

HALEWOOD CHURCH OF ENGLAND PRIMARY SCHOOL

Determined Admissions Policy 2021/22



The arrangements for the admission of children to school are under the control of the Governors, normally operating through their Admissions Committee.

The school's Admission Number is 30 and the Governors will not normally admit more than that number of children, on the basis that to do so would be prejudicial to the quality of education provided by the school. In the exceptional circumstance where there are multiple births requesting admission and there are insufficient places left within the admission number to admit them all, then the governing body will normally offer places up to a maximum class size of 32 children, even though this will be in breach of infant class size limits.

Where parents/carers wish their child to start school later in the year (delayed entry), this is normally possible, where the child is not of compulsory school age. Parents/carers need to discuss this with the headteacher, as such arrangements are determined at school level and should be in the best interest of the child. In instances where this is agreed, a place is reserved and it is not available for another child. The place, however, will not be kept until the following school year. If the place is not taken up by the end of the school year, it is withdrawn. The parent would have to apply again the following year and this would normally be for a Year 1 place. Parents of summer born children are, however, able to submit a deferment request, supported by evidence and the child would start reception class one year later with a cohort of children who may be one year younger. Evidence is considered by the admission authority for each requested school and the parent given a response, in line with the School Admissions Code requirements.

Parents/carers wishing to apply for places in the school should complete the Knowsley primary co-ordinated admissions scheme form which is available online and as a hard copy. An offer of a place is subject to the parent/carer providing relevant proof documents of information they have stated on the application form e.g. Council Tax Bill. If the documents cannot be provided or if false information has been given, the offer of a place will be withdrawn. Where there are 30 or fewer applicants all will be admitted. Where there are more than 30 applicants, after the admission of pupils with an Education, Health and Care Plan which names the school, the following oversubscription criteria will be applied priority order to allocate places (see **Appendix 1** for notes)

1. Looked after children and children who were previously looked after but then became subject to adoption, a child arrangements order, or special guardianship order¹. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted²
2. Children with a sibling in school **at the time of admission**². (NB: this includes half brothers & sisters, foster children & step siblings living at the same address).
3. Children of Parents/Carers worshipping at Halewood St. Nicholas', St. Mary's and St. Hilda's Churches and **resident within the Ecclesiastical Parish of Halewood**³ whose evidence of **commitment to the life, work and witness of the church**⁴ has been verified as strong.

Where children believe, achieve and succeed

4. Children of Parents/Carers worshipping at Halewood St. Nicholas', St. Mary's and St. Hilda's Churches and **resident within the Ecclesiastical Parish of Halewood³** whose evidence of **commitment to the life, work and witness of the church⁴** has been verified as reasonable.
5. Children of Parents/Carers worshipping at another Anglican Church and **resident within the Ecclesiastical Parish of Halewood³** whose evidence of **commitment to the life, work and witness of the church⁴** has been verified as strong.
6. Children of Parents/Carers worshipping at another Anglican Church and **resident within the Ecclesiastical Parish of Halewood³** whose evidence of **commitment to the life, work and witness of the church⁴** has been verified as reasonable.
7. Children of Parents/Carers worshipping at **another Christian Church⁵** for which there is no denominational education available within the Ecclesiastical Parish of Halewood and are **resident within the Ecclesiastical Parish of Halewood³** whose evidence of **commitment to the life, work and witness of the church⁴** has been verified as strong.
8. Children of Parents/Carers worshipping at **another Christian Church⁵** for which there is no denominational education available within the Ecclesiastical Parish of Halewood and are **resident within the Ecclesiastical Parish of Halewood³** whose evidence of **commitment to the life, work and witness of the church⁴** has been verified as reasonable.
9. In the event of places still being available, children living the shortest distance from the school will have priority; this will be measured in a straight line 'as the crow flies'. The measurement is done by the Authority's computerised system using co-ordinate points.

Tiebreaker:

Where it is necessary to distinguish between applicants in a particular category, children living the shortest distance from school will have priority; this will be measured from the school to the child's home address in a straight line "as the crow flies". The measurement is done by the Authority's computerised system using coordinate points. In rare cases where the distance tie break does not assist e.g. if there are 2 or more children at the same address or 2 or more children who have a different address but the same distance measurement, priority will be given according to random selection.

Late applications are dealt with according to the Knowsley primary co-ordinated admissions scheme – parents are advised to refer to the Local Authority admissions booklet for further information.

A waiting list of those applications that have not been allocated a place during the relevant admissions cycle will be compiled ranked in order in accordance to the criteria set out above. The waiting list will close in accordance with the LA coordinated scheme.

Parents/carers who have not been offered a place for their child may appeal against that decision by writing to the Admissions Secretary, c/o the school. You will then be sent an appeals form and information about the appeals process. Forms should be returned to school by the date notified in the appeals information.

**APPENDIX 1
NOTES AND DEFINITION**

NOTE	DEFINITION
<p>Looked after children¹ Criteria 1</p>	<p>¹ A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.</p> <p>² A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Evidence will be required.</p>
<p>Children with a sibling in school at the time of admission² Criteria 2</p>	<p>Example: If you have a child in Year 6 at the time of application that older child will have left school at the time of your younger child's admission and therefore this criteria will no longer apply.</p>
<p>Resident within the Ecclesiastical Parish of Halewood³ Criteria 3 – 8</p>	<p>Ecclesiastical Parish: A map detailing the parish boundaries can be inspected at the school or parish office. Children who do not meet the criteria 3 – 8 will be considered under criterion 9.</p>
<p>Commitment to the life, work and witness of the church⁴ Criteria 3 - 8</p>	<p>Parents/Carers are required to substantiate their commitment to the life, work and witness of the church for a minimum of 2 years before the closing date of application by filling in a separate form, which can be collected from school or the local authority (it can also be found on the school's website www.halewoodcofe.co.uk). This form requires Clergy verification of the parent/family commitment to the life, work and witness of the church. In order for the Clergy/Leadership Team to verify commitment, it is suggested that you submit a letter to them (up to one page A4) describing your commitment including:</p> <ul style="list-style-type: none"> * Which service(s) you usually attend, how frequently and for how long you have attended * Which other areas of church life you participate in * For how long you have participated in that area of church life and who in the church is best able to confirm this <p>If the parent/carer of this child has moved into the area or attended a different church within the two years preceding the closing date for application, they may still apply for admission under criteria 3 - 8 if they are able to demonstrate an equivalent commitment in a previous equivalent Church. A completed and verified Church form from their previous clergy will be required.</p>
<p>Another Christian Church⁵ Criteria 7 -8</p>	<p>An assembly of Christian believers who accept the doctrine of the Trinity and the Bible as the source of Christian faith.</p>