

ST ANN'S ADMISSIONS POLICY

ST ANN'S C.E. PRIMARY SCHOOL &
NURSERY



Admissions Policy 2026 - 2027

POLICY REVIEWED – November 2024

St. Ann's CE Primary School Mission Statement

Our School Vision is that St. Ann's is a school **where everyone matters.**

***"For I know the plans I have for you," says the Lord... "plans to give you HOPE and a FUTURE."
Jeremiah 29:11***

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St. Ann's Church of England Primary School is one of the family of church schools within the Liverpool Diocese. Our welcoming school is at the heart of the community and is distinguished by its nurturing ethos which is underpinned by Christian values. We are committed to creating a positive, safe and nurturing Christian environment, where all members of the school and wider community will be respected and valued.

Excellent teaching makes learning exciting and accessible for all and we challenge our children to develop a love of learning and to reach their full potential.

Throughout their school journey we encourage children to grow as resilient individuals who aspire to search out and grasp all of life's opportunities, making wise choices in order to build a positive future for themselves and others. Our vision is that our children leave the school as compassionate citizens who respect the rights, beliefs and individuality of others.

We want our children to be:

- ***Respectful*** of each other, ourselves and the world around us, having reverence of what God has created.
- Inspiring to each other; giving each other ***hope*** and encouragement, setting a good example to others.
- Independent and resilient learners who demonstrate ***perseverance***; keeping on trying and not giving up. They seek help from others and resources available, showing ***honesty***.
- ***Caring*** - they understand the feelings of others, wanting to help, showing ***compassion, forgiveness and reconciliation***.
- Confident in their own abilities and willing to try new things, confident in those around them and ***trusting*** others.
- Approachable and willing to listen. Showing that they are willing to go that extra mile to help out others.
- Supportive, warm, friendly and caring. They show ***love*** and ***friendship*** towards others at all times and promotes resolution of conflict with their peers; they are ***peacemakers***.

Equal Opportunities

We believe that equality at our school should permeate all aspects of school life and is the responsibility of every member of the school and wider community. Every member of the school community should feel safe, secure, valued and of equal worth. At St. Ann's C.E. Primary School, equality is a key principle for treating all people the same as we believe that every human being without exception has innate dignity, being made in the image of God.

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Admissions Policy 2026/27

St. Ann's is a Church of England Primary School with Nursery and Early Learners maintained by Warrington Borough Council Education Department. The Parish of St. Ann's Church is regarded as the main zone served by the school. This parish is the residential area bounded by Winwick Road, Alder Lane, Orford Avenue (west side), Battersby Lane and Lythgoes Lane. (a map of this area can be obtained from the school Office)

Children are admitted to St. Ann's in the September at the start of the academic year (1st day of September to 31st August) in which the child reaches the age of five years.

In September 2026, the published admission number (PAN) for the Reception class will be thirty.

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, and after the admission of pupils with an Educational Health and Care Plan which names the school, the governing body will allocate places using the following oversubscription criteria, which are listed in order of priority:

Over-subscription criteria:

When applications exceed the number of places available (30) **and after the admission of children with an Education, Health and Care Plan which names the school**, the Governing Body shall consider individual religious affiliation and admit children in the following order of priority.

1. Looked after children and previously looked after children including those previously in state care outside of England*
2. Children whose parents or carers want their children to attend a denominational school as a matter of religious conviction, for which the governors will require at least one parent or carer to provide evidence of regular worship in a Christian church**
3. Children living within the parish of St. Ann's who will have a brother or sister already attending the school at the time of admission. (This includes full, half or step-brothers and sisters, foster brothers and sisters who are living at the same address as part of the same family unit). ***
4. Children from outside the parish who will have a brother or sister already attending the school at the time of admission. (This includes full, half or step brothers and sisters, foster brothers and sisters who are living at the same address as part of the same family unit). ***
5. Children who attend St Ann's C E Primary School Nursery.
6. Children living in the parish of St. Ann's Church. ***
7. Any other children who apply within the time limits as set by Warrington Borough Council.

Within categories 1 & 2 any selection will be in order of categories 3-7

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TIE-BREAKER

When two or more applicants cannot otherwise be separated, a tie breaker must be applied to decide which applicant will be offered the last place at a school.

Within categories 3-7, any necessary selection will be based on the basis of which pupils live nearest to the school, measured as a direct distance from the child's permanent place of residence to the school measuring using a geographical information address point system. Distances will be measured in a straight line from the central point of the child's permanent place of residence to the central point of the school. (Central points are as defined by the Warrington Local Land and Property Gazetteer and distances are based on the same system.)

In the event of the distances (in miles) being the same for two or more applicants and the last place to be allocated would be to one of these applicants, a final tie breaker process would take place, where the measurements of the distances for the applicants involved would be taken again in kilometres and the place will be offered to the applicant living nearest to the school in kilometres. In the event that the distances measured in kilometres are the same, a random allocation will be applied (as can happen with families living in blocks of flats). Random allocation process will be the supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

Definition of a Child's Home Address/Shared Parental Responsibility

For the purposes of the school admission arrangements, the address given on the application to be used for admission, should be the child's permanent place of residence at the time of the application, not a childminder's or grandparents'.

We will only accept one application per child for a school place. If parents are separated and the child spends equal time at each parents' address, the address which will be used for admission purposes is the address where the child sleeps the majority of the school nights (Sunday to Thursday) during the week in term time. Where there is dispute or equal nights are slept, the applicant will be asked to provide proof of the address registered with the child's GP.

We may ask to see additional forms of evidence of your home address. This may include:

- council tax bill
- driving licence
- utility bill (water, gas or electric)
- proof of your child benefit/ child tax credits
- a signed copy of the contract for the sale and purchase of the property or a signed copy of a tenancy agreement (at least six months)

Any evidence you provide must show that the parent or main carer lives at this address. We may seek evidence by other means if the parent/carers is unable to provide sufficient proof of their residence.

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Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a Reception class place will be considered alongside applications for Reception.

Parents or carers may request that the date their child is admitted to school is deferred until later in the school year or until the term in which the child reaches compulsory school age. The parent can also request that the child takes up the place on a part time basis until the child reaches compulsory school age. In these circumstances a place is reserved and it is not available for another child provided the place is taken up during that same academic year.

Acceptance of your application does not mean that we can guarantee a place at this school, if applications outnumber places available. The timetable for applications and decisions on admission will follow that set out by Warrington Education Authority, as described in their guidance book on admissions. (*Copies available from Children & Young People's Services, New Town House, Warrington*).

TWINS AND CHILDREN OF MULTIPLE BIRTHS

The school admission code 2021 allows additional children to be admitted above the published admission number under very limited exceptional circumstances even when this breaches the infant class size limit. Twins and children from multiple births may exceptionally be offered a place/places when one of the siblings is the 30th child admitted,

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Waiting Lists

Where there are more applications than places, for those applicants who are refused places their child's name will be placed on the waiting list and they will be informed of the right of appeal. For Reception the waiting list will be held by the Local Authority until the end of the Autumn Term. For all other in-year admissions the waiting list will be held by the school. Places from the waiting list will be offered in order of the over-subscription criteria (see below).

In-Year Admissions

In Year Admissions In year admissions to our school are currently co-ordinated by the local authority. The full policy and application form can be found following this link:
<https://www.warrington.gov.uk/moving-schools>

Timescale

The Governors will strictly follow the timetable for receiving applications proposed by the Local Authority. The Governors will follow Warrington Borough Council's timetable for applications and parents will be notified of the Governors' decision by mid-April, the date to be confirmed each year by Warrington Borough Council.

Appeals

If your child is refused a place at the school, you will receive a letter from the Local Authority explaining why you have been refused and giving details of how to appeal

Additional Information to clarify criteria 1 and 2

*A child in care 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 at the time of making the application to the school.

The term previously looked after children is defined as 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 in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

** 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 Bishop of Liverpool. Or a church which is a member of Churches Together in England. For the purpose of this policy regular worship will be defined as at least 8 times for a period of 1 year at the date of application to the school, or at least 16 times in the period of 24 months preceding the date of the application. Evidence for this will need to be submitted on the supplementary information form

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which can be obtained through the school. It is the responsibility of the parent or carer to submit the evidence to school by the deadline of the admissions 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 [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

***The use of child benefit is not a reliable indicator of where a child actually lives for most of the time Monday to Friday during school terms. Although in most cases child benefit will be paid to the parent with whom the child lives most of the time, there are circumstances when it is not. This is because it is potentially payable to anyone, whether a parent or not, who contributed at least a prescribed minimum amount to the cost of supporting the child. Whilst it is payable to only one person, that need not be the person the child lives with most of the time or at all. Some families, where the income is high enough that the benefit becomes taxable may mean that child benefit is not claimed. In some circumstances, the benefit is simply not claimed at all. Its use, with no scope for other indicators to be used to establish the address of a child of parents who do not live together, is therefore unreasonable and unfair and not compliant with the Code.



The Parish of Warrington St. Ann's CE