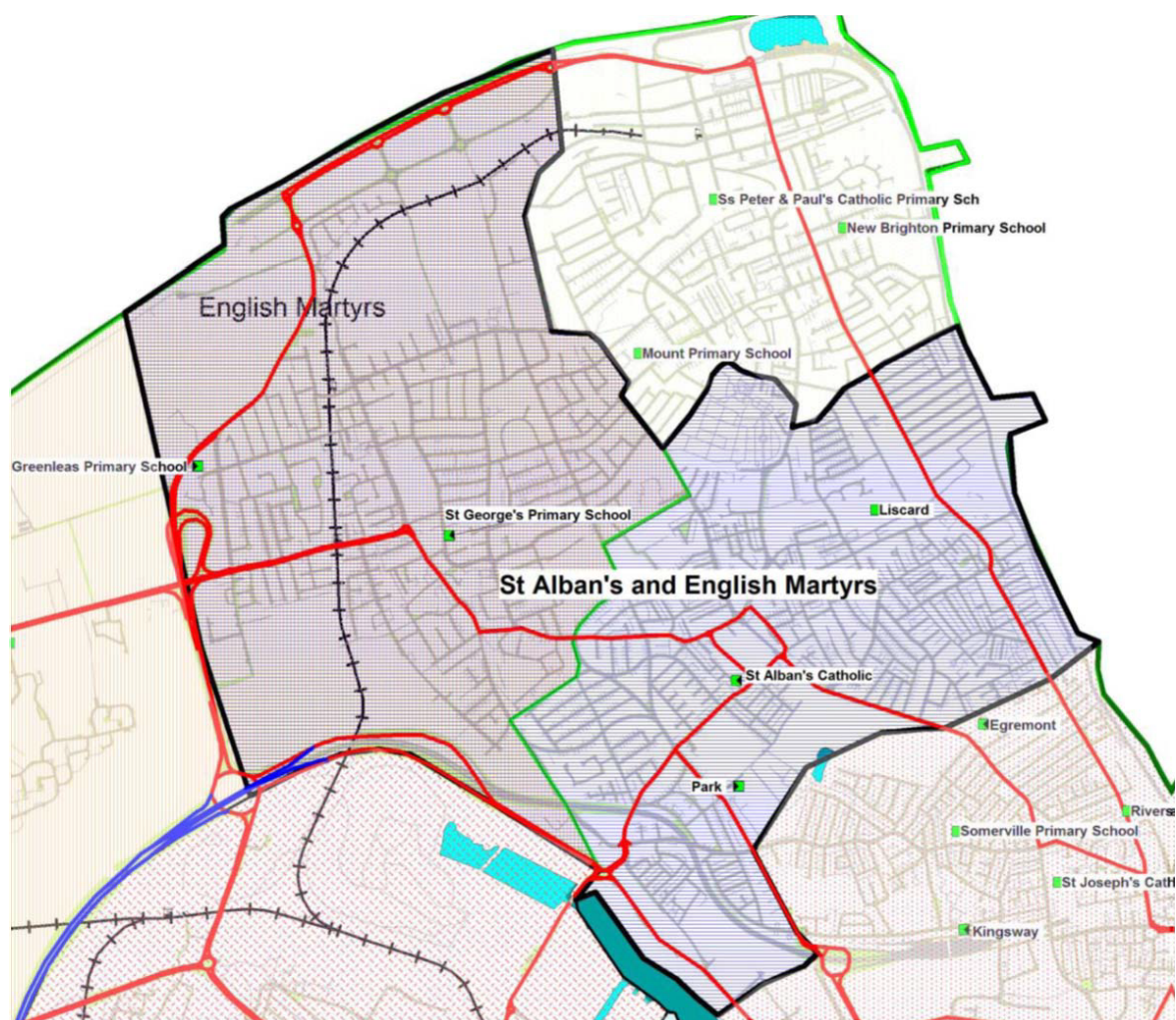
(i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

(ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

8. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

9. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

10. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2019-20.



### Supplementary Information Form

Please provide the following supplementary information if you wish to apply under oversubscription criteria:

#### Criteria 2 and 3 - Catholic Children

Date and Place of Baptism

Please also provide a baptismal certificate or certificate of reception into the Catholic Church

#### Criteria 4 – Catechumens or members of an Eastern Christian Church Date and Place of Baptism

Please also provide a baptismal certificate or certificate of reception into Christian Church

#### Criteria 5 – Children of other Christian denominations

Details of Faith

Please provide supporting evidence from religious minister or leader

## St Joseph's Catholic Primary School\*

St Joseph's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup>. The governing body has set its admission number at 45 pupils to be admitted to the reception class in the school year which begins in September 2019.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

### **Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)**

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **Oversubscription Criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:*

5. Looked After and previously Looked After Children (see notes 2&3).
6. Catholic children who are resident in the parish of St Joseph's, Wallasey (see notes 3 and 11)
7. Other Catholic children (see note 3)
8. Children of other Christian denominations whose membership is evidenced by a minister of religion (see note 4)
9. Children of other faiths whose membership is evidenced by a religious leader (see note 5)
10. Any other children.

*Within each of the categories listed above, the following provisions will be applied in the following order.*

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above. (see note 4).
- (ii) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 6).

### **Tie break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of the shortest walking route from the seed point of the child's home address and the nearest open gate of the school officially available for use by pupils at the start and end of the school day, using the Local Authority's computerised measuring system. In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 4 or 6 to 8. The supplementary information form should be returned to the Headteacher, St Joseph's Catholic Primary by 15<sup>th</sup> January 2019.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

***If you do not provide the information required in the SIF and return it by the closing date, together with all the supporting information, your child will not be placed in criteria 1 to 4 or 6 to 8 and this is likely to affect your child's chance of being offered a place.***

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is January 15<sup>th</sup> 2019.**

### **Late applications**

Late applications will be administered in accordance with Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted 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, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the Headteacher, St Josephs Catholic Primary, at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to Wirral Council. Transfer forms are available on the Wirral Council website at [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions) or by calling 0151 606 2020 during office hours.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.



### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

### **Nursery**

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

**The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

### **Notes (these notes form part of the oversubscription criteria)**

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

4. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

5. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 4 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

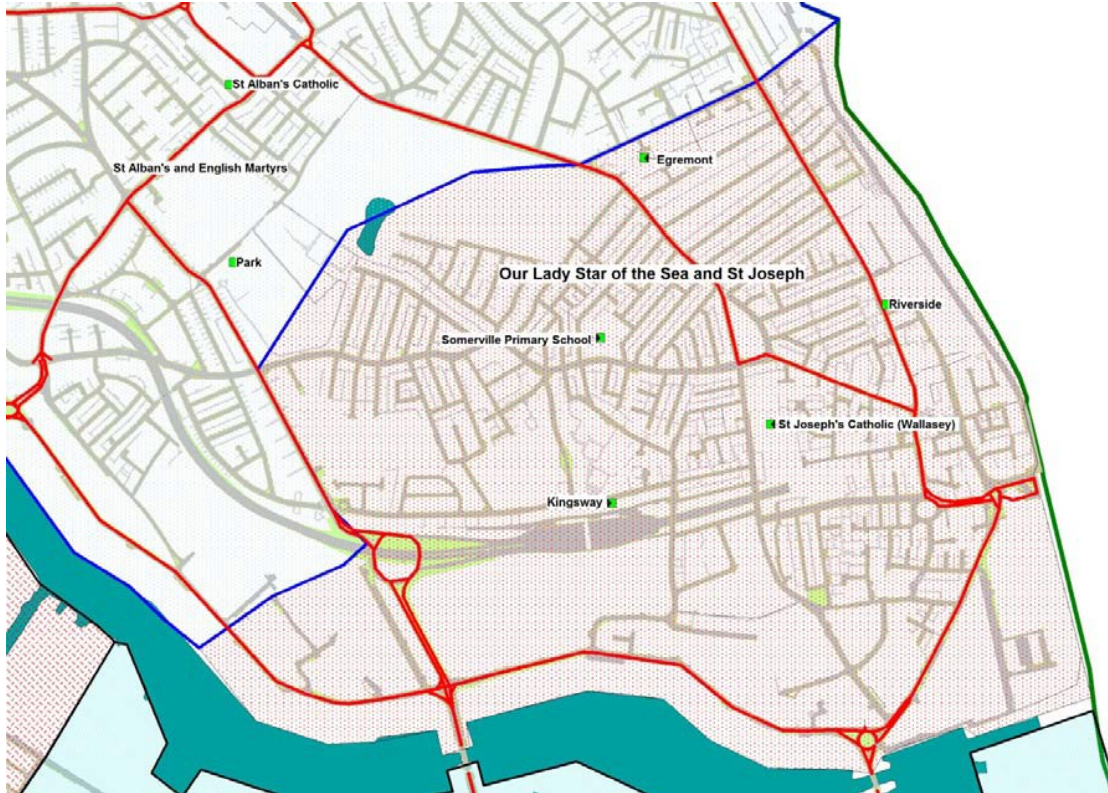
6. 'brother or sister' includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

7. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

8. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

9. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2019-20.





## St Peter and Paul Catholic Primary School

St Peter and Paul Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup>. The governing body has set its admission number at 45 pupils to be admitted to the reception class in the school year which begins in September 2019.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

### **Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)**

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **Oversubscription criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:*

1. Catholic Looked after and previously looked after children. (see notes 2&3)
2. Other Looked after and previously looked after children (see note 2)
3. Catholic children who are resident in the parish of Holy Apostles and Martyrs (see notes 3&11)
4. Other Catholic children. (see note 3)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
8. Any other children.

*Within each of the categories listed above, the following provisions will be applied in the following order.*

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above. (see note 8).
- (ii) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 10).

### **Tie break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated by measuring the shortest walking route from the seed point of the child's home address and the nearest open gate of the school officially available for use by pupils at the start and end of the school day, using the local authority's computerised measuring system. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school.

All the names will be entered into a hat and the required number of names will be drawn out.

#### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 4 or 6 to 8. The Supplementary Information Form should be returned by 15th January to the school office.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

***If you do not provide the information required in the SIF and return it by the closing date, together will all the supporting information, your child will not be placed in criteria 1 to 4 or 6 to 8, and this is likely to affect your child's chance of being offered a place.***

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is January 15<sup>th</sup> 2019.**

#### **Late applications<sup>4</sup>**

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

#### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

#### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted 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, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the **Chair of governors at Ss. Peter and Paul Catholic Primary, Atherton Street**, at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

#### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

#### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to Wirral Council.

Transfer forms are available on the Wirral Council website at [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions) or by calling 0151 606 2020 during office hours.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

### **Nursery**

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

**The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

### **Notes (these notes form part of the oversubscription criteria)**

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. 'brother or sister' includes:

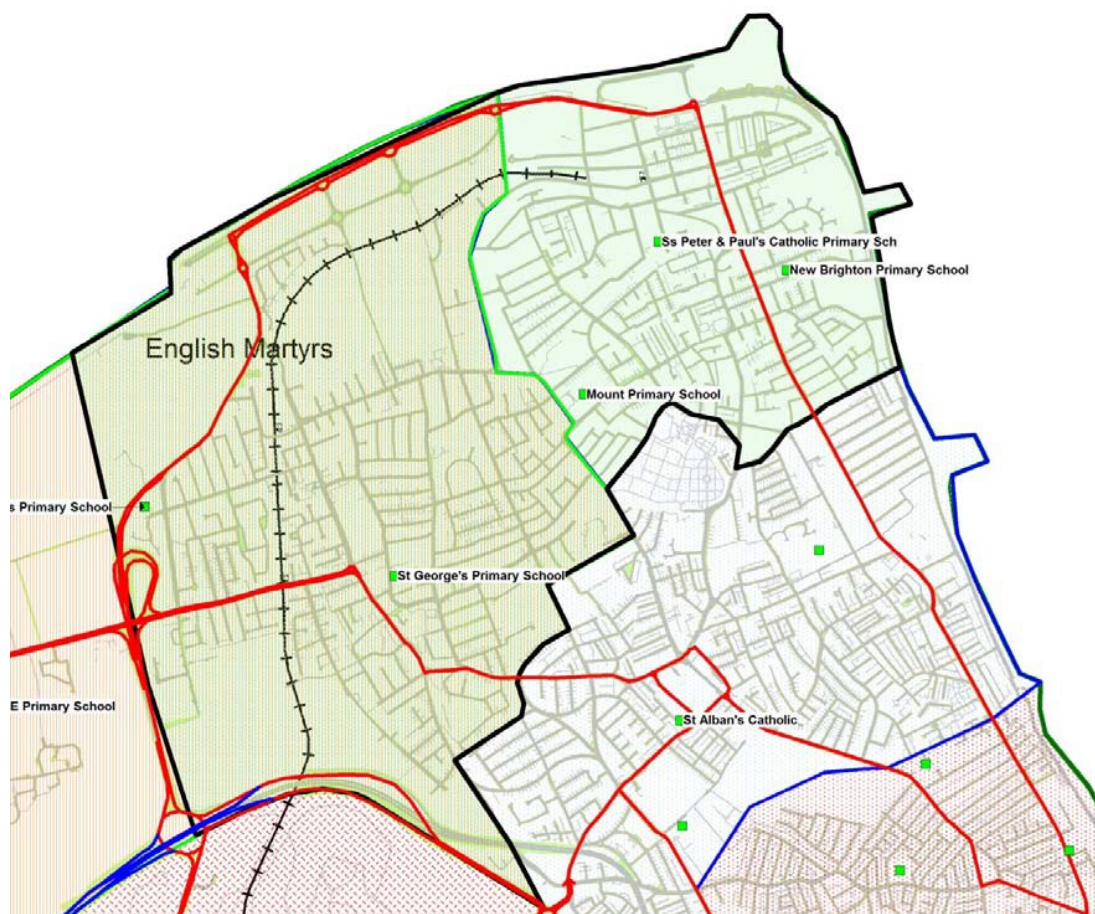
(i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

(ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2019-20.



# SCHOOLS IN SOUTH WIRRAL

\*Schools with nursery class

## Christ the King Catholic Primary School

At Christ the King Primary School we are extremely proud of all our children and their achievements. We strive to foster and develop positive attitudes towards all members of the school and its wider community, based on the examples given to us by Jesus Christ in the Gospels, and to maintain a curriculum which will ensure all children will achieve their true potential academically, spiritually and morally through quality teaching, meaningful learning, set in a loving and caring Catholic environment.

Christ the King School is a Catholic Primary School under the trusteeship of the Diocese of Shrewsbury. It is maintained by Wirral Local Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions.

The Catholic Faith and the Teachings of the Catholic Church have an essential role in school life and influence every aspect of the Curriculum. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the Faith of this school to apply for and be considered for a place here.

The co-ordination of admissions arrangements is undertaken by the Local Authority. For the school's year commencing September 2019, the Governing Body has set its admissions number at 60.

ADMISSIONS TO THE SCHOOL will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admissions than the school has places available.

1. Looked after children and previously Looked After Children.
2. Baptised Catholic children resident in the parish of Christ the King, Bromborough/ St. Luke's, Spital as defined by the LA Catchment Areas Street Index.
3. Baptised Catholic children from other parishes.
4. Non Catholic children whose parents wish them to have a Catholic education.

Within each of the categories listed above, the following provisions will be applied in the following order:

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1).

### NOTES

- a. All applicants will be considered at the same time and after the closing date for admissions which is 15 January 2019. You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the over-subscription criteria listed above and you have the right of appeal to an independent appeal panel.
- b. Late Applications will be administered in accordance with the Local Authority Primary Co-ordinated Admission Scheme. You are encouraged to ensure that your application is received on time. Applications received after the 15th January, will be treated as a late application and will not be considered until after the main allocation of taken places.
- c. If category (2) is oversubscribed, children who satisfy (2) and (3) will have priority over children who satisfy only (2). Subsequently if in this or any other category there are more applications than places available, priority will be given on the basis of distance from home to school with those living nearer to the school having priority. Distance will be measured using the Local Authority's computerised measuring system, from the nearest school gate to the home address using the shortest road route, unless it is possible to use a footpath which the LA consider to be a safe walking route. In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.
- d. Where a child lives with parents with shared responsibility, each for part of a week, the Child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.
- e. Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister,

step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

- f. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. Parents will be informed on request of their child's position on the waiting list which will not be operated for longer than the end of the Autumn Term.
- g. For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied. 'In Year' and late applications will be treated as per the admissions arrangements published by the Local Authority.
- h. If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- i. A request may be made for a child to be admitted 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 i.e. a child born between 1<sup>st</sup> April and 31<sup>st</sup> August, may request that the child be admitted out of their normal age group, to reception rather than Year 1.

Any such request should be made in writing to the school at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the Headteacher, including the Headteacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and educational professionals, as appropriate.

- j. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.
- k. For children attending Christ the King pre-school, application to Foundation Stage must be made in the normal way, to the local authority. Attendance at the Pre-school does not automatically guarantee that a place will be offered at school.

## St Andrews CofE Aided Primary School

Parents should be aware before applying that in this school RE, collective worship and our whole ethos are based on the teachings of the Church of England.

Applications for admission to the school should be made on the common application form or online between September 2018 and January 2019 and also on the school's supplementary form by those applying under criteria 3, 4, 5 & 6.

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. Whether application is made on paper or electronically, the supplementary form must be completed by those applying under criteria 3, 4, 5 & 6 and can be obtained from the school office or downloaded from the school website on the "Policies" page. The supplementary form should be handed in to St Andrew's CE school office.

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

The number of places available for admission to the Reception class in the year 2018 will be a maximum of 30. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. 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. By law, no infant class may contain more than thirty children.

The governing body operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to its policy. In the event that there are more applicants than places, the governing body will allocate places using the following criteria, which are listed in order of priority:

### Criteria

1. Looked after children and previously looked after children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). *See notes a) & b).*
2. Children who have a sibling in school who will still be attending school the following year. *See notes a) and c).*
3. Children whose parents are faithful and regular worshippers at St Andrew's and Townfield Churches, Bebington (including Messy Church). Newcomers to the parish must have a similar Anglican affiliation in their previous parish. *See notes a), d) and e).*
4. Children whose parents are faithful and regular worshippers in a neighbouring Anglican church for whom this is the closest Church of England school. *See notes a), d), and e).*
5. Children whose families are faithful and regular worshippers of another Christian denomination that are members of or are affiliated to Churches Together in Britain and Ireland and for whom this is the closest Church of England school. *See notes a), d) & e).*
6. Children with special medical or social circumstances affecting the child where these needs can only be met at this school. *See notes a) and f)*
7. Other children, where priority will be decided on the basis of the distance from the school measured by the shortest walking route from the seed point of the child's home address and the nearest open gate of the school officially available for use by pupils at the start and end of the school day,, using the Local Authority's computerized measuring system, with those living closer to the school receiving the higher priority



**NOTES**

- a. 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 the distance from the school measured by the shortest walking route from the seed point of the child's home address and the nearest open gate of the school officially available for use by pupils at the start and end of the school day, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.
- b. A looked after child is a child who is i) in the care of the Local Authority, or ii) being provided with accommodation by a Local Authority in the exercise of their social services functions (under section 22(1) of the Children Act 1989). A previously looked after child is one who immediately moved on from that status after becoming subject to an adoption, child arrangements or special guardianship order.
- c. 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.
- d. By "faithful and regular" we mean attendance of at least twice per month for at least 9 of the 12 months immediately prior to the closing date of application. Evidence for this must be provided on the school's supplementary form.
- e. A parent means a parent as defined by s576 of the Education Act 1996 (including, but not limited to, a natural parent, an adoptive parent or a legal guardian). Where admission arrangements refer to "parent's attendance at church" it is sufficient for just one parent to attend.
- f. 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 is question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
- g. All children with birthdays between 1 September and 31 August are admitted in September. For children with a birthday after Christmas or after Easter parents may defer entry until later in the year and the headteacher should be consulted if this option is being considered.
- h. Where distance from home needs to be calculated the Local Authority's computerised measuring system will be used, with those living closer to the school receiving the higher priority.

**Children with an Education, Health and Care Plan**

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 Pupil Admission Numbers (PAN) will reduce correspondingly.

**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 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 end of the autumn term.

**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**

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. The LA coordinates all admissions, including in-year admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book. 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 over subscribed, parents have the right to appeal to an independent admission appeal panel. Parents should fill in an appeals form and return it to the Local Authority by the Local Authority's nominated appeal deadline date (see the Local Authority website for details). 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 Foundation Stage 2 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.

**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 or taken up on a part time basis until that point; if it is between January and April, then admission may be deferred until the start of the summer term or taken up on a part time basis until that point, though it is likely to be in your child's interest to start no later than January.

**Summer Born Children**

Parents of summer born children (those born between 1st April and 31st August) 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. 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 Headteacher 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 following the child's fifth birthday.

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.



**St Andrew's Church of England (Aided) Primary School Supplementary Form**

Child's Surname	Child's Christian Names
Date of Birth	Boy <input type="checkbox"/> Girl <input type="checkbox"/>
<b>Name of Parent</b>	
Address	
Postcode	
Telephone	Mobile

<b>Name of Place of Worship</b>	
Address	
<b>Name of vicar / priest / minister / church officer</b>	
Address	
Post code	Telephone

**Worship attendance (TO BE COMPLETED BY THE MINISTER/CHURCH OFFICER)**

I confirm that the above named parent has:	
a) attended this church regularly since _____ (date)	
b) has attended at least twice per month for at least 9 of the 12 months immediately prior to the date of application : YES/NO	
Any other essential information:	
Signed as confirmation (by incumbent or other church officer):	
Name: _____	Position: _____
Signed by Parent _____	Date _____
<b>Completion of this form does not in itself confirm that the criteria have been met</b>	
<b>Please see the Admissions Policy for full details</b>	

## St John's Catholic Infant School

St John's Catholic Infant School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup>. The governing body has set its admission number at 60 pupils to be admitted to the reception class in the school year which begins in September 2019.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

### **Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)**

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **Oversubscription Criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:*

1. Looked After and previously Looked After Children (see note 2).
2. Baptised Catholic children who are resident in the parish(es) of St John's, Bebington and St Luke's, Spital (see note 3)
3. Baptised Catholic children resident in other parishes (see note 3)
4. Any other children.

*Within each of the categories listed above, the following provisions will be applied in the following order.*

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above. (see note 4).
- (ii) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 6).

### **Tie break**

If in any category there are more applications than places available, priority will be given on the basis of the shortest walking distance from home to school, those living nearer the school having priority. Distance will be measured using the Local Authority's computerised measuring system. In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live.

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January 2019.**

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel (see note 9).

#### **Late applications**

Late applications will be administered in accordance with Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time. Applications received after the 15<sup>th</sup> January 2019 will be treated as a late application and will not be considered until after the main allocation of places has taken place.

#### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

#### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted 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, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the school at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

#### **Waiting Lists**

In addition to their right of appeal (see note 9), unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

#### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Where there are places available but more applications than places then the published oversubscription criteria will be applied. In Year applications will be treated as per the co-ordinated arrangements published by the Local Authority.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

#### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

#### **St John's Pre School**

For children attending the school's Pre School, application to the Foundation 2 class of the school must be made in the normal way, to the home local authority. **Attendance at the school's Pre School does not automatically guarantee that a place will be offered at the school.**

**The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

**Notes (these notes form part of the oversubscription criteria)**

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

4. 'brother or sister' includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

5. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

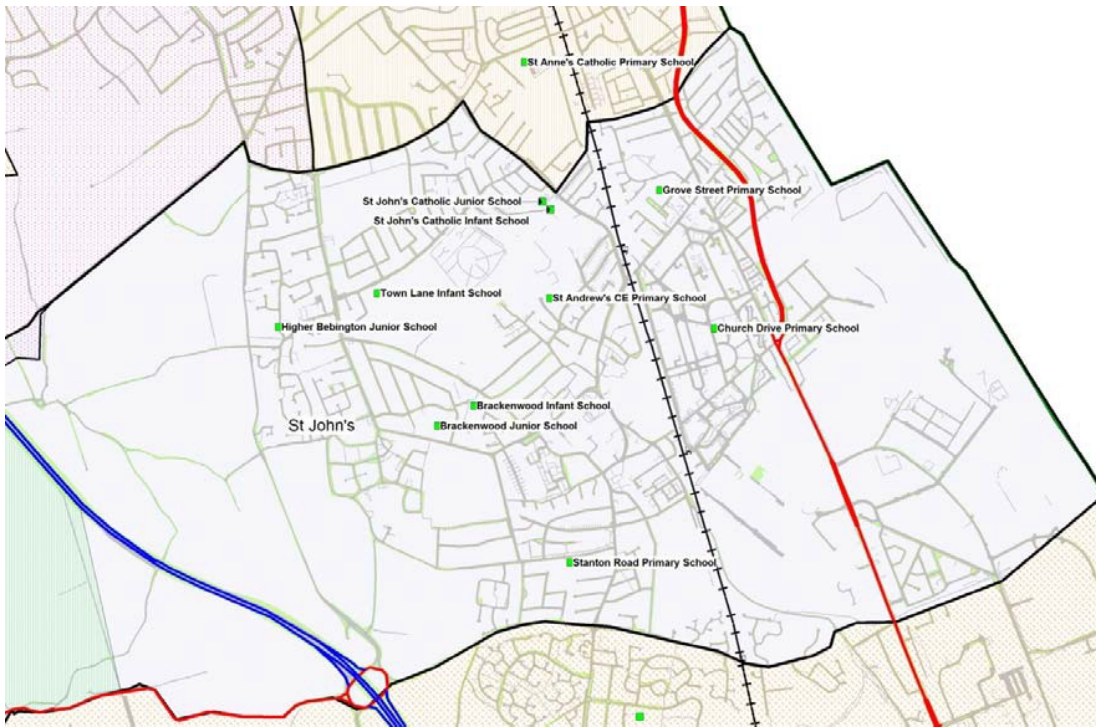
6. Home address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used, but the admission authority reserves the right to request other evidence as fits the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.

7. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

8. It is the duty of the Governors to comply with regulations on class size limits for children aged between rising five and seven. The Governing Body may exceed the regulations for twins, siblings in the same year group and children from multiple births where one of the children is the 30<sup>th</sup> child admitted. This also applies to in year applicants who are Looked After/previously Looked After, Children of UK Service personnel or children who move into the area for whom there is no other school available within a reasonable distance.

9. If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Forms for this appeal may be obtained from the Head of Legal and Member Services, Wallasey Town Hall. The completed form must be returned to the Head of Legal and Member Services not later than 20 days from the date the allocation letter received. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on all parties.

10. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2019-20.



## St John's Catholic Junior School

St John's Catholic Junior School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup>. The governing body has set its admission number at 60 pupils to be admitted to the reception class in the school year which begins in September 2019.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

### **Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)**

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **Application Procedures and Timetable**

Pupils from St John's Infant school automatically transfer into St. John's Junior's in Year 3, parents complete an internal transfer form in June. Parents and pupils are invited to visit the school and attend an Induction Evening in June. Pupils will complete a staggered induction programme from the Infants to the Junior school during the Summer term.

### **Oversubscription Criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:*

1. Looked After and previously Looked After Children (see note 2).
2. Baptised Catholic children who are resident in the parish(es) of St John's, Bebington and St Luke's, Spital (see note 3)
3. Baptised Catholic children resident in other parishes (see note 3)
4. Any other children.

*Within each of the categories listed above, the following provisions will be applied in the following order.*

- (iii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above. (see note 4).
- (iv) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 6).

### **Tie break**

If in any category there are more applications than places available, priority will be given on the basis of the shortest walking distance from home to school, those living nearer the school having priority. Distance will be measured using the Local Authority's computerised measuring system. In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random



lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.

### **Waiting Lists**

In addition to their right of appeal (see note 9), unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting lists will operate throughout the school year.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Where there are places available but more applications than places then the published oversubscription criteria will be applied. In Year applications will be treated as per the co-ordinated arrangements published by the Local Authority.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions – see note 8).

**The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

### **Notes (these notes form part of the oversubscription criteria)**

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

4. 'brother or sister' includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

5. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

6. Home address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used, but the admission authority reserves the right to request other evidence as fits the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.
7. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
8. If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Forms for this appeal may be obtained from the Head of Legal and Member Services, Wallasey Town Hall. The completed form must be returned to the Head of Legal and Member Services not later than 20 days from the date the allocation letter received. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on all parties.

# SCHOOLS IN WEST WIRRAL

\*Schools with nursery class

## Dawpool CofE Primary School

Parents should be aware before applying that in this school RE, collective worship and our whole ethos are based on the teachings of the Church of England.

Applications for admission to the school should be made on the common application form with the Local Authority's brochure between 1st September and 15th January and also on the school's supplementary form by those applying under criteria 2, 6 and 7.

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. Whether application is made on paper or electronically, the Supplementary Form must be completed by those applying under criteria 2, 6 and 7.

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

The number of places available for admission to the Foundation 2 class will be a maximum of 30. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. 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. It is the duty of the governing body to comply with regulations on class size limits at Foundation 2 and Key Stage 1, where classes are limited to 30 children. There are a limited number of exceptions which are set out in the School Admissions Code 2014 and in the Wirral Co-ordinated Scheme for admissions.

### Admissions Criteria

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to its policy. In the event that there are more applicants than places, the governing body will allocate places using the following criteria, which are listed in order of priority:

1. Looked after children and previously looked after children.
2. Children whose parents are faithful and regular Church worshippers in the parish Church(es) of St Bartholomew Thurstaston and St Chad Irby and who are resident in the parish.
3. Children who have a sibling in school who will still be attending in the following year.
4. Children with special medical or social circumstances affecting the child where these needs can only be met at this school and who are resident in the parish.
5. Children whose parents are faithful and regular Church worshippers at a church of a Christian Denomination which is a member of Churches Together in Britain and Ireland and who are resident in the parish.
6. Children resident in the parish (Thurstaston with Irby)
7. Children whose parents are faithful and regular Church worshippers in the parish Church(es) of St Bartholomew, Thurstaston and St Chad, Irby and who are not resident in the parish.
8. Children whose parents are faithful and regular worshippers of a Christian denomination, which is a member of Churches Together in Britain and Ireland, for whom this is the closest Church of England school, as measured by the Wirral LA criteria.
9. Other children.

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 the walking route to school. Wirral LA use a computer mapping system based on Ordnance Survey maps to measure the distance from a child's home to the school gate nearest to your child's home, using the shortest road route unless it is possible to use a footpath which Wirral LA consider a safe walking route.

**NOTES**

- a. A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to parents attendance at church, it is sufficient for just one parent to attend.
- b. By "faithful and regular" we mean attendance at a minimum of one Sunday service (or midweek communion service) per month for a period of at least 12 months prior to the closing date for applications. (i.e. from end of January)
- c. A supplementary form is required if the application is to be considered under criterion 2, 5, 7 or 8. This form should be filled in by a parent and then given (with a stamped envelope addressed to Dawpool C/E Primary School) to your incumbent or minister or other church officer to sign the section which confirms your faithful and regular attendance. This person should then post the form directly to Dawpool School. It is advisable that you check with school that this form is then duly received, as without this form your application will not be considered under "faith" criteria.
- d. A map showing the boundaries of the Parish (St Bartholomew, Thurstaston with St Chad, Irby) and a list of the roads within the parish is available from the school office and can be downloaded from the school website under the 'Admissions' tab.
- e. A Looked After child 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 (under section 22(1) of the Children Act 1989). A previously looked after child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- f. 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 where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
- g. Professional supporting evidence from eg. 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.
- h. A Christian denomination as recognised by Churches Together in Britain and Ireland.
- i. All children with birthdays between 1 September and 31 August are admitted in September. For children with a birthday after Christmas or after Easter parents may defer entry until later in the year and the Head Teacher should be consulted if this option is being considered.
- j. Admissions will be in accordance with the Local Authority's coordinated scheme for in year admissions.

**Children with Statements**

Section 324 of the Education Act 1996 requires the Governing Bodies of all maintained schools to admit a child with a Statement of Special Educational Needs or Education Health and Care Plan that names their school.

**Late Applications for Admission**

Late applications will be dealt with in accordance with our initial admissions criteria and the Local Authority's co-ordinated scheme.

**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 operate until the end of the autumn term only.

**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 and the Local Authority. 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 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**

The Local Authority co-ordinates all non-routine admissions and parents should refer to its co-ordinated scheme.

**Appeals**

Where the governors are unable to offer a place because the school is over-subscribed, 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 contact Wallasey Town Hall (Parents Appeals) as indicated in the allocation letter within 21 working days of receiving the letter refusing a place.

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 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.

**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 Admissions**

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 or taken up part-time until January; if it is between January and April, then admission may be deferred or taken up part-time until the start of the summer term though it is likely to be in your child's interest to start no later than January. For children who have their fifth birthday between the 1st March and 31st August, admission may be full or part time depending on parental request.

These requests must be made in writing and received by the school by 1st July at the latest. Admissions for all children are phased over the first two weeks of term.

**Twins**

When there are children of multiple births wishing to be admitted and the sibling is the 30th child, the governors may admit over the infant class requirement if it is possible to do so.

## Ladymount Catholic Primary School

The admission policy is available from the school.

## Our Lady of Pity Catholic Primary School

Our Lady of Pity is a Catholic Primary School under the trusteeship of the Diocese of Shrewsbury. As a Catholic Voluntary Academy the Holy Family Catholic Academy Trust is the Admissions Authority. All decisions relating to admissions applications will be taken by the Governing Body of this school. The co-ordination of admissions arrangements is undertaken by the Local Authority. For the school's year commencing September 2019, the Governing Body has set its admissions number at 60 (30 at the Main School Site and 30 at the Annexe Site).

ADMISSIONS TO THE SCHOOL will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admissions than the school has places available.

1. Baptised Catholic children who are in the care of the Local Authority (Looked after children), Baptised Catholic children previously in the care of the Local Authority and Baptised Catholic children with exceptional medical and/or social needs where these needs can only be met at this school.
2. Baptised Catholic children from inside the three feeder Parishes (ie resident in the Parishes of Our Lady of Pity, Greasby; St Agnes, West Kirby; Ss Catherine & Martina, Hoylake) who have a sibling connection at this school at the time of admission.
3. Baptised Catholic children from inside the three feeder Parishes (ie resident in the Parishes of Our Lady of Pity, Greasby; St Agnes, West Kirby; Ss Catherine & Martina, Hoylake).
4. Baptised Catholic children from outside the three feeder parishes who have a sibling connection at this school at the time of admission.
5. Baptised Catholic children from outside the three feeder parishes.
6. Non-Catholic children who are in the care of the Local Authority (Looked after children), non-Catholic children previously in the care of the Local Authority and non-Catholic children with exceptional medical and/or social needs where these needs can only be met at this school.
7. Non-Catholic children who have a sibling connection at the time of admission and whose parents wish them to have a Catholic education.
8. Non-Catholic children whose parents wish them to have a Catholic education.

### NOTES

- a. All applicants will be considered at the same time and after the closing date for admissions which is 15th January 2019.
- b. Professional supporting evidence from eg. 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 this school is the most suitable school for those difficulties.
- c. A looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by the Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, child arrangements or special guardianship order.
- d. All Catholic applicants will be required to produce baptismal certificates.
- e. It is the duty of governors to comply with class size limits at Key Stage One.
- f. If any category is oversubscribed, ie there are more applicants than places available, then priority will be given to children with a sibling, followed by distance from home to the Main School. Distance will be measured as the shortest walking distance from the seed point of the child's home address to the nearest entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for 2 or more applicants where this distance would be the last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out. Parents need to be aware that places may be offered at either site according to the site allocation policy.



- g. Where a child lives with parents with shared responsibility, each for part of the week, the child's 'permanent place of residence' will be determined as the address of the parent who normally has responsibility for the majority of the school days in the week.
- h. Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
- i. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn Term.
- j. For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places, then the published oversubscription criteria will be applied.
- k. If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents are allowed at least twenty school days from the date of notification that their application was unsuccessful to submit their appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- l. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.
- m. Parents can request that the date their child, if below compulsory school age, is admitted to school is deferred to later in the school year or until the term when they reach compulsory school age.

## St Joseph's Catholic Primary School (Upton)

St Joseph's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup>. The governing body has set its admission number at 45 pupils to be admitted to the reception class in the school year which begins in September 2019.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

### **Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)**

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **Oversubscription Criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:*

1. Catholic Looked After and previously Looked After Children (see note 2).
2. Baptised Catholic children from the parish of St Joseph's, Upton.
3. Baptised Catholic children from other parishes (see note 3)
4. Other Looked After and previously Looked After Children
5. All other children whose parents express a preference for St Joseph's Catholic Primary School, Upton.

*Within each of the categories listed above, the following provisions will be applied in the following order.*

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above. (see note 4).
- (ii) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 6).

### **Tie break**

Priority will be to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of the shortest walking distance between the seed point of the child's home address and the nearest open gate of the school officially available for use by pupils at the start and end of the school day, using the local authority's computerised measuring system. In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the

Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria. The Supplementary Information Form should be returned to Mrs Nicola Robinson (Chair of Governors) at the school address by 15th January 2019.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

**If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3, and this is likely to affect your child's chance of being offered a place.**

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January 2019.**

#### **Late applications**

Late applications will be administered in accordance with your Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

#### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

#### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted 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, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to **Mrs Nicola Robinson at the school address** at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

#### **Waiting Lists**

In addition to their right of appeal (see note 9), unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until Wednesday 24<sup>th</sup> July 2019.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

#### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to Wirral Council. Transfer forms are available on the Wirral Council website at [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions) or by calling 0151 606 2020 during office hours.

Where there are places available but more applications than places then the published oversubscription criteria will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

#### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is

empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

**The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

**Notes (these notes form part of the oversubscription criteria)**

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

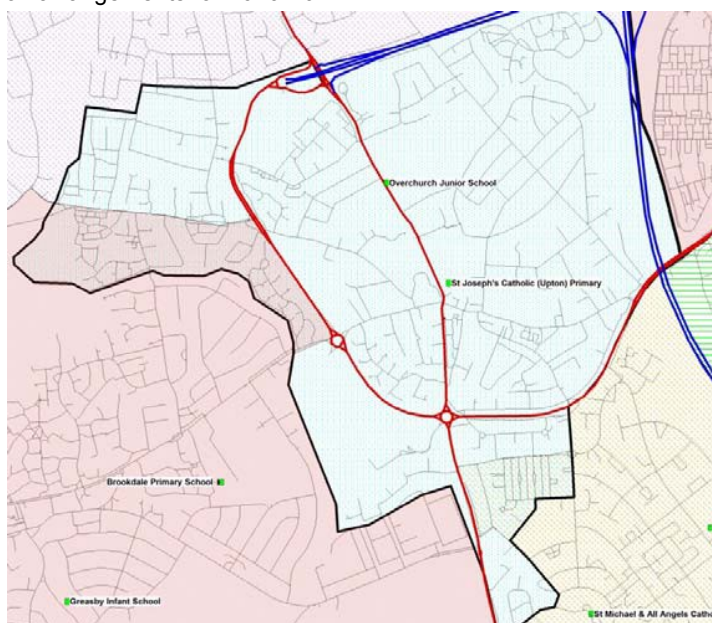
4. 'brother or sister' includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

5. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

6. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

7. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2019-20.



## St Michael and All Angel's Catholic Primary School\*

St Michael and All Angels Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup>. The governing body has set its admission number at 30 pupils to be admitted to the reception class in the school year which begins in September 2019.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

### **Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)**

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **Oversubscription criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:*

1. Looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of St Michael and All Angels (see notes 3&11)
3. Other Catholic children. (see note 3)
4. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
5. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
6. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
7. Any other children.

*Within each of the categories listed above, the following provisions will be applied in the following order.*

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above. (see note 8).
- (ii) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 10).

### **Tie break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated by measuring the shortest walking route from the seed point of the child's home address and the nearest open gate of the school officially available for use by pupils at the start and end of the school day, using the local authority's computerised measuring system. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round<sup>3</sup>, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 2 to 4 or 5 to 6. The Supplementary Information Form should be returned by 15th January to:

**Chair of Governors, St Michael and All Angels Catholic Primary School, New Hey Rd, Woodchurch, Wirral, CH495LE.**

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

***If you do not provide the information required in the SIF and return it by the closing date, together will all the supporting information, your child will not be placed in criteria 2 to 4 or 5 to 6, and this is likely to affect your child's chance of being offered a place.***

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is January 15<sup>th</sup> 2019.**

### **Late applications<sup>4</sup>**

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted 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, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to

**Chair of Governors, St Michael and All Angels Catholic Primary School, New Hey Rd, Woodchurch, Wirral, CH495LE.**

at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to Wirral Council. Transfer forms are available on the Wirral Council website at [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions) or by calling 0151 606 2020 during office hours.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

### **Nursery**

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

**The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.



Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

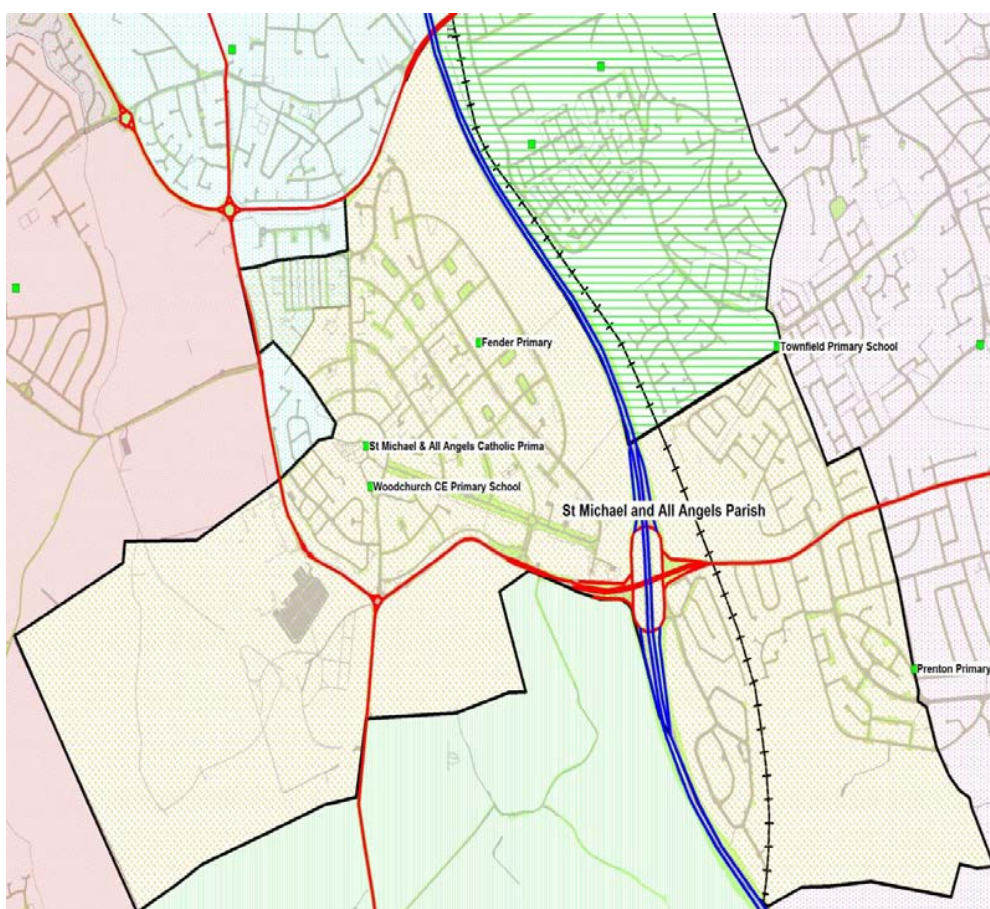
8. 'brother or sister' includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2019-20.





## St Peter's CofE Primary School

Parents should be aware before applying that in this school RE, collective worship and our whole ethos are based on the teachings of the Church of England.

Applications for admission to the school should be made on the common application form enclosed with Wirral's schools admissions brochure or on-line between September 2018 and January 2019, and also on the school's supplementary form by those applying under criteria 3, 4 and 7. **The national closing date for applications is 15th January 2019.**

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. Whether application is made on paper or electronically, **the Supplementary Form must be completed by those applying under criteria 3, 4 and 7.**

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority in April 2019. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

The number of places available for admission to Reception in the year 2019 will be a maximum of 45. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. 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. By law, no infant class may contain more than thirty children.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to its policy. In the event that there are more applicants than places, the governing body will allocate places using the following criteria, which are listed in order of priority:

1. Looked after children and previously looked after children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school.
3. Children whose parents are faithful and regular worshippers in the Parish Churches of St Peter and the Good Shepherd, Heswall. Newcomers to the parish must have a similar Anglican affiliation in their previous parish.
4. Children whose parents are faithful and regular worshippers in a neighbouring Anglican Church for whom this is the closest Church of England school based on the distance from the school measured by the shortest walking route from the seed point of the child's home address to the nearest entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.
5. Children who have a sibling in school who will still be attending school the following year.
6. Children resident in the Parish of Heswall within the area bounded on the Easterly side by Telegraph Road (but only including those houses numbered as odd within the range of 83-291 on that road), and on the Southerly side by the Mount (including Mount Avenue), Feather Lane, the Northern part of Delavor Road (even numbers only) and Banks Road.
7. Children whose families are faithful and regular worshippers of another Christian denomination, as recognised by Churches Together in Britain and Ireland and for whom this is the closest Church of England school based on the distance from the school measured by the shortest walking route from the seed point of the child's home address to the nearest entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.
8. Other children.

### NOTES

- a. Professional supporting evidence from eg 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. By “faithful and regular” we mean attendance at a minimum of two services per month for at least six months prior to the closing date for applications. **Evidence for this must be provided on the school’s supplementary form.**
- c. A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to ‘parent’s attendance at church’ it is sufficient for just one parent to attend.
- d. A map showing the boundaries is available from school.
- e. 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.
- 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 the distance from the school measured by the shortest walking route from the seed point of the child’s home address to the nearest entrance of the school, using the Local Authority’s computerised measuring system, with those living closer to the school receiving the higher priority.

**Children with an Education, Health and Care Plan (formerly a Statement):**

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a Statement of Special Education Needs that names their school.

**Admissions information:**

For the academic year 2017-2018 the school allocated 29 of the 45 places.

**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 operate until the end of the autumn term.

**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**

It sometimes happens that a child needs to change school other than at the “normal” time; such admissions are known as non-routine admissions. The LA coordinates all admissions, including in-year admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form from the Local Authority, once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided through the Local Authority. Appeals for children moving into the area

will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

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 over subscribed, 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 28 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 Foundation 2 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 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.

### **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**

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 can request that the school place be deferred 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 school year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

### **Summer Born Children**

Parents of summer born children (those born between 1st April and 31st August) 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. 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 headteacher 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 following the child's fifth birthday.

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/multiple births**

Where there are children of multiple births wishing to be admitted and the sibling is the 45th child, the governors may admit over the infant class requirement if it is possible to do so.

## Woodchurch CofE Primary School

Woodchurch C.E. Primary School is situated in the Diocese of Chester and serves the parish of Holy Cross, Woodchurch. As a Voluntary Aided School, the Governing Body is the Admission Authority, responsible for taking decisions on applications for admission and operating a system of equal preferences in accordance with the admissions criteria. For the school year commencing September 2019, the Governing Body has set its planned admission number at 30.

This admission was agreed in conjunction with Chester Diocese and the Wirral Local Authority coordinated scheme.

Section 324 of the Education Act 1996 requires the governing body of all maintained schools to admit a child with a Statement of Educational Needs or Education Health and Care Plan that names their school.

### Admissions Criteria

The Governor and Head teacher will consider the following criteria in order of priority when considering admission of children to school.

1. Priority will be given to children who are or have been in the care of the local authority. (See Note a)
2. Children who themselves or have parents who have been faithful and regular worshippers in the Parish of Holy Cross, Woodchurch. This should have been for the 2 year period, prior to the date of the proposed admission. (See Note c)
3. Children who have a sibling (brother or sister) in school at the time of admission to the school and not when the place is offered. The sibling must include those who are adopted or are step brother or sister living at the same address. (See Note i)
4. Children who themselves or have parents who have been faithful and regular worshippers at another Christian Church as recognised by Churches Together in Britain and Ireland and for whom this is the nearest Anglican school measured by the shortest walking route from the seed point of the child's home address to the nearest entrance of the school, using the Local Authority's computerised measuring system. This should have been for the 2 year period prior to the date of the proposed admission. (See Note c)
5. Children resident in the Parish of Holy Cross, Woodchurch (a map showing the Parish is available from school.) (See Note f and g)

### PLEASE NOTE

If there are more applicants than places, in respect of Numbers 2, 4, 5 and 6, the following will apply.

- a. This includes children who have been adopted.
- b. "By 'faithful and regular' we mean attendance at a minimum of two services per month. Confirmation from your incumbent or minister will be required as proof of attendance."
- c. "Resident" refers to the child's permanent home at the proposed date of admission. In addition to the application form the school can request additional proof of residence such as a utility bill. Following the guidance for the L.A. coordinated scheme 'resident' also refers to children who ordinarily 'wake-up' at the address provided.
- d. A parent is any person who has parental responsibility or care of the child.
- e. Parent's attendance at church requires at least one parent to attend church.
- 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 the distance. The nearness of a home is measured by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those closer to school receiving the higher priority.
- g. The Governing Body is ultimately responsible for determining admissions to the school. Delegation of powers to the Headteacher will only take place when the governors are advised to if there are fewer applications than places.

- h. In the event of children being equidistant from the school, a random allocation will be undertaken by an independent body.
- i. In the event of places being allocated in a school for twins or children of multiple births, a random allocation will be used in order to decide which child is offered a place.
- j. Priority may be given to the children of staff members when they have been employed by the school continuously for at least two years or where there is a demonstrable staff shortage. Governors may define who is to be included in this category.
- k. A waiting list will be kept open until the end of the Autumn term 2018-19.

### **Admissions Process**

For admission to Foundation 2 parents/carers are advised to contact the school or Wirral Local Authority for details of the 'coordinated scheme'.

The Governors and Head teacher will be considered the following criteria in order of priority when considering admission of children to school.

- Priority will be given to children in the care of the local authority.
- Children who have parents who are faithful and regular worshippers in the Parish of Holy Cross, Woodchurch. (See Note a)
- Children who have a brother or sister in school at the time that the places were offered.
- Children who have parents who are faithful and regular worshippers at another Anglican Parish Church and for whom this is the nearest school aided by a member of the Churches Together in Britain and Ireland. (See Note a)
- Children who are transferring from another C.E. School for whom this is the closest school aided by a member of the Churches Together in Britain and Ireland.
- Children resident in the Parish of Holy Cross (a map showing the Parish is available in school.) (See Note b and c)

In the event that an application had been made for twins, the places would have been offered to the children in order of the time of their birth.

In the event of over subscription, the Admission Authority will use the Admission Criteria when offering a child a place in the school.

If and when a place becomes available, they will be offered to children on a waiting list following the same criteria as when places were first offered. The waiting list will be kept until the end of the autumn term (31<sup>st</sup> December).

For 'deferred admissions' to Foundation 2, the school may stage admission over the first two weeks of the term to provide a gentle introduction to school.

For 'non-routine admissions' to a voluntary-aided school, applicants should contact the Headteacher of the school and complete a common application form and return it to the Children and Young People's Department. The school will then only agree a place for a child if:

- There is room in your child's year group; and
- For the Year 1 and Year 2 children, there are not already 30 children in the class.

The closing date for Primary Applications is 15<sup>th</sup> January 2019.

Late applications will be dealt with in accordance with our initial admissions criteria and the Wirral Local Authority coordinated scheme.

The admissions authority has the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.

**Right of Appeal**

Parents who are not offered a place for their child have the right of appeal to an independent panel. Parents wishing to appeal should write to the Clerk of the Appeal Panel, within 21 days from the date of notification of decision. Should an appeal be unsuccessful, the Governing Body will not consider further applications from the parents within the same academic year unless there have been significant and material changes in their circumstances.

This information is published by the Governors of Woodchurch Church of England Aided School in accordance with the relevant sections of the Education Act 1996 and the School Standards and Framework Act 1998. Admission criteria may change from one year to the next.



## WIRRAL COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOL ADMISSION POLICY

Applications submitted by the 15 January 2019 will be considered first and places allocated up to the admission number of the school and in accordance with the following criteria:

1. Children who are looked after (in care), and children who were looked after but have been adopted or are subject to a residency order or special guardianship order ('previously in care').
2. Parents of children who live 'in zone' and already have older brothers or sisters at the school living in the same household at the time of the start date. If there are more children with older brothers or sisters at the school than there are places available, we will give priority to children with the youngest brothers or sisters at the school. Where there is more than one child with a sibling in the same year group priority will be given to those children who live nearest to the school.
3. Parents of pupils who live 'in zone' and have a valid medical reason. You must give details on the preference form and this may be checked by a medical officer of the health authority. A letter in support from a senior health care professional will be required as evidence, which must make clear why only this school is appropriate for your child's medical needs.
4. Parents of pupils who live 'in zone' and nearest to the school. We measure distances from home to the school gate nearest to the child's home using the shortest road route, unless it is possible to use a footpath which we consider to be a safe walking route.

If children do not live in the school's catchment area and if places remain available, places will be allocated in accordance with the following criteria:

5. To children who already have older brother or sisters at the school when they are due to start and living in the same household. If there are more children with older brothers or sisters at the school than there are places available, we will give priority to children with the youngest brothers or sisters at the school. Where there is more than one child with a sibling in the same year group priority will be given to those children who live nearest to the school.
6. To children who have valid medical reasons for going to the school. You must give details on the preference form and this may be checked by a medical officer of the health authority. A letter in support from a senior health care professional will be required as evidence, which must make it clear why only this school is appropriate for your child's medical needs.
7. To pupils who live nearest to the school. We measure distances from home to the school gate nearest to the child's home using the shortest road route, unless it is possible to use a footpath which we consider to be a safe walking route.

### NOTES

- a. **Catchment zones.** Parents are advised to always include their zoned school as one of their preferences. A catchment area finder using the street name is available on the Council's website at [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions)  
Please note that a place in your catchment school cannot be absolutely guaranteed, for example a school with an admission number of 30 may have more than 30 applications from parents living within the catchment area. Places would only be able to be offered up to the admission number and not beyond.
- b. A Looked After child 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 under section 22(1) of the Children Act 1989. A previously Looked After child is one who immediately moved on from that status after becoming subject to an adoption, child arrangements or special guardianship order.
- c. **Siblings.** A sibling is a brother or sister, half brother or sister, adopted brother or sister, step-brother of sister or the child of the parent/carer's partner, where they are living in the same family unit/household at the same address. In the case of an infant school we will also treat a brother or sister at the junior school as a sibling but they will be given lower priority to children at the same infant school. If there are more children with older brothers or sisters at the school than there are places available, we will give priority to children with the youngest brothers or sisters at the school. Where there is more than one child with a sibling in the same year group priority will be given to those children who live nearest to the school.
- d. **Home address.** This must be the child's permanent home address where he/she lives with a person of parental responsibility as the main carer as defined by the Children Act 1989. Applicants must not give the address of a business, relative, childminder, friend, a temporary address or an address to which they hope to move. The home address must not be where parents have taken out a short term let on a property solely to use the address on the application form without any intention of taking up permanent residence there. Arrangements where parents leave and collect children from another relative or carer



on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be “ordinarily resident” with that person.

Proof of residence may be requested which may include: a solicitors letter confirming completion date of a sale, a signed rental agreement showing the start and duration of the tenancy, and may include proof of sale of a previous property. Copies of Council tax and utility bills relevant to the property may also be requested. The information provided may be shared with other Departments of the Council in order to verify the authenticity of pupil’s addresses.

- e. **Applications from separated parents.** Only one application can be processed for each child; therefore it is important that both parties in shared custody arrangements are in agreement over the preferred school(s) named. Where a child spends equal time with both parents, the child’s main residence should be submitted as their home address. If agreement cannot be reached, or if neither parent has been granted a Specific Issues Order in this respect, then the application will be accepted from the parent with whom the child is “ordinarily resident”. This is defined as the address at which the child lives for the majority of the school week (Monday to Friday). Proof of address and residence arrangements will be required with the application or may be requested.
- f. **Changes of address.** Parents and carers must inform the Council immediately in writing of a change of address, even if details of a future change of residency were included on the application form. The Council will require supporting evidence to show that the place of residency has changed; e.g. a letter from the solicitor confirming the completion date; a signed rental agreement showing the start of the tenancy and its duration. In addition further information may be requested - for example, copies of council tax and utility bills or any other information considered relevant to the application including evidence of disposal of previous property. Information and supporting evidence must be received by 28 February. Proof of residency received after 28 February will not be used to assign a higher criterion for admission, but will be used to send the decision letter on the published offer date.
- g. **Deferred entry.** Parents can request deferred entry or part-time attendance up until their child reaches compulsory school age (the term following their 5th birthday). The request must be put in writing to the local authority. Parents should note that if a summer born child delays entry to the September after their 5th birthday, the child will ordinarily be expected to enter Year 1, not Foundation 2. Parents intending to request their child enter Foundation 2 rather than Year 1 are advised to apply as usual and to contact Wirral Council prior to 15 January to discuss actions. Requests will be considered on the circumstances of each individual case and will require agreement from the allocated school.
- h. **Applying for a place.** Parents must return online or paper forms to the Children and Young People’s Department by 15 January to ensure the allocation of a school place on 16 April or next working day. Applications received after the published deadline of 15 January will be dealt with once the offer of places has been sent to parents on 16 April.
- i. **Late applications.** If places remain after all “on-time” applicants have been allocated places, places will then be allocated to late applicants (received after 15 January) up to the schools admission number according to the admission criteria above.
- j. **Home to school distances.** The “shortest road route” from home to school starts at the “seed point” of the home address as provided by the Ordnance Survey compiled from Royal Mail and/or local council data. The starting point connects to the nearest point of the Authority’s digitised routing network. The digitised network is based on the Integrated Transport Network (ITN) supplied by Ordnance Survey and is accurately digitised to measure along the centre of roads. The Ordnance Survey ITN dataset is the most accurate road dataset available and is the definitive national road network for Great Britain. The ITN has been augmented by the Authority to take into account public footpaths and alleyways etc. that are approved to be safe for use by children, accompanied as necessary by an adult, by the Authority. The end point of the “shortest road route” is the nearest open gate of the school officially available for use by pupils at the start and end of the school day. The location of these gates has been set by the Authority based on information provided by the school. The shortest road route is not necessarily a driving route as it may use in part a non-driveable route, such as a footpath. The shortest road route is also not necessarily a walking route, because the measurement is along the centre of the road, not the edge (pavement or equivalent). The same measuring system must be used for pupils in relation to admission to schools as this treats all pupils equally. Other measuring systems may give a different measurement but the Authority cannot take a measurement from another system into account. Online systems that parents may use for comparison, including Google Maps and walk-it.com etc. use the free Ordnance Survey Meridian dataset which is far less detailed, and consequently less accurate. They will not have an accurate starting point, will not bar unsuitable paths, and will not include accurate positions for the gates of the school being measured to. For addresses outside the Authority’s digitised network of approximately 48 square miles, including overseas addresses, an internet mapping solution will be used, e.g. maps.google.co.uk. As a general guide, routes without pavements AND street lighting will be considered to be unsafe. In the event that two or more applicants where this distance would be the last place to be allocated, one application will be chosen at random.
- k. **Continuing interest list.** A continuing interest list of children whose parents have expressed an interest in obtaining a Foundation 2 place at the school will be maintained until the end of August. This will

include both late and on-time applicants. Priority on the list will be given in accordance with the published criteria and does not take into account how long the child has been on the list, or whether an appeal has been submitted. Each added child requires the list to be ranked again in line with the published admission criteria. The Authority will contact parents directly if a place becomes available for their child. In August, the Authority will then write to the parents of those children who have expressed a continuing interest to ask if they wish to remain on the list, which will then be held open until the end of the Autumn term. Schools cannot make offers of places to parents. It is not necessary to submit an appeal (see below) in order to be added to the continuing interest list.

- l. **In Year applications.** Applications must be made on a common Primary School Transfer form stating up to three school preferences, directly to the Mainstream Admissions team, stating the reasons why a transfer is being requested. Applications will be dealt with as set out in the Wirral Co-ordinated Scheme for Admissions.
- m. **Infant Class Size limit.** It is the duty of the governing body of schools to comply with regulations on class size limits at Foundation 2 and Key Stage 1, where classes are limited to 30 children. There are a limited number of exceptions which are set out in the School Admissions Code and in the Wirral Co-ordinated Scheme for Admissions.
- n. **Transferring from Community Infant to Community Junior schools.** All children on roll at an Infant School are eligible to transfer from Year 2 to Year 3 to the linked Junior school even if they do not live in the school's catchment area. Other children must apply for an in year transfer and the admission criteria will be applied in determining whether a place will be allocated (see above).
- o. **Appeals.** All parents will be informed of the school place allocated by the Local Authority. The notification will also inform the parent of the right to appeal and who to contact to make an appeal, which is to an Independent Appeal Panel. Parents should if possible submit an appeal in writing within 20 working days of receipt of notification of the outcome of their application.
- p. **Nursery schools and classes.** Applications must be made directly to the school. If there are not enough places for all children who have applied, the school will give priority to children who will become 4 during the academic year. Within this category, they will give priority in the following order:
  - Children with a particular medical reason for going to the school
  - Children who live in the catchment area of another school which does not have a nursery class
  - Children who live in the catchment area of the school or another school which does have a nursery class

If there are places left after all the four year olds have been offered a place, the school will then offer places to children who become 3 during the academic year in the following priority order:

- Children with special educational needs identified through a statutory assessment
- Children whose parents receive Income Support, Income based Job Seekers Allowance, Disability Living Allowance or Working Tax Credit
- Children whose birthday falls between 1 September and 31 December
- Children whose birthday falls between 1 January and 31 March
- Children whose birthday falls between 1 April and 31 August

Within any category, the school will give priority to children who live nearest to the school measured by the shortest available walking route.

**Note that attendance at a particular nursery or pre-school does not guarantee that a place will be allocated at a particular school.**

- q. **Withdrawal of places.** The Authority has the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application, including but not limited to, sibling connections or place of residence. Wirral Council regularly check addresses and **any deliberate misrepresentation will result in a place being withdrawn.** The Council acts on behalf of all Wirral admission authorities and reserves the right to request independent confirmation of the child's place of residence, as felt appropriate. The Mainstream Admissions team may have to share the information provided with other departments of the Council in order to verify the authenticity of pupil's addresses.
- r. **Children with Special Educational Needs.** Schools are obliged to offer a place to a child with a Statement of Special Educational Needs or an Education Health and Care Plan (EHCP) that names the school following a statutory assessment.

## **Adult and Disability Services**

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