

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



Admissions Policy
2027 - 2028

POLICY REVIEWED – Autumn 2025

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***

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.

Introduction

This document sets out the admission arrangements of Warrington St Ann's CofE Primary School and Nursery. For the purposes of this policy, the Governing Body is the admission authority.

Process

1. Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of 15th January.
2. The Local Authority will inform parents of the offer of a place on behalf of the Governing Body on the national offer date 16th April or the next working day.
3. The Warrington St Ann's CofE Primary School has an admission number of 30 pupils for entry into Reception. The school will accordingly admit at least 30 each year if sufficient applications are received. All applicants will be admitted if 30 or fewer apply. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below.

Oversubscription Criteria

1. The first oversubscription criterion must always be Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children. As this is a legal requirement, it automatically appears as the first of the school's oversubscription criteria.

A "Looked After Child" (LAC) 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 "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears to

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the Governing Body to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Attendance at public worship in any other Christian church.

For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found

at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf.

A parent or parents wishing to apply against this criterion must complete a Supplementary Application Form. Attendance at public worship (or its specified equivalent for faith bodies which are not a Christian church where that is provided for in the admissions arrangements) will be established by information provided on the Supplementary Information Form, including verification by the relevant Minister/Faith Leader or their designated officer. For the purposes of these admission arrangements 'regular' means attendance at least Eight times in the twelve months immediately prior to the date of application.

3. 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.

4. Siblings of pupils attending the school at the time of admission. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

5. Children who attend St Ann's C E Primary School Nursery.

6. Proximity to the school with those living closest to the school having priority calculated by:

As the crow flies.

The child's home address will be determined by:

where a child spends Sunday to Thursday evening.

Tie-breaker

1. Proximity to the school.

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent

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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).

Late applications

Applications received after the closing date and before the Governing Body admission meeting will be placed last in the criteria in which they fall unless the Governing Body is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time. Supporting evidence, including that provided by the required Supplementary Information Form if the applicant wants their child considered under oversubscription category 2, must also be supplied by the closing date for applications, unless it is satisfied that there are exceptional circumstances which reasonably prevented it being submitted on time. In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

In-Year admissions

From time to time a place becomes available further up the school. The allocation of places is in accordance with the admissions criteria. Preference will be given to children moving into the area from outside the Local Authority area who do not have a school place. Evidence will need to be provided that the child has recently moved in. This application is made through Warrington Local Authority Admissions.

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/carers should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents/carers 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 views of a medical professional;
- Whether they have previously been educated out of their normal age group; and
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

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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.

Waiting Lists

The school will operate a waiting list for Reception class. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the admission authority and it will be open to any parent/carer to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

Appeals Procedure

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact Warrington Local Authority Admission Team.

School age

A full-time school place in the Reception class is available for children from the September following their 4th birthday, etc.

Deferred entry for infants

A child is entitled to a full time place in the September following their 4th birthday. Parents have the right to defer their child's entry until later in the school year, or to attend part-time until they reach compulsory school age. Places cannot be deferred to the next academic year.

Address definition

The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with

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parents with shared responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child.

Enquiries

1. Should be made to Admin Staff at Warrington St. Ann's CE Primary School, Lathom Avenue, Orford, Warrington, Cheshire, WA2 8AL.