

# 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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SCHOOL TYPE	SCHOOL NAME AND CONTACT DETAILS	AGE RANGE	ADMISSION NUMBER	APPROXIMATE NUMBER ON ROLL	NURSERY CLASS
<b>C</b>	<b>Bedford Drive Primary</b> Bedford Drive, Birkenhead  Tel: 0151 645 1561	3-11	60	392	Yes
		Last F2 allocated in 2022: Out of zone – Category 5 – 0.839 miles			
		Admission Policy: Page 114			
<b>C</b>	<b>Bidston Avenue Primary</b> Tollemache Road, Birkenhead  Tel: 0151 652 1594	5-11	60	409	Yes
		Last F2 allocated in 2022: Out of zone - Category 5 – 0.616 miles			
		Admission Policy: Page 114			
<b>VC</b> (C of E)	<b>Bidston Village CE Primary</b> Ballyntyne Drive, Birkenhead  Tel: 0151 652 0673	3-11	56	370	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
<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 2022: 54 places offered of 77 applicants			
		Admission Policy: Page 12			
<b>C</b>	<b>Cathcart Street Primary</b> Dover Close, Birkenhead  Tel: 0151 647 7349	3-11	30	193	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
<b>VA</b> (C of E)	<b>Christ Church CE Primary</b> Mount Grove, Birkenhead  Tel: 0151 652 1278	3-11	38	163	Yes
		Last F2 allocated in 2022: 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	474	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
<b>C</b>	<b>Hillside Primary</b> Ridgeview Road, Birkenhead  Tel: 0151 677 9218	3-11	30	164	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
<b>VA</b> (Catholic)	<b>Holy Cross Catholic Primary</b> Gautby Road, Birkenhead  Tel: 0151 652 8454	3-11	56	123	Yes
		Last F2 allocated in 2022: All on-time applicants 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	147	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
C	<b>Mersey Park Primary</b> Elm Road, Birkenhead  Tel: 0151 647 8197	3-11	60	417	Yes
		Last F2 allocated in 2022: Out of zone - Category 5 – 0.6 miles			
		Admission Policy: Page 114			
VA (Catholic)	<b>Our Lady and St Edwards Catholic Primary</b> Price Street, Birkenhead  Tel: 0151 652 3366	5-11	60	406	No
		Last F2 allocated in 2022: All on-time applicants offered places.			
		Admission Policy: Page 24			
VA (C of E)	<b>Oxton St Saviours CE Primary</b> Holm Lane, Prenton  Tel: 0151 652 4909	5-11	30	235	No
		Last F2 allocated in 2022: Category 7 – 1.101 miles			
		Admission Policy: Page 28			
C	<b>Prenton Primary</b> Bramwell Avenue, Prenton  Tel: 0151 608 2958	3-11	60	400	No
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
C	<b>Rock Ferry Primary</b> Ionic Street, Birkenhead  Tel: 0151 645 1017	3-11	60	301	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
VA (Catholic)	<b>St Anne's Catholic Primary</b> Highfield Road, Birkenhead  Tel: 0151 645 3682	3-11	30	204	Yes
		Last F2 allocated in 2022: Category 4 – 1.004 miles			
		Admission Policy: Page 32			
AC	<b>St Joseph's Catholic Primary (Birkenhead)</b> Woodchurch Road, Prenton  Tel: 0151 652 6781	3-11	60	333	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 36			
VA (Catholic)	<b>St Paul's Catholic Primary</b> Farmfield Drive, Prenton  Tel: 0151 652 7828	3-11	18	78	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 40			

SCHOOL TYPE	SCHOOL NAME AND CONTACT DETAILS	AGE RANGE	ADMISSION NUMBER	APPROXIMATE NUMBER ON ROLL	NURSERY CLASS
<b>VA</b> (Catholic)	<b>St Peter's Catholic Primary</b> St Peter's Way, Prenton  Tel: 0151 677 8438	3-11	30	119	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 44			
<b>VA</b> (Catholic)	<b>St Werburghs Catholic Primary</b> Park Grove, Birkenhead  Tel: 0151 647 8404	3-11	30	185	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 48			
<b>AC</b>	<b>The Co-Op Academy Portland</b> Laird Street, Birkenhead  Tel: 0151 652 5124	3-11	30	145	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
<b>VA</b> (C of E)	<b>The Priory Parish CE Primary School</b> Aberdeen Street, Birkenhead  Tel: 0151 647 7188	5-11	30	214	No
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 55			
<b>AC</b>	<b>Townfield Primary School</b> Townfield Lane, Prenton  Tel: 0151 652 8498	5-11	60	456	Yes
		Last F2 allocated in 2022: Out of zone - Category 5 – 1.236 miles			
		Admission Policy: Page 50			
<b>C</b>	<b>Well Lane Primary</b> Well Lane, Birkenhead  Tel: 0151 645 9844	3-11	30	195	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
<b>C</b>	<b>Woodchurch Road Primary</b> Woodchurch Road, Prenton  Tel: 0151 608 2958	5-11	71	310	No
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
<b>C</b>	<b>Woodlands Primary</b> Hollybank Road, Birkenhead  Tel: 0151 647 8406	3-11	44	294	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			

## SCHOOLS IN WALLASEY

<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
<b>C</b>	<b>Castleway Primary</b> Castleway North, Moreton  Tel: 0151 677 2953	5-11	30	100	No
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			

SCHOOL TYPE	SCHOOL NAME AND CONTACT DETAILS	AGE RANGE	ADMISSION NUMBER	APPROXIMATE NUMBER ON ROLL	NURSERY CLASS
<b>VA</b> (C of E)	<b>Christ Church CE Primary School</b> Upton Road, Moreton  Tel: 0151 677 5152	5-11	56	379	No
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 56			
<b>C</b>	<b>Eastway Primary</b> Eastway, Moreton  Tel: 0151 677 1235	3-11	30	225	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
<b>AC</b>	<b>Egremont Primary</b> Church Street, Wallasey  Tel: 0151 638 5406	3-11	57	278	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
<b>C</b>	<b>Greenleas Primary</b> Green Lane, Wallasey  Tel: 0151 639 1225	5-11	45	306	No
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
<b>VA</b> (Catholic & C of E)	<b>Holy Spirit Catholic and Church of England Primary School</b> Gardenside, Moreton  Tel: 0151 638 5180	3-11	30	185	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 59			
<b>C</b>	<b>Kingsway Primary</b> Ashville Road, Wallasey  Tel: 0151 638 5195	3-11	25	105	Yes
		Last F2 allocated in 2022: Out of zone - Category 5 – 2.031 miles			
		Admission Policy: Page 114			
<b>C</b>	<b>Leasowe Primary</b> Oxley Avenue, Moreton  Tel: 0151 638 1126	5-11	30	241	No
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
<b>C</b>	<b>Lingham Primary</b> Town Meadow Lane, Moreton  Tel: 0151 677 5381	3-11	57	346	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
<b>C</b>	<b>Liscard Primary</b> Withens Lane, Wallasey  Tel: 0151 638 3910	3-11	90	620	Yes
		Last F2 allocated in 2022: Out of zone - Category 5 - 0.723 miles			
		Admission Policy: Page 114			
<b>C</b>	<b>Mount Primary</b> Mount Pleasant Road, Wallasey  Tel: 0151 630 3329	5-11	48	339	No
		Last F2 allocated in 2022: Out of zone - Category 5 – 0.795 miles			
		Admission Policy: Page 114			

SCHOOL TYPE	SCHOOL NAME AND CONTACT DETAILS	AGE RANGE	ADMISSION NUMBER	APPROXIMATE NUMBER ON ROLL	NURSERY CLASS
<b>C</b>	<b>New Brighton Primary</b> Alderley Road, Wallasey  Tel: 0151 638 6008	3-11	90	610	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
<b>C</b>	<b>Park Primary</b> Love Lane, Wallasey  Tel: 0151 638 6008	3-11	60	418	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
<b>C</b>	<b>Riverside Primary</b> Brighton Street, Wallasey  Tel: 0151 639 9787	3-11	43	216	Yes
		Last F2 allocated in 2022: Out of zone - Category 5 – 0.493 miles			
		Admission Policy: Page 114			
<b>VA</b> (Catholic)	<b>Sacred Heart Catholic Primary</b> Danger Lane, Moreton  Tel: 0151 677 1091	3-11	60	354	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 61			
<b>C</b>	<b>Sandbrook Primary</b> Stavordale Road, Moreton  Tel: 0151 677 3231	3-11	30	89	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
<b>C?</b>	<b>Somerville Primary</b> Northbrook Road, Wallasey  Tel: 0151 638 5074	5-11	90	491	No
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
<b>VA</b> (Catholic)	<b>St Albans Catholic Primary</b> Ashburton Road, Wallasey  Tel: 0151 638 6373	5-11	56	385	No
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 65			
<b>C</b>	<b>St Georges Primary</b> St George's Road, Wallasey  Tel: 0151 638 6014	3-11	120	806	Yes
		Last F2 allocated in 2022: Out of zone - Category 5 – 0.985 miles			
		Admission Policy: Page 114			
<b>VA</b> (Catholic)	<b>St Joseph's Catholic Primary (Wallasey)</b> Wheatland Lane, Wallasey  Tel: 0151 638 3919	3-11	45	190	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 69			
<b>VA</b> (Catholic)	<b>St Peter and St Paul Catholic Primary</b> Atherton Street, Wallasey  Tel: 0151 639 2991	5-11	45	284	No
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 73			

# 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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SCHOOL TYPE	SCHOOL NAME AND CONTACT DETAILS	AGE RANGE	ADMISSION NUMBER	APPROXIMATE NUMBER ON ROLL	NURSERY CLASS
<b>C</b>	<b>Brackenwood Infant</b> Pulford Road, Bebington  Tel: 0151 608 9117	5-7	60	177	No
		Last F2 allocated in 2022: Out of zone - Category 5 – 1.752 miles			
		Admission Policy: Page 114			
<b>C</b>	<b>Brackenwood Junior</b> Norbury Avenue, Bebington  Tel: 0151 608 3001	7-11	60	249	No
		Last F2 allocated in 2022: Not applicable			
		Admission Policy: Page 114			
<b>C</b>	<b>Brookhurst Primary</b> Brookhurst Road, Bromborough  Tel: 0151 334 4348	5-11	30	209	No
		Last F2 allocated in 2022: Out of zone - Category 5 – 1.026 miles			
		Admission Policy: Page 114			
<b>VA</b> (Catholic)	<b>Christ the King Catholic Primary</b> Allport Road, Bromborough  Tel: 0151 334 4345	5-11	60	400	No
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 77			
<b>C</b>	<b>Church Drive Primary</b> Church Drive, Port Sunlight  Tel: 0151 645 5527	3-11	44	310	Yes
		Last F2 allocated in 2022: Out of zone - Category 5 – 0.855 miles			
		Admission Policy: Page 114			
<b>C</b>	<b>Grove Street Primary</b> Grove Street, New Ferry  Tel: 0151 645 2170	3-11	60	301	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
<b>C</b>	<b>Heygarth Primary</b> Heygarth Road, Eastham  Tel: 0151 327 1570	3-11	60	360	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
<b>C</b>	<b>Higher Bebington Junior</b> Mill Road, Bebington  Tel: 0151 608 1011	7-11	85	372	No
		Last F2 allocated in 2022: Not applicable			
		Admission Policy: Page 114			
<b>C</b>	<b>Mendell Primary</b> Allport Lane, Bromborough  Tel: 0151 334 1432	3-11	30	176	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			

SCHOOL TYPE	SCHOOL NAME AND CONTACT DETAILS	AGE RANGE	ADMISSION NUMBER	APPROXIMATE NUMBER ON ROLL	NURSERY CLASS
VC (C of E)	<b>Millfields CE Primary</b> Willington Avenue, Eastham  Tel: 0151 327 1722	3-11	30	135	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
AC	<b>Poulton Lancelyn Primary</b> Venables Drive, Bebington  Tel: 0151 334 5021	5-11	60	429	No
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
C	<b>Raeburn Primary</b> Morland Road, Bromborough  Tel: 0151 327 2215	5-11	60	416	No
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
VA (C of E)	<b>St Andrews CE Primary</b> Townfield Lane, Bebington  Tel: 0151 645 7782	5-11	30	212	No
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 79			
VA (Catholic)	<b>St John's Catholic Infant</b> Old Chester Road, Bebington  Tel: 0151 645 5291	5-7	60	183	No
		Last F2 allocated in 2022: Category 4 – 0.408 miles with a sibling			
		Admission Policy: Page 83			
VA (Catholic)	<b>St John's Catholic Junior</b> Old Chester Road, Bebington  Tel: 0151 645 9615	7-11	60	249	No
		Last F2 allocated in 2022: Not applicable			
		Admission Policy: Page 87			
AC	<b>Stanton Road Primary</b> Stanton Road, Bebington  Tel: 0151 334 1398	5-11	45	298	No
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
C	<b>The Co-Op Academy Woodslee</b> Croft Avenue, Bromborough  Tel: 0151 334 1406	3-11	46	225	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
C	<b>Thornton Hough Primary</b> St George's Way, Thornton Hough  Tel: 0151 336 3427	5-11	25	181	No
		Last F2 allocated in 2022: Out of zone - Category 5 – 3.218 miles			
		Admission Policy: Page 114			
AC	<b>Town Lane Infant</b> Town Lane, Bebington  Tel: 0151 608 1918	3-7	90	265	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			

# 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
<b>C</b>	<b>Barnston Primary</b> Sandham Grove, Heswall Tel: 0151 342 5229	5-11	45	317	No
		Last F2 allocated in 2022: Out of zone - Category 5 – 2.373 miles			
		Admission Policy: Page 114			
<b>C</b>	<b>Black Horse Hill Infant School</b> Saughall Massie Road, West Kirby Tel: 0151 625 5238	3-7	60	144	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
<b>C</b>	<b>Black Horse Hill Junior</b> Saughall Massie Road, West Kirby Tel: 0151 625 8446	7-11	60	210	Yes
		Last F2 allocated in 2022: Not applicable			
		Admission Policy: Page 114			
<b>C</b>	<b>Brookdale Primary</b> Escolme Drive, Greasby Tel: 0151 677 5170	5-11	30	208	No
		Last F2 allocated in 2022: In zone - Category 3 – 0.659 miles			
		Admission Policy: Page 114			
<b>VA</b> (C of E)	<b>Dawpool CE Primary</b> School Lane, Thurstaston Tel: 0151 648 3412	5-11	30	209	No
		Last F2 allocated in 2022: Category 9 - 2.665 miles			
		Admission Policy: Page 90			
<b>C</b>	<b>Fender Primary</b> New Hey Road, Woodchurch Tel: 0151 677 0425	5-11	42	235	No
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
<b>C</b>	<b>Gayton Primary</b> Gayton Road, Heswall Tel: 0151 342 3772	5-11	30	215	No
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
<b>C</b>	<b>Greasby Infant</b> Barker Lane, Greasby Tel: 0151 677 2830	5-7	60	180	No
		Last F2 allocated in 2022: Out of zone - Category 5 – 0.743 miles			
		Admission Policy: Page 114			
<b>C</b>	<b>Greasby Junior</b> Mill Lane, Greasby Tel: 0151 677 1837	7-11	60	245	No
		Last F2 allocated in 2022: Not applicable			
		Admission Policy: Page 114			



SCHOOL TYPE	SCHOOL NAME AND CONTACT DETAILS	AGE RANGE	ADMISSION NUMBER	APPROXIMATE NUMBER ON ROLL	NURSERY CLASS
<b>AC</b>	<b>Great Meols Primary</b> Elwyn Road, Meols  Tel: 0151 632 4606	5-11	60	442	No
		Last F2 allocated in 2022: Out of zone - Category 5 – 1.985 miles			
		Admission Policy: Page 114			
<b>C</b>	<b>Heswall Primary</b> Whitfield Lane, Heswall  Tel: 0151 342 7491	5-11	30	217	No
		Last F2 allocated in 2022: Out of zone - Category 5 – 9.496 miles			
		Admission Policy: Page 114			
<b>VC</b> (C of E)	<b>Hoylake Holy Trinity CE Primary</b> Market Street, Hoylake  Tel: 0151 632 4153	5-11	45	274	No
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
<b>C</b>	<b>Irby Primary</b> Coombe Road, Irby  Tel: 0151 648 2944	5-11	30	215	No
		Last F2 allocated in 2022: Out of zone sibling - Category 4			
		Admission Policy: Page 114			
<b>VA</b> (Catholic)	<b>Ladymount Catholic Primary</b> Portal Road, Pensby  Tel: 0151 648 4326	3-11	30	286	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 93			
<b>AC</b> (Catholic)	<b>Our Lady of Pity Catholic Primary</b> Rigby Drive, Greasby  Tel: 0151 677 6262	5-11	60	416	No
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 97			
<b>C</b>	<b>Overchurch Infant</b> Moreton Road, Upton  Tel: 0151 677 3335	3-7	90	263	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
<b>C</b>	<b>Overchurch Junior</b> Moreton Road, Upton  Tel: 0151 677 4150	7-11	103	355	No
		Last F2 allocated in 2022: Not applicable			
		Admission Policy: Page 114			
<b>C</b>	<b>Pensby Primary</b> Greenbank Drive, Pensby  Tel: 0151 648 2643	5-11	30	216	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
<b>VC</b> (C of E)	<b>St Bridget's CE Primary</b> St Bridget's Lane, West Kirby  Tel: 0151 625 7652	5-11	60	435	No
		Last F2 allocated in 2022: Out of zone - Category 5 – 0.777 miles			
		Admission Policy: Page 114			

SCHOOL TYPE	SCHOOL NAME AND CONTACT DETAILS	AGE RANGE	ADMISSION NUMBER	APPROXIMATE NUMBER ON ROLL	NURSERY CLASS
<b>VA</b> (Catholic)	<b>St Joseph's Catholic Primary (Upton)</b> Moreton Road, Upton Tel: 0151 677 3970	5-11	45	279	No
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 102			
<b>VA</b> (Catholic)	<b>St Michael and All Angels Catholic</b> New Hey Road, Woodchurch Tel: 0151 677 4088	3-11	29	203	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 105			
<b>VA</b> (C of E)	<b>St Peter's CE Primary</b> Thurstaston Road, Heswall Tel: 0151 342 2556	5-11	45	300	No
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 109			
<b>C</b>	<b>Thingwall Primary</b> Pensby Road, Thingwall Tel: 0151 648 4885	5-11	30	205	No
		Last F2 allocated in 2022: Out of zone - Category 5 – 1.398 miles			
		Admission Policy: Page 114			
<b>C</b>	<b>West Kirby Primary</b> Anglesey Road, West Kirby Tel: 0151 625 5561	3-11	37	265	Yes
		Last F2 allocated in 2022: All on-time applicants offered places			
		Admission Policy: Page 114			
<b>VA</b> (C of E)	<b>Woodchurch CE Primary</b> Church Lane, Woodchurch Tel: 0151 677 4788	5-11	30	205	No
		Last F2 allocated in 2022: Category 6 – 0.701 miles			
		Admission Policy: Page 113			

**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 2022; 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)\*

- 1.1 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.
- 1.2 The Academy is sponsored by the Girls' Day School Trust (GDST), and funded in partnership with government.
- 1.3 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. This annex may be amended in writing at any time by agreement between the Secretary of State and the GDST Academy Trust.
- 1.4 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.
- 1.5 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.
- 1.6 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.
- 1.7 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.

## 2 ADMISSION ARRANGEMENTS APPROVED BY THE SECRETARY OF STATE

### Admission number

- 2.1 The agreed admission numbers for the Academy for the academic year 2022-2023, and for subsequent years (subject to any change approved by the Secretary of State), are as follows:

Nursery	26 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.
- 2.2 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.
- 2.3 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.

### 3 Arrangements for admission to the Nursery

#### *Process of application*

- 3.1 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 2022 to 31 August 2023**.
- 3.2 The application form should be completed and returned to the Academy by **1 December 2022**.

#### **Consideration of applications for entry into Nursery**

- 3.3 The agreed admissions number is 26 full-time equivalent (FTE) places.

#### *Oversubscription procedure*

- 3.4 Where Birkenhead High School Academy is oversubscribed in Nursery the Academy will allocate places using the following criteria which are listed in priority order:
- (a) Girls who are in public care (Looked After Children) or were previously in public care, as defined in the School Admissions Code 2021 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 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.
  - (c) Girls whose parent/s are currently Teaching, Administrative, Support Staff at Birkenhead High School Academy and have been employed for over two years.
- 3.5 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.

### 4 Arrangement for admission to Reception

#### *Process of application*

- 4.1 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.
- 4.2 The agreed admissions number for Reception is 56.
- 4.3 Applications for places for Reception can be made for girls who turn **5** between **1 September 2022** and **31 August 2023**. 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.
- 4.4 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.
- 4.5 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 4.6 to 4.7 below. Girls with statements of special educational needs will be admitted where the Academy is named in the statement.

#### *Oversubscription procedure*

- 4.6 Where Birkenhead High School Academy is oversubscribed in Reception the Academy will allocate places using the following criteria which are listed in priority order:
- a) Girls who are in public care (Looked After Children) or were previously in public care, as defined in the School Admissions Code 2021 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;

- 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) In the case of twins applying for entry into Reception, should one be allocated a place the other will automatically be offered a place.
- e) Girls whose parent/s are currently Teaching, Administrative, Support Staff at Birkenhead High School Academy and have been employed for over two years.

4.7 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.

4.8 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.

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

7.1 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.

7.2 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.

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

8.1 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.

8.2 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.

8.3 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 4.6 for Reception and 5.9 a) to d) for Year 7.

No waiting list will be operated for years other than Reception and Year 7.

## **9 Arrangements for the Independent Appeal Panel**

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.

There is no right of appeal for refusal to offer a nursery place.

## **10 ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

### ***Consultation***

Birkenhead High School Academy will consult by 1 March each year on its proposed admission arrangements:

- a. Wirral Children's Services;
- b. The admission forum for the Wirral;
- c. Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by Wirral Children's Services;

- d. 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
- e. Affected admission authorities in neighbouring local authority areas.

## **11 Publication of admission arrangements**

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.

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

#### 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 2023.

Places allocated for Foundation 2 in September 2023 will be offered on: 17<sup>th</sup> April 2023.

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, Oxtan and Tranmere areas.

The published admission number for each year group is 38.

#### **Attendance at our Foundation 1 (Nursery) does not guarantee admission into Christ Church Primary School at Foundation 2 (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 all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). (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 Orders. A child is regarded as having been in state care outside of England if they were in the care



- of, or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- 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 Educational 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 Summer Term of 2023.

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 year in the school year which begins in September 2023.

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 (see note 1)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a 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'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, 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 with all the supporting documentation, 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> 2022.**

### **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 by 15<sup>th</sup> January** 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. 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.

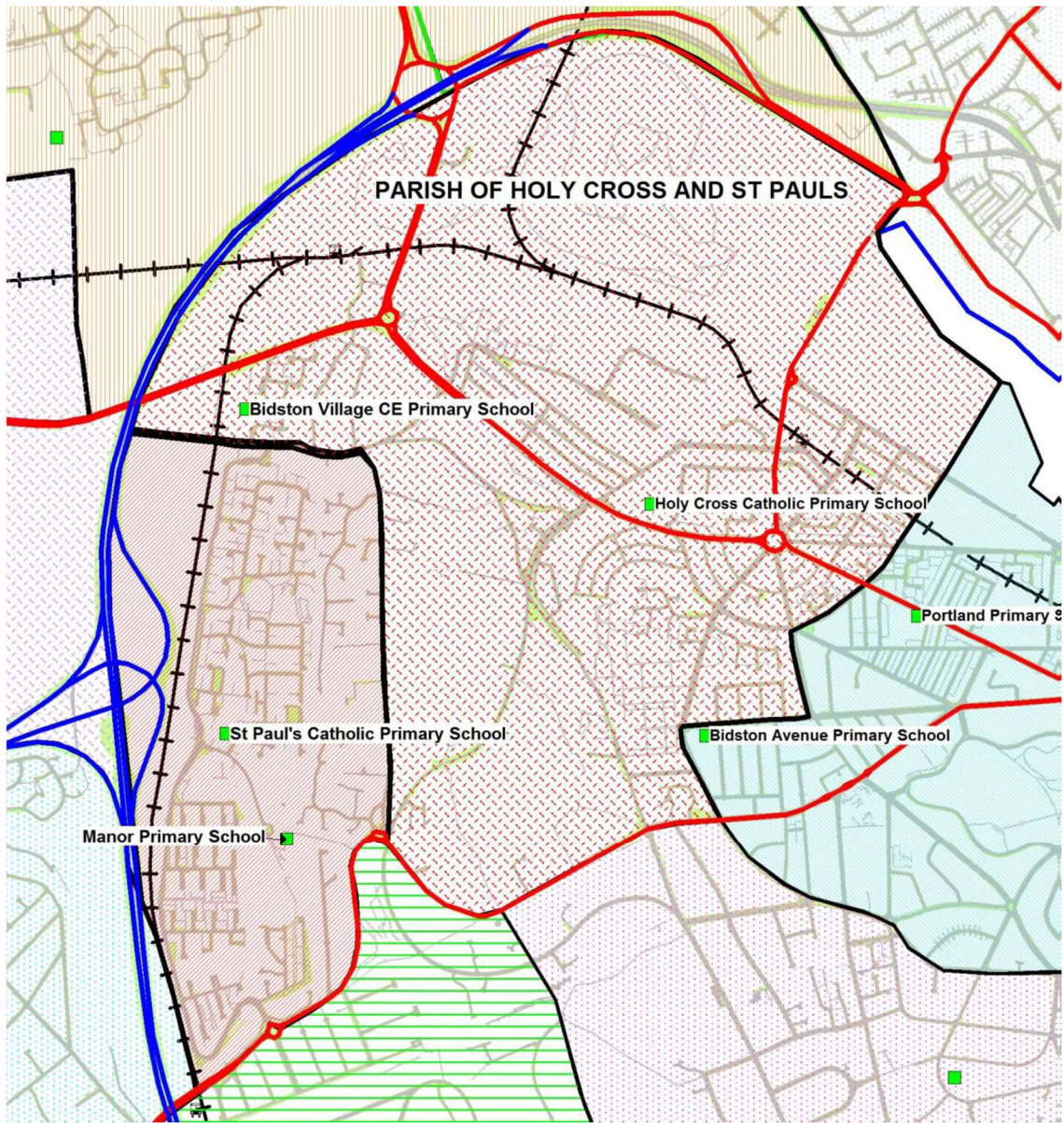
8. ‘brother or sister’ includes:

- (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 2022-23.



<sup>1</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year.

## 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 2023.

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 an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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. Any 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 or 6 to 8. The application form produced by Wirral LA must be submitted by the deadline as stated by Wirral LA (15<sup>th</sup> January 2023).

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 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> 2022 (date as stated by Wirral LA).**

### **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 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 31<sup>st</sup> July.

**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 2000 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. (Included in this definition are those children who appear (to the Governing Body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted).

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 a map on the school’s website and will be applied to the admission arrangements for 2023-24.

11. A child’s “home address” refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (“CAF”). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

## 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 2022 and 15 January 2023.

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 and be made aware of their right to appeal.

The number of places available for admission to the Reception 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 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.

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: andre

1. Looked after children and previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (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. Newcomers to the parish must have a similar Anglican affiliation in their previous parish. (See note c and g)
4. Children whose parents are faithful and regular worshippers in the Parish Church of Oxton St Saviour, Birkenhead with St Andrew Noctorum. Newcomers to the parish must have a similar Anglican affiliation in their previous parish. (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 members of 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.

A child is regarded as having been in state care outside of England if they were in the care of, or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

- 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 in 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 2 years immediately prior to the closing date for applications. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship. Evidence of this must be provided on the school's supplementary form. 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 either the school; **Oxton St Saviour's CE Aided Primary School, Holm Lane, Prenton, CH43 2HT** or **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 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.

### **Children with Educational Health Care Plans**

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an 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 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, PO Box 290, Brighton Street, Wallasey, CH27 9FQ 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. (This is for admission to the school at the start of the school year in September and not for applications made in-year.) 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 2023.

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**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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 Saint Anne's (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.

***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 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> 2023.**

### **Late applications**

Late applications will be administered in accordance with the 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).

### **Foundation 1 Nursery**

For children attending the school's nursery or pre 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.

### **2-Year-Old Provision**

The school will set its own criteria following a similar model to admission to reception.

**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:

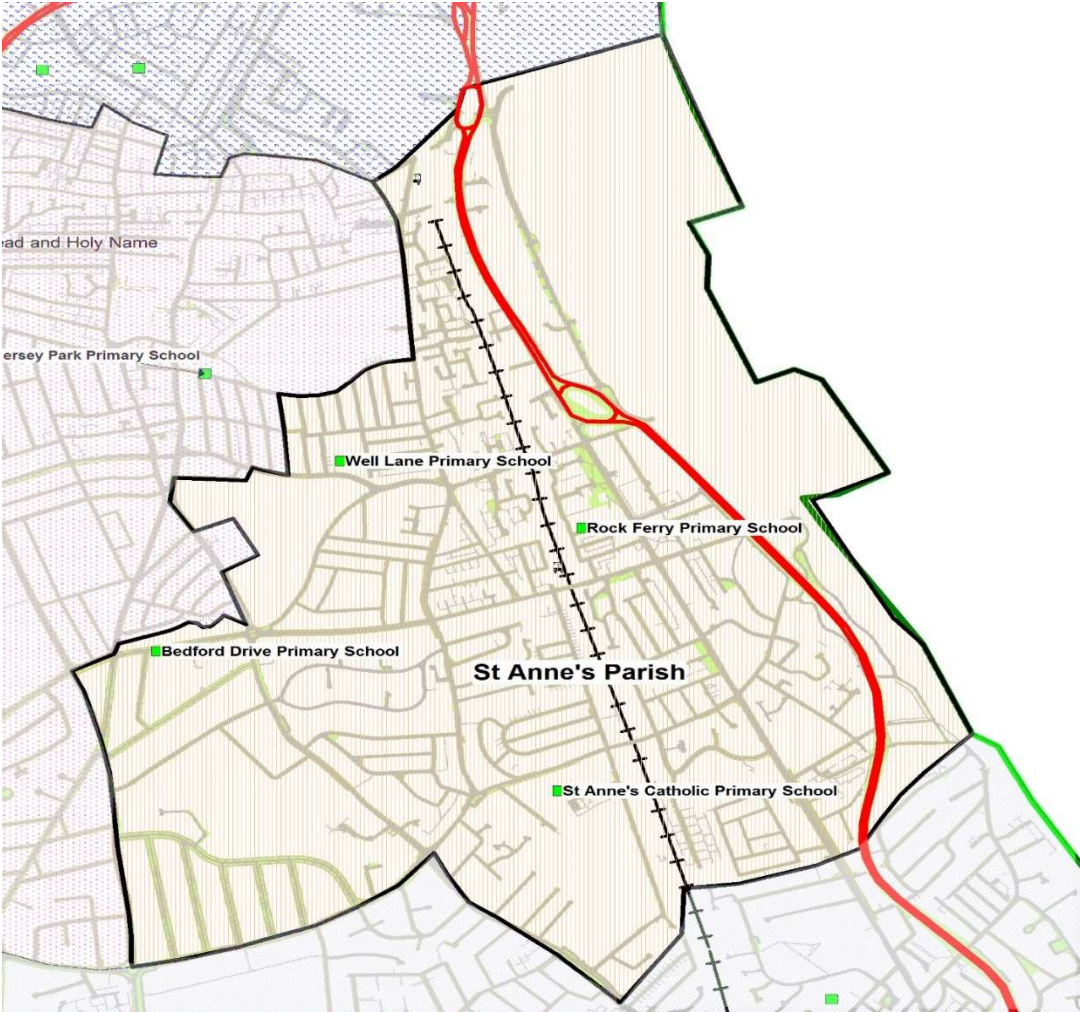
(i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

(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 2023-24.



## 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. The governing body has set its admission number at 30 pupils to be admitted to the reception year in the school year which begins in September 2023.

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 (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, Oxton (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 on the basis of the shortest walking route from the seed point of the child's home address to 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 nearer to the school having priority. 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 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 with all supporting documentation, 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> 2023.**

### **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 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 by the school governors where there are available places. Enquiries may be made at the school office but application must be made via the transfer form available on the Wirral Council website at [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions) or by calling 0151 606 2000 during office hours. Where there are

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

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. 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. Included in the definition are those children who appeal (to the Governing Body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

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 shown on a map available on the school website and will be applied to the admission arrangements for 2023-24.

12. A child’s ‘home address’ refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (CAF). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

## 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 18 pupils to be admitted to the reception year in the school year which begins in September, 2023.

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 (see note 1)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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 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 on the basis of a 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 nearer to the school having



priority. 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 15<sup>th</sup> January 2023 to:

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

You will be advised of the outcome of your application on 16<sup>th</sup> 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 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 15<sup>th</sup> January 2023**

### **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 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 **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 by the school governors where there are available places. Enquiries may be made at the school office but application must be made by via the transfer form 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. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England.

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.

For the purposes of this policy, parish boundaries are as shown on a map which is available from the school office and will be applied to the admission arrangements for 2023-24.

## 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 year in the school year which begins in September 2022.

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").

<sup>1</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year.

### **Pupils with an Education, Health and Care Plan**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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 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 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 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 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 with all the supporting documentation, 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 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. Enquiries may be made at the school office but application must be made by via the transfer form 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 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.

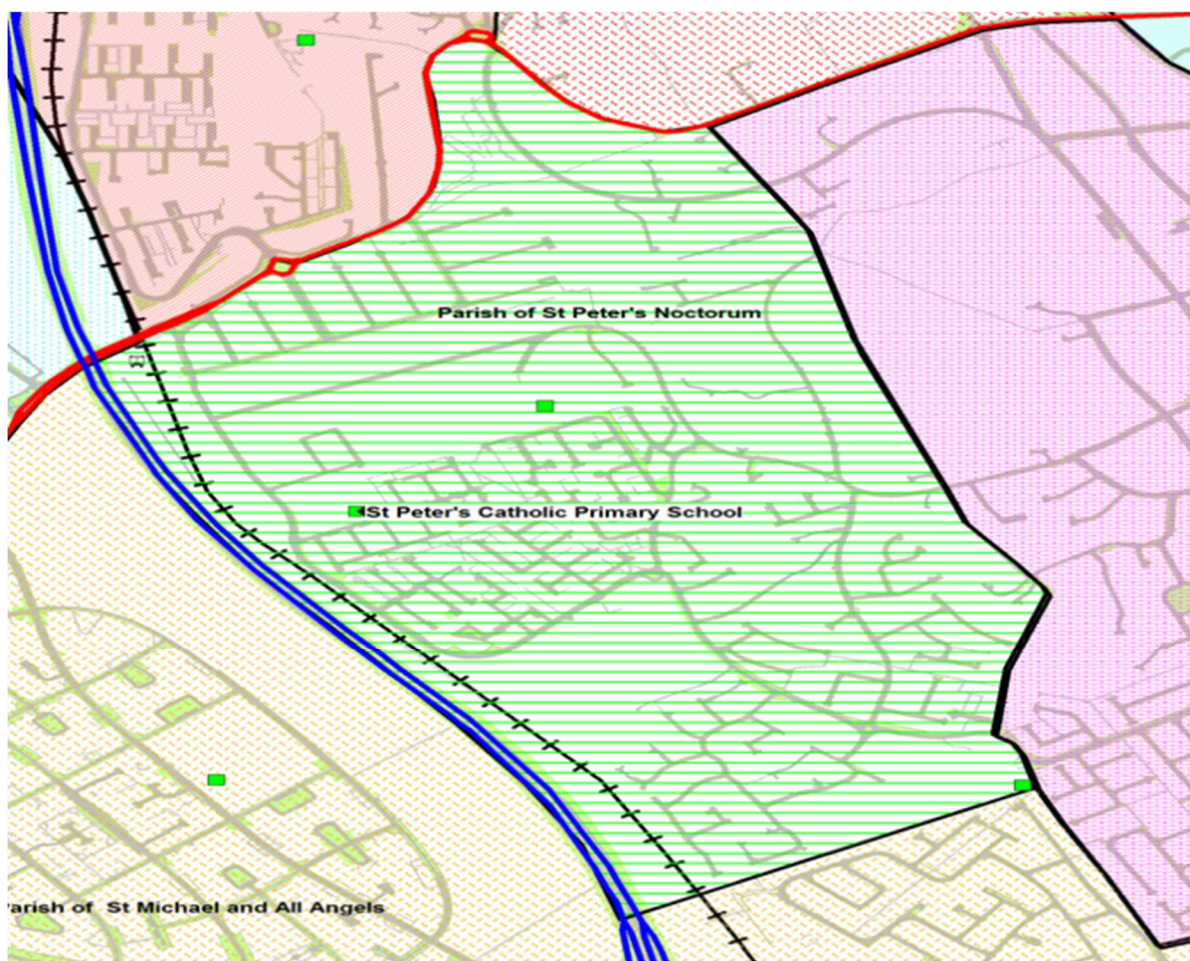
8. 'brother or sister' includes:

- (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 2022-23.



## 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 2023.

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 (see note 1)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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 are resident in the parish of St. Werburgh and St. Laurence.
3. Other Baptised Catholic children.
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 sibling 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 (see note D)*
- ii. The attendance of the child in Foundation One at St. Werburgh's school 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.*

### **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 until December 2023, co-ordinated by Wirral Local Authority.

**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 2000 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 (Foundation One), 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 (Foundation One) 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 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. 'Sibling' 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 legal parental responsibility for a child.

## Townfield Primary School\*

Applications submitted by the 15 January 2022 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 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:

- 4) 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.
- 5) 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 or 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 103 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/Reception. 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 (see further information below about admission outside of the normal age group).
- h) **Admission outside the normal age group.** Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented, has experienced problems such as ill health or alongside a request for deferred entry. Townfield Primary School, as its own admissions authority will consider such applications whether they are submitted to Wirral Council or directly to the school. Parents wishing to make an application for admission outside of the normal age group should provide as much information that is relevant to the request as possible. Following the application, the clerk to trustees shall call a meeting of the school’s admissions committee to consider the parents request and the Headteacher’s response. All decisions will be made on the basis of individual circumstances and in the best interests of the child. Once a decision has been made by the admissions committee it will be communicated to the parents and headteacher. If the application is approved and it is for a place in Foundation 2, the child’s application will still have to go through the normal admissions round. If the application is made in-year and approved arrangements will be made to formally offer a place. If the application is not approved there is no parental right of appeal to an independent appeal panel if Trustees offer a place in the normal age group for the child.
- i) **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.

- j) **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.
- k) **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.

- l) **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.
- m) **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 104 transfer is being requested. Applications will be dealt with as set out in the Wirral Co-ordinated Scheme for Admissions.
- n) **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 Coordinated Scheme for Admissions.
- o) **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).
- p) **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.

- q) **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.**

- r) **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.
- s) **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.

## 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 2023 and January 2024.

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 2024. 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 2023 to 2024 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 residence 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.

In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship".

(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 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.

(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 that names their school.

### **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.

### **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)

Chester Diocesan Academies Trust (CDAT) is the admissions authority for Christ Church C of E Primary School and will allocate places according to the criteria indicated below. This policy will be reviewed by the Local Governing Body and trust on an annual basis.

### Making an application

Although Chester Diocesan Academies Trust is the admissions authority, admissions to reception (F2) for all schools and academies are co-ordinated by the Local Authority and so parents will need to fill in a common application form provided by the Local Authority. CDAT delegates the decision regarding criteria and the ranking of applications to the Local Governing Body.

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. Those applying under criteria 3, 4 or 5 must complete a supplementary Information Form and return it to school. The closing date for common application forms are to be in by the 15 January.

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 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 Education Health Care Plans

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an Education Health and Care Plan that name their 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 local 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, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children whose parents/guardians are faithful and regular worshippers in the Parish Church of Christ Church, Moreton.
3. Children whose parents/guardians are faithful and regular worshippers in a neighbouring Anglican Church for whom this is the closest Church of England school.
4. 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.
5. Children who have a sibling in school who will still be attending school the following year.
6. Children resident in the parish of Christ Church, Moreton. A map showing the parish is available from the School Office and on the school website
7. Other children.

### NOTES

- a) a) 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.

- b) A map showing the boundaries is available from the school.
- c) Siblings include step, half, foster, adopted brothers and sisters living at the same address and full brother and sister living apart.
- d) 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.
- e) 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.
- f) 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.
- g) 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.

### **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. 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 may wish to 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. In-year transfer requests will be considered relevant to the needs of existing cohorts and school capacity.

### **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 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.

### **Special Educational Needs**

Where a child has an education, health and care plan (EHCP) or statement which names the School, then that child will be admitted to the School and the number of available places in the PAN will reduce correspondingly. Admission of children with an EHCP is dealt with by the home Local Authority (LA) (which is where you reside).

### **Multiple births**

Where there are children of multiple births wanting admission and there is only a single place left within the admission number, then the governing body may admit above the PAN.

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

Holy Spirit Catholic and Church of England Primary School is a joint Catholic and Church of England Primary School under the trusteeship of the Dioceses of Shrewsbury and Chester. It is maintained by Wirral Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority. For the school's year commencing September 2022, the Governing Body has set its admissions number at 30. Of these places 18 will be set aside for Catholic children and 12 for Church of England children.

Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure and by the date set therein. 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.

### **Pupils with an Education, Health and Care Plan (see note g)**

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 an 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.

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. Children who are currently, or have been previously, in the care of the Local Authority (Looked after children)**
- 2. Places designated for Catholic Children**

The Governors have designated 18 places, to be offered to baptised Catholic children. If there are more than 18 qualified applicants, places will be allocated according to the following criteria. These are stated in order of priority.

- (a) Baptised Catholic children resident in the parishes of Our Lady of Lourdes and English Martyrs.
- (b) Baptised Catholic children from other parishes

- 3. Places designated for Church of England Children**

The Governors have designated 12 places, to be offered to children who are members of the Anglican Church. If there are more than 12 qualified applicants, places will be allocated according to the following criteria. These are stated in order of priority.

- (a) Children whose parents are faithful and regular worshippers at Anglican churches in Wallasey
- (b) Children whose parents are faithful and regular worshippers in other Anglican Churches

By "faithful and regular" we mean worship attendance should generally be at public worship on Sundays or other days of the week. A letter from your incumbent or minister or other church officer will be required as proof of attendance

- 4. Other children**

*Where places designated for Catholic children remain unfilled priority will be given to those children who fulfil the criteria set out for Anglican children. Similarly where places for Anglican children remain unfilled priority will be given to those who fulfil the criteria set out for Catholic 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.

WALLASEY

## NOTES

- a) All applicants will be considered at the same time and after the closing date for admissions.
- b) All Catholic applicants will be required to produce baptismal certificates.
- c) It is the duty of governors to comply with class size limits at Key Stage One.
- d) In the event of a 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 front door of the child's home address (including the community entrance to flats) to the main 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 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.
- e) 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.
- f) 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. 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.
- g) 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.
- 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) 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.
- j) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors at the school within 20 days of refusal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors
- k) 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.

- 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.

## 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 (This is for admission to the school at the start of the school year in September and not for applications made in-year). 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 2022.

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**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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> 2021.**

### **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].

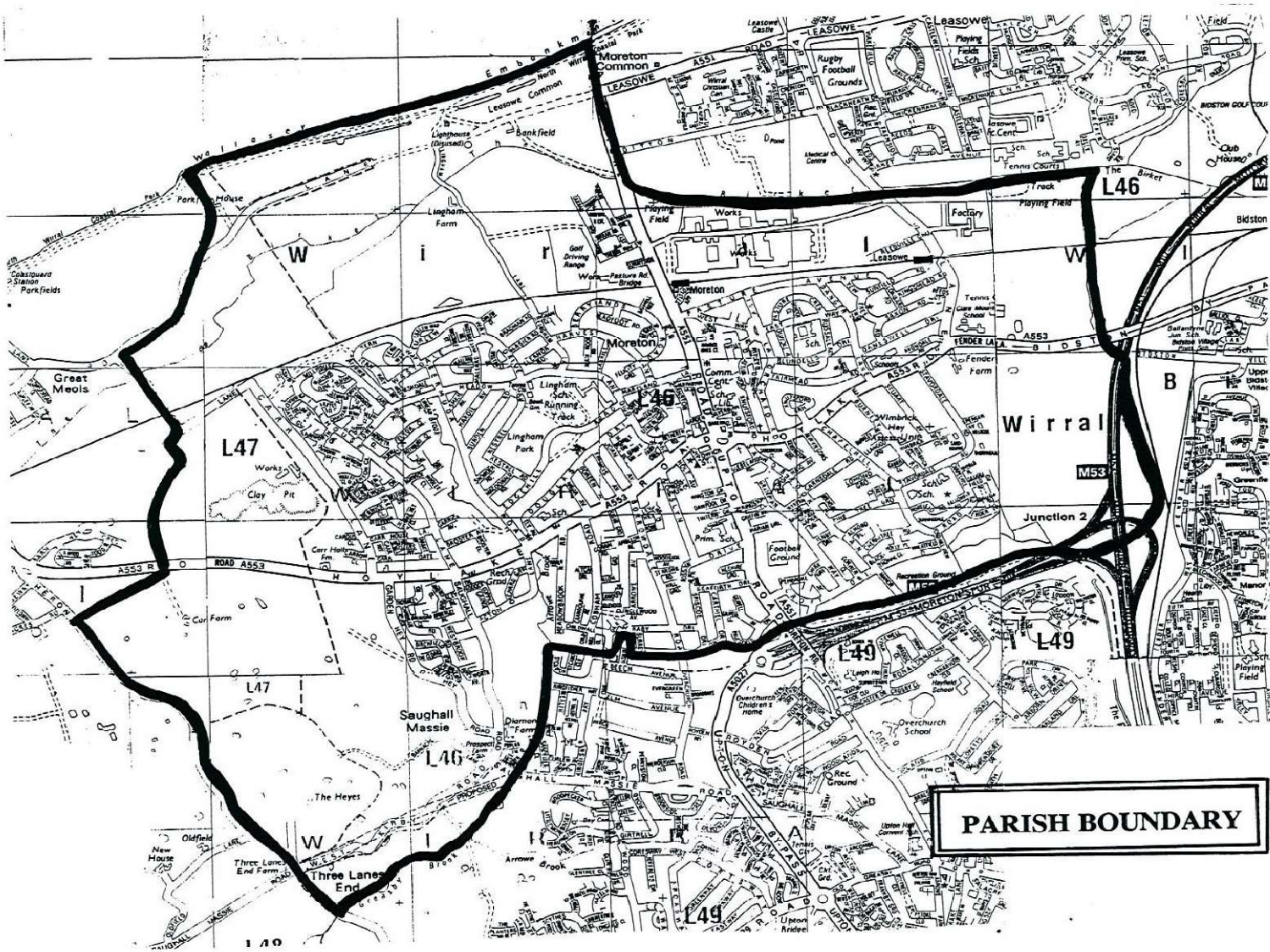
4. 'brother or sister' includes:

- (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 2022-23.



## 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 round1. The governing body has set its admission number at 56 pupils to be admitted to the reception year in the school year which begins in September, 2022.

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 (see note 1)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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)
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.

- (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 7).
- (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 9).

### **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 with those living nearer to the school having priority. 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 - 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 with all supporting documentation, your child will not be placed in criteria 2 - 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 15th January 2022.**

### **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.

### **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 by the school governors where there are available places. Enquiries may be made at the school office but application must be made by via the transfer form available on the Wirral Council website at [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions) or by calling 0151 606 2000 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. 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.

### **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 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 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. '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 a map which is available from the school office and will be applied to the admission arrangements for 2022-23.

## 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 2022.

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 (see note 1)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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. Baptised Catholic looked after children and previously looked after children
2. Other looked after children and previously looked after children
3. Catholic children who are resident in the parish of St Joseph's, Wallasey (see notes 3&7)
4. Other Catholic children. (see note 3)
5. 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 on the basis of the shortest walking route from the front door of the child's home address (including the community entrance to flats) and the main entrance of the school 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. The supplementary information form should be returned to the Headteacher, St Joseph's Catholic Primary by 15<sup>th</sup> January 2022.

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 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> 2022.**

### **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 by the school governors where there are available places. Enquiries may be made at the school office but application must be made by via the transfer form available on the Wirral Council website at [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions) or by calling 0151 606 2000 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 2022-23.



## 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 Foundation 2 in the school year, which begins in September 2022.

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 (see note 1)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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 with all supporting documentaion, 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> 2022.**

### **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 final day of the summer term (the date will be posted on the school website and on the year's diary).

**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 by the school governors where there are available places. Enquiries may be made at the school office but application must be made by via the transfer form 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.

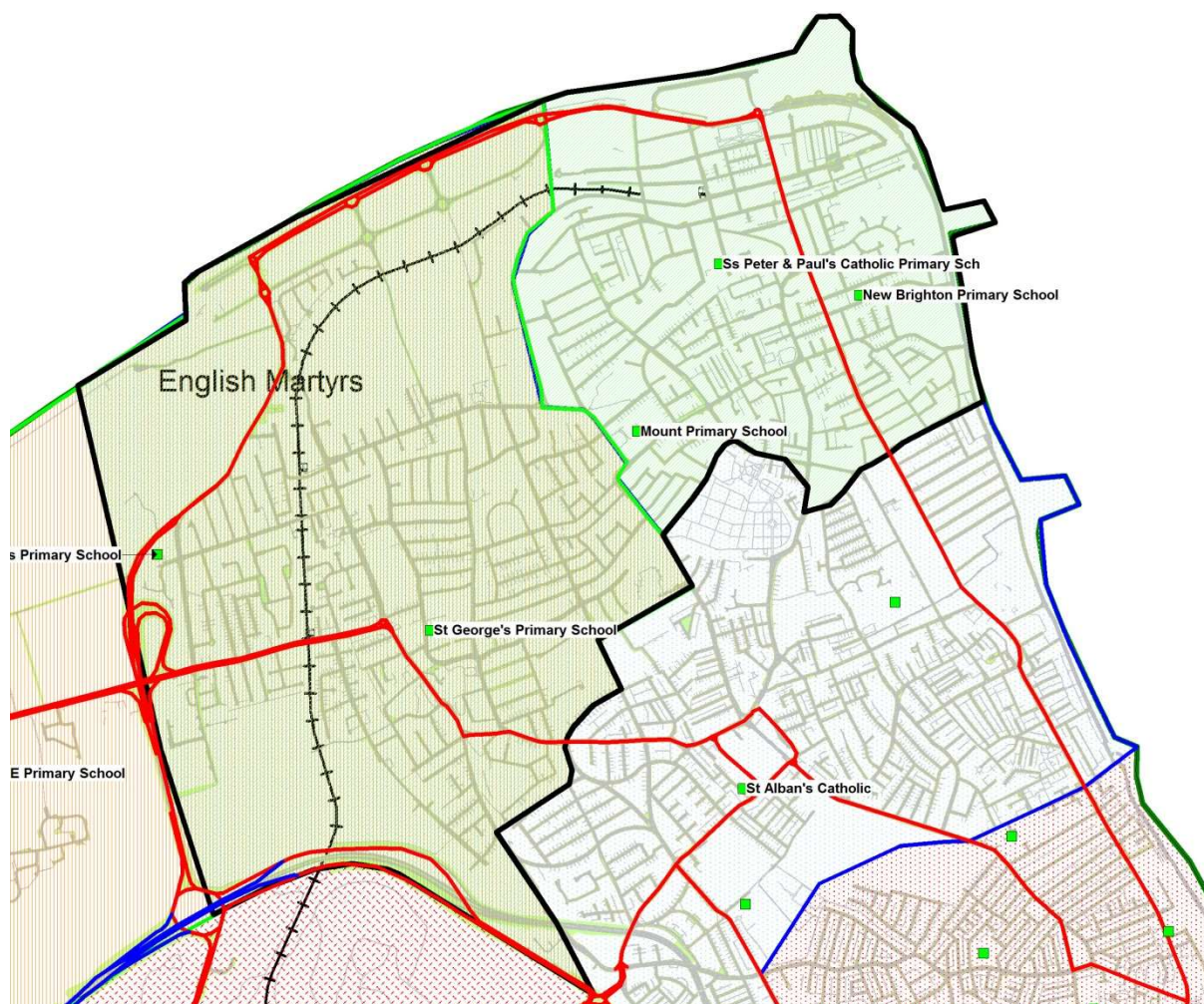
8. 'brother or sister' includes:

- (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 the academic year 2022-2023.



# 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 2022, the Governing Body has set its admissions number at 60.

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:  
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<sup>th</sup> January 2022. You will be advised of the outcome of your application on 16<sup>th</sup> 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 15<sup>th</sup> 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 nursery, application to Foundation Stage must be made in the normal way, to the local authority. Attendance at the nursery 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 enclosed with Wirral's schools admissions brochure or on-line between 1st September and the national closing date in any relevant year (see Local Authority website for details) 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 on 16<sup>th</sup> April or the next working day. 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 2023 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:

- 1) Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. See notes a) & b).
- 2) Children who have a sibling in school who will still be attending school the following year. See notes a) & c).
- 3) Children whose parents are faithful and regular worshippers at St Andrew's and Townfield Churches, Bebington (including their Messy Church congregations). Newcomers to the parish must have a similar Anglican affiliation in their previous parish. See notes a), d) & 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 parents are faithful and regular worshippers of another Christian Church which holds to belief in the Trinity 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) & 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 to the nearest open gate of the school officially available for use by pupils at the start and end of the school day. (See note h).

## 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 to 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.  
  
\* Seed Point – the middle point of a house/building
- 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.  
**A child is regarded as having been in state care outside of England if they were in the care of, or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.**
- 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 date of application. Evidence for this must be provided on the school's supplementary form. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.
- 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.

### **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 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 children. 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. The governing body has set its admission number at 60 children to be admitted to Foundation Stage 2 in the school year which begins in September, 2023.

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 (see note 1)**

The admission of children with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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 notes 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 7).

### **Tie Break**

If in any category there are more applications than places available, priority will be given on the basis of shortest walking distance from home to school, those living nearer to the school having priority. Distance will be measured 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 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.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2023.

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 the Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time. Applications received after the 15th January 2023, 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 by the school governors where there are available places. Enquiries may be made at the school office but application must be made via the transfer form available on the Wirral Council website at [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions) or by calling 0151 606 2000 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 an 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).

### St John's Pre School

For children attending the school's Pre School, application to the Foundation Stage 2 class of the school must be made in the normal way, to the 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. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

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. A child's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.



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 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 30th 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 map which can be found on the school website and will be applied to the admission arrangements for September 2023.

## 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 Year 3 in the school year which begins in September 2023.

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 (see note 1)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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.*

- (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 7).

### **Tie break**

If in any category there are more applications than places available, priority will be given on the basis of shortest walking distance from home to school, those living nearer to the school having priority. Distance will be measured 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 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

### **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.

### **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 Local Authority by <https://www.wirral.gov.uk/schools-and-learning/school-admissions/>.

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 – 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:

'A sibling is 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 they are living in the same family unit/household at the same address

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.



# SCHOOLS IN WEST WIRRAL

\*Schools with nursery class

## Dawpool CofE Primary School

### **Making an application**

Applications for admission to the school should be made on the common application form. Applications may also be made electronically. The school's Supplementary Information Form for criteria number 4 will also need to be completed.

The common application form and supplementary form should be completed and returned by 15th January.

Applications may also be made on-line by using both the common application form and the supplementary information form (available from the LA/school website). 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 on 16th April or next working day. Parents of children not admitted will be informed of the reason, offered an alternative place by the Authority and be made aware of their right to appeal.

### **Admission Procedures**

The number of places available for admission to the Foundation 2 class will be a maximum of 30. No restrictions will be placed on admissions unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than thirty children.

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

All children with an Education Health and Care Plan in which the school is named will be admitted.

In the event that there are more applicants than places remaining, the Governing Board will allocate these places using the following criteria, which are listed in order of priority:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority to have been in state care 10 outside of England and ceased to be in state care as a result of being adopted. 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 (see the definition in Section 22(1) of the Children Act 1989). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole main purpose is to benefit society.
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school. Professional supporting evidence from eg a doctor, psychologist, social worker, is required that sets 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.
3. Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
4. Children resident in the parish of Thurstaston with Irby and whose parent/s worship in a Christian church. Parental worshipping' is taken to mean attendance at a minimum of 1 public worship service per month for at least 2 years prior to the closing date for applications.

Christian church means any church which is designated under the Ecumenical Relations Measure nationally by the Archbishops of Canterbury and York or locally by the diocesan bishop, or is a

member of Churches Together in England, or the Evangelical Alliance, or a partner church of Affinity. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

A map showing the parish is available from the school and is on the school website. Parish maps can also be found on [www.achurchnearyou.com](http://www.achurchnearyou.com)

5. Other children resident in the parish of Thurstaston with Irby.

A map showing the parish is available from the school and is on the school website.

Parish maps can also be found on [www.achurchnearyou.com](http://www.achurchnearyou.com)

6. Other children by distance from the school, with priority for admission given to children who live nearest to the school, as measured by Wirral Local Authority measuring system.

Random allocation will be used as a tie-break in the final category above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified. If a tie-break is required in earlier categories to decide who has priority for admission between two children, distance from the school will be used to decide as measured above.

### **Waiting list**

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible 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 31st December of the year of admission.

### **Late applications for admission**

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

### **Address of pupil**

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. utility bills of various sorts showing the child's address as the one claimed. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

### **In-year admissions**

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions or in-year admissions.

Information about In-year admissions can be found on the Wirral Local Authority website with the relevant procedure and application forms.

### **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. Parents should fill in an online appeals form. Hard copies can be requested by emailing [schoolappeals@wirral.gov.uk](mailto:schoolappeals@wirral.gov.uk) Further details on the Appeals process can be found here <https://www.wirral.gov.uk/schools-and-learning/school-admissions/school-admission-appeals/school-admissions-appeals-guidance#2>

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.

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

### **Closure of places of worship**

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

### **Fraudulent applications**

Where the Governing Board discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the Governing Board is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

### **Deferred admission**

Children are eligible for a reception place from the beginning of the school year in which they become 5 years old. However, they do not become of compulsory school age until the start of the term after their fifth birthday. After a place has been allocated and accepted parents may defer the school place until later in the school year and if they do this the place will be held for the child. They cannot however defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the summer term. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

### **Children educated outside of their normal age group**

- Parents who wish to delay entry until the following year due to specific circumstances, such as ill health or summer born children (those between 1st April and 31st August), must speak to the school and Local Authority as soon as possible as this would involve either an in-year application for year 1 or a new application for reception in the following year. The decision as to which year group the child will enter will be made taking into account information from the parents and headteacher and should be in the best interests of the child.
- Parents should be aware that agreement by the school to allow a child to enter reception in the following year does not guarantee a place in the class. Parents must apply to the school in the normal co-ordinated round and the application will be considered in the normal manner following the oversubscription criteria. Parents may also choose to apply in-year for admittance to year 1 and the child's normal age group.
- Parents whose children have been educated outside of their normal age group because of being a summer born child will need to apply once again for an outside normal year group place alongside an application for a school place and should do so when their child's 'correct' cohort are making applications for a school place. This means that for a summer born child who started in reception a year later than is usual, parents will need to apply for a secondary school place and for an out of year group place when the child is in year 5 rather than year 6. These requests will be considered based on the best interests of the child and will take into account the fact the child has been educated in a different year group up until this point. For many children, it will be right for them to remain with their adopted year group but it is possible that others may be better off joining their normal year group. All decisions will be made taking the circumstances of the case into account and considering all of the child's needs, including their social and emotional needs. Unless there are sound educational reasons to do otherwise, the assumption would be that children remain outside their normal year group (that is, in the year which they have been educated so far).
- Similarly, if the parents of a gifted and talented child wish to apply for a place outside of their child's normal age group they should speak to the school and the Local Authority. Any application will be considered to ensure any decision is in the best interests of the child and parents informed of the outcome.

### **Special Educational Needs**

Where a child has an education, health and care plan (EHCP) which names the School, then that child will be admitted to the School and the number of available places in the PAN will reduce correspondingly. Admission of children with an EHCP is dealt with by the home Local Authority (LA) (which is where you reside).

## Ladymount Catholic Primary School

Ladymount 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>3</sup>. The governing body has set its admission number at 45 pupils to be admitted to the reception year in the school year which begins in September, 2022.

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 (see note 1)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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 Our Lady & St John, Heswall or the parish of Holy Family, Pensby. (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:*

- (ii) 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).
- (iii) 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 on the basis of the shortest walking route from the front door of the child's home address (including the community entrance to flats) and the main entrance of the school using the local authority's computerised measuring system with those living closer to the school having priority. 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 **15<sup>th</sup> January 2022** to

**Chair of Governors, Ladymount Catholic Primary School, Portal Road, Pensby, Wirral, CH61 5YD**

You will be advised of the outcome of your application on 16<sup>th</sup> 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 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 15<sup>th</sup> January 2022**

### **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 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 **Chair of Governors, Ladymount Catholic Primary School, Portal Road, Pensby, Wirral, CH61 5YD** 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 31<sup>st</sup> December 2022.

**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 the school by contacting the school office.

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:

- (iii) 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
- (iv) 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.

## Our Lady of Pity Catholic Primary School

Our Lady of Pity 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 articles of association, 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. The governing body has set its admission number at 60 pupils to be admitted to Foundation 2 in the school year which begins in September 2023.

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 (see note 1)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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 who are resident in the parish(es) of Our Lady of Pity (Greasby), St Agnes (West Kirby), and St Catherine and St Martina (Hoylake). (see notes 3&11)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
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 on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main 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 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 will be advised of the outcome of your application on 16<sup>th</sup> 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 15<sup>th</sup> January 2023.**

### **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 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 headteacher 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. Enquiries may be made at the school office but application must be made by via the transfer form 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. 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.

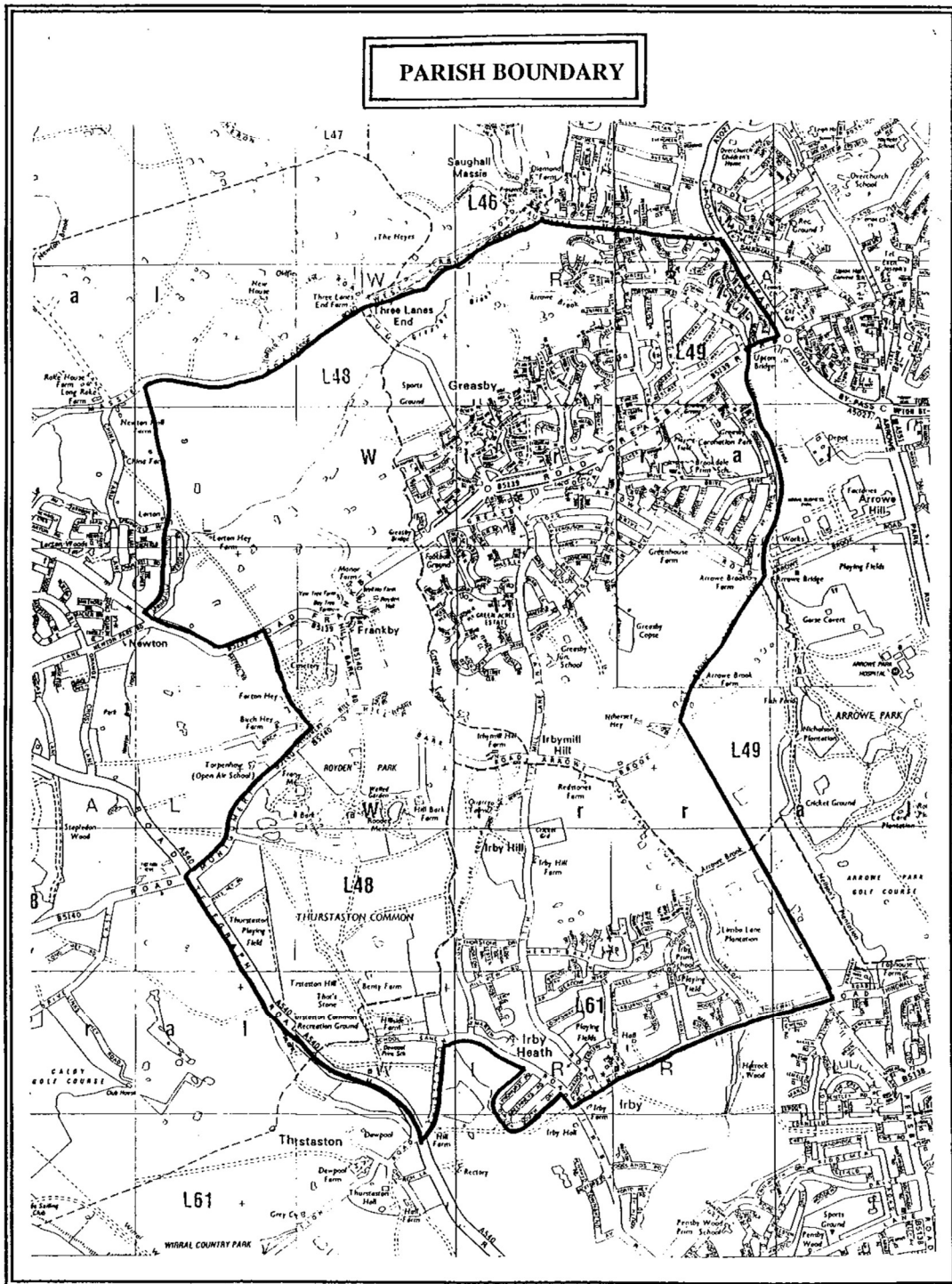
8. 'brother or sister' includes:

- (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 a map available on the school website and will be applied to the admission arrangements for 2023-2024.

ROMAN CATHOLIC DIOCESE OF SHREWSBURY  
PROPERTY MANAGEMENT STRATEGY

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PARISH OF OUR LADY OF PITY, GREASBY





## 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 30 pupils to be admitted to the reception class in the school year which begins in September 2023.

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 (see note 1)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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 given to children living closest to the school determined by the shortest distance. Distances 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 two or more applicants where this distance would determine the last place 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 15<sup>th</sup> January 2023.**

### **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 the Chair of the Governing Body, St Joseph's Catholic Primary School, Moreton Road Upton, Wirral, CH49 6LL 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. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

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 shown on a map available from the school and will be applied to the admission arrangements for 2023-24.
8. A child's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided on the Application Form. Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the Application Form, provided that the child resides at that address for any part of the school week.

## 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 2023.

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 (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. 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. 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 2 to 4. 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, CH49 5LE.**

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 documentation, your child will not be placed in criteria 2 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> 2023.**

#### **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 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 by the school governors where there are available places.

Enquiries may be made at the school office but application must be made by via the transfer form 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. 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. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

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 a map which is available from the school and will be applied to the admission arrangements for 2023-2024.

8. A child's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

## 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 2022 and January 2023, 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 2023.**

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 2023. 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 September 2023 will be a maximum of 45. This arrangement follows consultation between the governing board, 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. The highest priority is given to looked after children and all 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 special guardianship order).

A child is regarded as having been in state care outside of England if they were in the care of, or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

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 Anglican Churches within the Parish of 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 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.
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, members of 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 (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.

## 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 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 (15th January 2023). **Evidence for this must be provided on the school’s supplementary form.**

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these (admissions) arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

- 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 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.

### **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.

### **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 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, 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 (16th April 2023).

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. 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.

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 2023, 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. 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 2022 and January 2023, and also on the school's supplementary form by those applying under criteria 3, 4 and 7. **The national closing date for applications is 15<sup>th</sup> January 2023.**

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 that names their school.

### Admissions Criteria

The Governors 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 looked after children and all previously looked after children, **including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted**". (See Note a)
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school.
3. 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 b)
4. 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)
5. 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 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. This should have been for the 2 year period prior to the date of the proposed admission. (See Note c)
6. Children resident in the Parish of Holy Cross, Woodchurch (a map showing the Parish is available from school.) (See Note c, f and g)

If there are more applicants than places, in respect of Numbers 2, 4, 5 and 6, the following will apply.

- a. 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A child is regarded as having been in state care outside of England if they were in the care of, or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child

arrangements order or special guardianship order). This also 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.”**

*" In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship".*

- 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 2023-24.**

### **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 have 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 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 2023).

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 Year1 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 2023.

**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 2023 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 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:

4. 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.
5. 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. This also includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.)
- 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.



