



# School Admissions Policy 2024

Policy Date: October 2022

Reviewed: Annually

This is our school St Werburgh's and St Columba's

A place to be inspired, be accepted, be yourself and be unique.

Be able to grow spiritually, academically and morally.

Be able to contribute to the community and be a responsible global citizen.

Be able to reach for the stars and fulfil your potential.

A place, providing an excellent Catholic education for everyone. Where we belong, where everyone belongs.



# St Werburgh's and St Columba's Primary School

## Admissions Policy 2024

St Werburgh's and St Columba's is a Catholic Primary School under the trusteeship of the Diocese of Shrewsbury. It is maintained by Cheshire West and Chester Education Authority and is a Voluntary Aided School. The Governing Board 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 Board has set its admission number at 50 pupils to be admitted to the Reception year in the school year which begins in September 2024.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help the children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities in society. The school requires all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

The governing board 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' children and previously 'Looked After' children (see note 2)
2. Baptised Catholic children from the parishes of St. Werburgh's or St Columba's (see note 3)
3. Baptised Catholic children from other parishes (see notes 3)
4. Non-Catholic children whose parents wish them to have a Catholic education.  
(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).

### **Tie Break**

If in any category there are more applications than places available, priority will be on the basis of distance from home to school. Distance will be measured in a straight line 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 LA's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place.

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## Application Procedures and Timetable

Admission to St Werburgh's and St Columba's will be determined by the Governing Board. Parents must complete a Cheshire West and Chester Council common application form. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the set of admission criteria forming a priority order where there are more applications for admissions than the school has places available.

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 <https://www.cheshirewestandchester.gov.uk/residents/education-andlearning/school-admissions/school-admissions.aspx>

You will be advised of the outcome of your application on 16<sup>th</sup> April 2024 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 2024.**

### Late Applications

Late applications will be administered in accordance with Cheshire West and Chester 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 Chair of the Admission Committee, St Werburgh's and St Columba's Catholic Primary School, Lightfoot Street, Hoole, Chester CH2 3AD at the same time as the admission application is made. The Governing Board 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 board will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

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## 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 17/07/24.

**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 CWAC by contacting <https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/schooladmissions/object-to-school-admission-arr/in-year-school-transfers/in-year-school-transfers.aspx>

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.

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

Please contact school to arrange a visit or find out more information on 01244 478968.

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

**The Governing Board 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 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 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

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 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.

**Consultation 2019 next consultation due 2026**