



**DIOCESE OF CHESTER  
WITTON CHURCH WALK CE AIDED NURSERY & PRIMARY SCHOOL  
ADMISSION POLICY 2025 - 2026**

***'Where Every Door is Opened and Every Gift is Unlocked'***

At Witton we are a partnership of school, church, home and community. We create a stimulating and caring environment, grounded in Christian belief and practice, so that all members of our school community feel happy, safe and secure. Time is taken to value and nurture each child educationally, creatively and spiritually. Children and staff are encouraged to aim for *'Everyday Excellence'* and believe in themselves in order to achieve their full potential.

Parents should be aware before applying that in this school RE, collective worship and our whole ethos are based on the teachings of the Church of England.

Our school is also a neighbourhood school, serving the parish of St Helen, Witton, within the Cheshire West & Chester Local Authority and this is reflected in our policy.

Applications for admission to the school should be made on the common application form enclosed within the Local Authority's brochure. Applications may also be made electronically. The School's own Supplementary Information Form for criteria numbers 2 and 4 will also need to be completed. The Common Application Form and Supplementary Form (if applicable) should be completed and returned between 1<sup>st</sup> September 2024 and 15<sup>th</sup> January 2025.

Applications may also be made on-line by using both the common application form and the Supplementary Form (available from the school website <http://>). It is not normally possible to change the order of your preferences for schools after the closing date. The Supplementary Form must be returned directly to the school, **not** the Local Authority.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on 16<sup>th</sup> April or the next working day. Parents of children not admitted will be informed of the reason, offered an alternative place by the Authority and be made aware of their right to appeal.

The number of places available for admission to the Reception class in the year 2025 will be a maximum of 40. No restrictions will be placed on admissions unless the number of children for who admission is sought exceeds this number. By law, no infant class may contain more than thirty children.

Places are allocated according to the criteria, with each application treated equally regardless of where the school sits within the preference expressed. All children with an Education Health & Care Plan in which the school is named will be admitted. In the event that there are more applicants than places remaining, the Governing Body will allocate these places using the criteria, which are listed in order of priority:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became a subject to an adoption, child arrangements, or special guardianship order including those 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. A looked

after child is a child who is (a) in the care of the 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). 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 whose parent/s (a parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend) are faithful and regular worshippers in the Parish Church of St Helen. By "faithful and regular", we mean attendance on average a minimum of one service per month for at least twelve months prior to the closing date for applications. Please ask your minister to complete the Supplementary Information Form as proof of regular attendance.
3. Children who have a sibling – elder brothers or sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or sisters living together as part of one household, already attending Witton Church Walk CE Aided Nursery & Primary School and who will still be attending the following year.
4. Children whose parents are faithful and regular worshippers of Christian Church. Christian Church means any church which is designated under the Ecumenical Relations Measure nationally by the Archbishop of Canterbury and York or locally by the Diocesan bishop, or is a member of Churches Together in England or the Evangelical Alliance, or a partner of Affinity and for whom this is the closest Church of England school as measured using an Ordnance Survey address-point system which measures straight line distance in miles from the address point of the school to the address point of the place of residence. By "faithful and regular", we mean attendance on average a minimum of one service per month for at least twelve months prior to the closing date for applications. Please ask your minister to complete the Supplementary Information Form as proof of regular attendance.
5. Children whose permanent address at the time of admission is within the existing ecclesiastical parish boundary. A map showing the parish boundary is available from school and on the website. Permanent address will be determined as the address where the child wakes up for the majority of the week (e.g. where the child wakes up between Monday to Friday).
6. Children who are in receipt of the Early Years Pupil Premium or Service Premium.
7. Other children. Distances are measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG).

When we cannot accommodate all pupils qualifying under one of the criteria stated above, the next criteria will also be applied to determine priority for admission.

Where it is identified that there are a limited number of places available and the Governing Body cannot differentiate between the applications using the nearest school criterion (criterion 7) a random allocation tie-breaker will be applied. This may be required for example, where applicants reside in the same block of flats.

All children with birthdays between 1 September and 31 August are admitted in September. For children with a birthday after Christmas or after Easter parents may defer entry until later in the year and the head teacher should be consulted if this option is being considered. Parents may also choose to take up the place on a part-time basis

## **Children with Educational Health Care Plans**

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a Statement of Special Educational Needs that names their school.

## **Exceptions**

### **Requesting Admission out of the normal age group**

Should you wish for the Head Teacher and Governing Body to consider admitting our child out of the normal age group e.g. if your child is gifted or talented or experienced problems such as ill health, please contact the school and an appointment will be arranged with the Head teacher to discuss the circumstances and request.

### **Children of Multiple Births**

In relation to children of multiple births, exceptionally it may be possible to offer places over the published admission number. This is to ensure that, as far as possible, siblings (i.e. twins, triplets or children from other multiple births) can attend the same school.

### **Children of UK Service Personnel**

Places will be allocated in advance of the family arriving in the area for children of UK service personnel, if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address for considering the application against Local Authority oversubscription criteria. In addition the School Admissions Code (February 2012) allows the admittance of a forces child as a permitted exception in relation to infant class size legislation.

### **Waiting list**

Waiting lists for the normal admission rounds will be held in criteria order and not on a 'first come, first served' basis. Any vacant places will be reallocated to children held on a school's waiting list. Placing a child's name on a waiting list does not affect the statutory right of appeal. The waiting list will only be on file until 31<sup>st</sup> December.

Children who are subject of a direction by a local authority to admit, are part of a managed transfer from a closing school or who are allocated to a school in accordance with the Council's Fair Access protocol will take precedence over those on a school's waiting list.

### **In-Year Applications**

For children who move into an area or who move schools outside of the normal admissions round the in-year application process applies.

Parents should contact the school to enquire about any spaces available in the appropriate year. If a place is available, parents will be asked to complete an application form and then school will arrange for admission and inform parents within 15 school days of the initial application. If there are more applications than places parents will be asked to fill in an application and supplementary information form and the children will be ranked in accordance with the oversubscription criteria. In both cases, parents who have been unsuccessful in securing a place will have the right to appeal.

### **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 governors have 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.

## Right of Appeal

Applications for admissions appeals are normally considered in relation to the child's chronological age group, other than in exceptional circumstances.

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel. **Parents should notify the Bursar at the school within 20 school days of receiving the letter refusing a place and request and a School Appeal Form which must be completed and returned back to school.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing. Parents can submit an appeal in respect of each school for which admission has been refused.

## Repeat Applications

Repeat applications will not be considered within the same school year, unless the parents/carers or the schools circumstances have changed significantly since the original application was made. Full details of the changes of circumstances must be provided for consideration for the Governing Body.

## Summer Born Children

Parents of summer born children (those born between 1st April and 31st August) 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 1 or a new application for reception in the following year. An application form should be filled in for the current admission 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 taking into account information from the parents and head teacher and should be in the best interests of the child.

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

If the request is agreed, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place 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 enter 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.

## Fraudulent applications

Where the Governing Body 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 involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the Governing Body 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.

**Witton Church Walk CE Nursery & Primary School  
Supplementary Information Form – School Admission**

**Name of child:**

Surname	Christian names		
Date of birth	Boy <input type="checkbox"/>	Girl	<input type="checkbox"/>

**Name of parent/guardian**

Address

Post code

Telephone

Mobile

**Place of worship** one of parent/guardian regularly attends:

Name of place of  
worship

Address

Name of vicar / priest / minister / faith leader / church  
officer

Address

Post code

Telephone

**Worship attendance:**

Please tick if you have attended, on average, a minimum of one service per month for at least a year prior to the closing date for applications as in criteria 2 and 4

Signed as proof of attendance ( incumbent or other church officer):

Your faith leader will be contacted in order to confirm this information