



ADMISSIONS POLICY 2025-2026

Policy Title	Admissions Policy
This policy complies with Diocese guidance	Yes
Linked Policies & Documents	Inclusion Policy Equal Opportunities Policy SEND Policy
Written By	Governing Body
Staff Approval Date	
Committee Approval Date	
FGB Ratification Date	
Signed by Chair of Governors	
Date:	
Review Date	Annually

VISION STATEMENT

"To create and nurture a secure and caring Christian environment where every child can develop in their own faith and learning journey." "Let the little children come to me for it is to such as these that the Kingdom of God belongs." Mark 10 (14-15)

RELATIONSHIP WITH THE CHURCH

Our school is a Church of England Academy in the Chester Diocesan Academy Trust. As a Church of England school, R.E., Collective Worship and the whole ethos of the school are based on the teachings of the Church of England. The admissions authority is the Chester Diocesan Academies Trust.

SERVING THE PARISH

Our school is also a neighbourhood school serving the ecclesiastical parishes of Stretton and Appleton Thorn, and the civil parish of Hatton within the Warrington LA, and this is reflected in our policy.

MAKING AN APPLICATION

Applications to the school for the normal admissions round should be made on the common application form. The form can be completed online by visiting the Council website at [Primary school admissions | warrington.gov.uk](https://www.warrington.gov.uk/primary-school-admissions). Before applying, you are strongly advised to read the parents information booklet which is also available online on the same webpage. In addition to the common application form, the school has a supplementary form for those applying under criteria 3 or 4. The school's supplementary form must be returned to the school office. **The statutory closing date for the receipt of all applications is Monday 13th January 2025.**

Emails / Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on **17th April 2025** which is the national offer day. Parents of children not offered a place will be informed of the reason why and informed of their right of appeal against the decision.

ADMISSION PROCEDURE

The number of places available for admission to the Reception class in the year 2025 will be a maximum of 30. 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.

Parents can request that the date their child is admitted to school is deferred, or the place taken up part time, until later in the school year but not beyond the start of the term following their child's 5th birthday. 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. If parents feel this is appropriate for their child we would welcome a dialogue in the summer term before they begin school.

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The school 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, the school will allocate places using the following over-subscription criteria, which are listed in order of priority:

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and/or ceased to be in state care as a result of being adopted. 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 or any other provider of care whose sole main purpose is to benefit society.
2. Children who have an older sibling who will still be on roll at St. Matthew's School when the child starts school.
 - Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.
3. Children whose parents are faithful and regular worshippers at St. Matthew's Church Stretton or St. Cross Appleton Thorn.
 - Attendance should be at least once a month for at least a year prior to application; it is sufficient for just one parent to attend.
 - A parent is any person who has parental responsibility or care of the child.
4. Children whose parents are faithful and regular worshippers at another church that is a member of Churches Together in Britain and Ireland.
 - Attendance should be at least once a month for at least a year prior to application; it is sufficient for just one parent to attend.
 - A parent is any person who has parental responsibility or care of the child.

Parents applying under criterion 3 or 4 should complete the supplementary form which should be signed by their Vicar/the recognised Church leader to verify attendance.

5. Children whose permanent place of residence is closest to the school. This is measured as the crow flies from the ordnance survey address points of the home to the ordnance survey address point of the school. In the event of a tie-break a random paper draw will be undertaken by an independent body. A direct distance measured in miles to 3 decimal places'.

SEN

Pupils with an Educational Health Care Plan in which St. Matthew's is the named school will be admitted.

APPLICATIONS FROM UK SERVICES FAMILIES

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, by law the admission authority must allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal or quartering address.

CHILDREN WITH HEALTH AND MEDICAL NEEDS AND SUMMER BORN

Parents of summer born children (those born between 1st April and 31st August) or children with health and medical needs (with supporting medical evidence) who wish to delay entry until the following year must speak to the school and Local Authority as soon as possible as this would involve either an in-year application for Year one or a new application for Reception in the following

year. An Application form should be filled in for the current admissions process at the same time as any request to defer entry or 'back class' to Reception in the following year. The decision will be made by the Governing Body taking into account information from the parents and headteacher and should be in the best interests of the child.

Parents will be informed of the outcome before the offer day.

If the request is agreed, the application for the normal age group may be withdrawn before a place is offered.

If the place is refused, the parent must decide whether to accept the offer of a place (if applicable) for the normal age group, or to refuse it and make an in-year application for admission to Year one for the September following the child's fifth birthday.

Parents should be aware that agreement by the school to allow a child to apply for Reception the following year does not guarantee a place in the class. Parents must apply to the school again the following year and the application will be considered in the normal manner following the oversubscription criteria.

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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 school has 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 for 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. The waiting list will be maintained until 31st December.

FRAUDULENT APPLICATIONS

Where the school and/or admissions authority 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 involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then it 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.

TWINS AND CHILDREN OF MULTIPLE BIRTHS

Where there are multiple birth siblings who apply for admission and there is only a single place left within the admission number, admission above the published admission number is permitted. In this case the school may admit such children if it is possible to do so under the current organisation of the school.

NON-ROUTINE ADMISSIONS

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as nonroutine (or '**limited exceptional circumstances**') admissions. These are co-ordinated by the Local Authority and can be accessed via - <https://www.warrington.gov.uk/year-transfers>

APPEALS

Where the school is 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 local authority 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. They will normally receive 14 days' notice of the place and time of the hearing.

If a child is refused a place in Reception or Key Stage 1, the grounds on which an appeal could be successful are limited. Parents would have to show that the decision was one which in the circumstances no reasonable Governing Body would have made, or

that the child would have been offered a place if the admissions arrangements had been properly implemented. Please note that this right of appeal against the school decision does not prevent a parent from making an appeal in respect of any other school.

ADDITIONAL INFORMATION

Permanent Residence

The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.