



Halewood Church of England Primary School

Admissions Arrangements 2025-2026

Introduction

This document sets out the admission arrangements of Halewood Church of England Primary Academy. For the purposes of this policy, the Local Governing Board is the admission authority.

Mission Statement – Strategic Direction

At Halewood Church of England Primary School we serve the community by providing a happy, secure and caring Christian environment where all are valued and respected. We believe in the uniqueness of the individual and recognise the diversity and range of contributions that each can make. We aim to provide for the spiritual, emotional, physical, mental and social development of the whole child; this included a growth in knowledge and understanding of self, and the world in which we live. We seek to foster self-esteem and a sense of responsibility to others and the world around. In all that we do we endeavour to provide a high quality of education within a creative, stimulating, encouraging and mutually supportive environment where children are enabled to develop the skills they require for living.

Ethos Where children believe, achieve and succeed

Vision Train up a child in the way they should go and when they are old they will not depart from it. Proverbs 22:6

Process

Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of 15th January.

The Local Authority will inform parents of the offer of a place on behalf of the Local Authority on the national offer date 16th April or the next working day.

Halewood Church of England Primary Academy 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

Children in public care and previously looked after children.

1. This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was (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. This criteria also includes looked after children and all previously looked after 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.

Siblings

2. Siblings of pupils attending the school **at the time of admission**. The sibling must be on the school roll at the time of application/allocation **and expected to still be on roll at the time of admission**. This criterion does not include siblings attending the nursery class in the school or those in year 6 at the time of application and will have left the school at the point of admission of the applicant child. "Sibling" is defined as full biological siblings and half and stepbrothers and sisters as well as adopted and fostered children and those who are considered as being part of the same individual family unit on the basis of a care or residency arrangement. In all cases, the "siblings" must be resident at the same address on a full-time basis.

Faith based

3. Children of Parents/Carers worshipping at Halewood St. Nicholas', St. Mary's and St. Hilda's Churches and **resident within the Parish** of Halewood St. Nicholas and St. Mary whose evidence of **attendance** at public worship has been verified as **strong**.
4. Children of Parents/Carers worshipping at any Church of England church and **resident within the Parish** of Halewood St. Nicholas and St. Mary whose evidence of **attendance** at public worship has been verified as **strong**.
5. Children of Parents/Carers worshipping at any **other Christian church** and **resident within the Parish** of Halewood St. Nicholas and St. Mary whose evidence of **attendance** at public worship has been verified as **strong**.
6. Children of Parents/Carers worshipping at Halewood St. Nicholas', St. Mary's and St. Hilda's Churches and **resident within the Parish** of Halewood St. Nicholas and St. Mary whose evidence of **attendance** at public worship has been verified as **reasonable**.
7. Children of Parents/Carers worshipping at any Church of England church and **resident within the Parish** of Halewood St. Nicholas and St. Mary whose evidence of **attendance** at

public worship has been verified as **reasonable**.

8. Children of Parents/Carers worshipping at any **other Christian church** and **resident within the Parish** of Halewood St. Nicholas and St. Mary whose evidence of **attendance** at public worship has been verified as **reasonable**.

For the purposes of these admission arrangements, in order to verify whether you are **resident within the Parish** of Halewood St. Nicholas and St. Mary, please visit the following website <https://www.achurchnearyou.com/> and **enter your postcode**.

Attendance at public worship will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer.

For the purposes of these admission arrangements, **reasonable** means attendance at least **fortnightly in the twenty-four months immediately prior to the date of application**.

For the purposes of these admission arrangements, **strong** means attendance at least **fortnightly** for **more than** twenty-four months immediately prior to the date of application.

For the purposes of these admission arrangements, **other Christian church** means an assembly of Christian believers who accept the doctrine of the Trinity and the Bible as the source of Christian faith.

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.

9. Distance from school

In the event of places still being available, children living the shortest distance from the school will have priority; this will be measured in a straight line 'as the crow flies'. The measurement is done by the Authority's computerised system using co-ordinate points.

The child's home address will be determined by: name and address of parent/carer of child evident on a recent utility bill or driver's license plus official photographic identification, e.g., passport, driver's license.

Tie-breaker

Where it is necessary to distinguish between applicants in a particular category, children living the shortest distance from school will have priority; this will be measured from the school to the child's home address in a straight line "as the crow flies". The measurement is done by the Authority's computerised system using coordinate points. 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 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 Knowsley Local Authority's admission meeting will be placed last in the criteria in which they fall unless the Knowsley Local Authority 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, 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.

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; and 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.

Waiting Lists

The school will operate a waiting list for each year group. Where in any year 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 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 the School Business Manager at Halewood Church of England Primary Academy at Church Road, Halewood, Liverpool, Merseyside, L26 6LB within 20 days of the date of the letter refusing your child a place at the school for information on how to appeal.

School age

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

Deferred entry for infants

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age of 4. However, places cannot be deferred until 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. The child's home address will be determined by: name and address of parent/carer of child evident on a recent utility bill or driver's license plus official photographic identification, e.g. passport, driver's license. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with 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

Should be to School Business Manager at Church Road, Halewood, Liverpool, Merseyside, L26 6LB.