

**BISHOP WILSON CE PRIMARY SCHOOL**  
**ADMISSION POLICY 2025**



*“We aim to rise above the ordinary, developing an education which can unlock potential and transform lives. We believe everyone in our school community deserves to be cared for unconditionally and valued equally as God’s unique creation.”*

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 or online, by 15<sup>th</sup> January. Also, on the school supplementary form by those applying under criteria 4, 5 and 7.

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. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

The number of places available for admission to the Reception class will be a maximum of 15. 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 30 children.

The Governing Body operates a system of equal preference 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:

**Admissions Criteria**

1. A ‘looked after child’ or a child who has been 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 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 of any other provider of care whose sole main purpose is to benefit society.

2. Children with exceptional, medical or social circumstances, naming the school or special circumstances affecting the child where these needs can only be met at this school (Note a).
3. Children with sisters or brothers who will still be at the school at the time of admission. (Note e)
4. Children of families who are regularly involved in the work and worship at the churches of St Nicholas, Burton or St. Michael, Shotwick. (Note b)
5. Children whose families are regularly involved in the work and worship of a church affiliated to Neston and District Churches Together. (Note b and c).
6. Children resident in the United Benefice of St Nicholas, Burton and St Michael, Shotwick. (Note d)
7. Children whose families are regularly involved in the work and worship of another Church of England Church, and for whom this is the closest Church of England school measured by the shortest walking route from the front door of the child's home address 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. (Note b)
8. Children resident outside the United Benefice of St Nicholas, Burton and St Michael, Shotwick. (Note d)

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.

### **Notes**

- (a) Professional supporting evidence from e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
- (b) By "families who are regularly involved in the work and worship" we mean the child and/or parent or guardian have attended worship on average two services per month for 1 year by the date of application. 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.

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.

- (c) The churches affiliated to Neston and District Churches Together include:

The Methodist Churches – Neston and Willaston  
The Salvation Army  
Parkgate and Neston United Reformed Church  
St Winefride's, Neston - Roman Catholic  
St. Nicholas, Burton – Anglican  
St Michael, Shotwick – Anglican  
St Mary & St Helen, Neston – Anglican  
St Michael and All Angels, Neston – Anglican  
The Life Church, Neston

Parents can access information about the locations of the above churches and further information from school.

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.

- (d) A map showing the boundaries of the United Benefice of St Nicholas, Burton and St Michael, Shotwick is available from the school. Parish maps can also be found on [www.achurchnearyou.com](http://www.achurchnearyou.com)
- (e) Sisters and brothers include step, half, foster, adopted brothers and sisters living at the same address and full brother and sister living apart.
- (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 using an Ordnance Survey address-point system which measures straight line distance in miles from the address point of the school to the address point of the place of residence.
- (g) All children with their 4<sup>th</sup> birthday between 1 September 2024 and 31 August 2025 are admitted in September 2025. For children with their 4<sup>th</sup> birthday after Christmas or after Easter parents may defer entry until later in the year or take up the place part-time and the Headteacher should be consulted if this option is being considered.

### **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).

### **Admissions Information**

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

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

### **Address of pupil**

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. 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.

### **In-year admissions**

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as in-year admissions. Parents wishing their child to attend this school can arrange to visit the school. An application form is available on the school website or from the school office. Parents may also apply online through the Local Authority. If there is a place in the appropriate class 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.

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 20 days of receiving the letter refusing a place.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable governing body would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.

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

### **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 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 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 1<sup>st</sup> April and 31<sup>st</sup> 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.

**Twins/Multiple Births**

Where there are twins or children of multiple births wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. If only one place can be offered then parents will be advised that the place will be offered to the older twin and parents will be advised of their right of appeal for the other twin.



**Application for Admission**

**Name of child:**

Surname:	First names:
D.O.B :	Gender:

**Name of parent/carer:**

Address:
Post code:
Mobile :

**Worship attendance:**

Please tick if you have attended on average two services per month in your place of worship and have done for 1 year by the date of application.

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

Name of place of worship:

Name of Clergy:

Signature of Clergy:

**Special medical or social circumstances:**

Tick here if you are applying under this criterion

Give details of professional evidence submitted.

Your faith leader will be contacted in order to confirm this information.

Signed.....

Date.....