

**DIOCESE OF CHESTER**  
**LOWER PEOVER CHURCH OF ENGLAND AIDED SCHOOL**  
**ADMISSION POLICY 2023-2024**

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.

Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure and also on the school's supplementary form if you are applying under criteria 2, 5 or 8, dates in line with the LA coordinated scheme.

Applications may also be made on-line by using both the common application form and the Supplementary Form. It is not normally possible to change the order of your preferences for schools after the closing date. Whether application is made on paper or electronically, both forms must be completed by those applying under criteria 2, 5 or 8.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority - dates in line with the LA coordinated scheme. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

The number of places available for admission to the Reception class 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. By law, no infant class may contain more than thirty children.

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, the governing body will allocate places using the following criteria, which are listed in order of priority:

1. Looked after children and previously looked after children, including those 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. Previously looked after children are children who are looked after but ceased to be so, because they are adopted (or became subject to a child arrangement order or special guardianship order)
2. Children special medical or social circumstances affecting the child where these needs can only be met at this school.
3. Children resident in the ecclesiastical parish of St. Oswald, Lower Peover. A map showing the parish is available from school.
4. Children who have a brother or sister (sibling) who currently attends Lower Peover C.E Primary School or have left the school within the last two years.
5. Children whose parents are faithful and regular worshippers in the parish church of St. Oswald.
6. Children who are resident to the East of the A556 in the villages of Lach Dennis, Lostock Green and Nether Tabley.
7. Children resident in the village of Cranage.
8. Children whose parents are faithful and regular worshippers in a Christian church, as recognised by Churches Together in Britain and Ireland.
9. Children for whom this is the nearest Church of England School, using an Ordnance Survey address-point system which measures straight line distances in miles from the address point of the school to the address point of the place of residence
10. Children who live nearest to the school measured using an Ordnance Survey address point system which measures straight line distances in miles from the address point of the school to the address point of the place of residence.

If there are not enough places to admit all applicants meeting any one criterion, the governors will apply the subsequent criteria, in order of priority, to all these applicants.

## Notes

- (a) Professional supporting evidence from eg a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school is question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
- (b) By “faithful and regular” we mean attendance at a minimum of two services per month for at least six months prior to the closing date for applications. A letter from your incumbent or minister or other church officer will be required as proof of attendance.  
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.
- (c) 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. (d) A map showing the boundaries is available from school.
- (e) Siblings include step, half, foster, adopted brothers and sisters living at the same address and full brother and sister living apart.
- (f) 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 Headteacher should be consulted if this option is being considered.

## Admissions information:

Last year the school was not able to admit all pupils whose parents applied.

## 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.

## 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 that 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.

This waiting list will operate until the end of the Autumn term.

## Address of pupil

The address used on the school’s admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. utility bills of various sorts showing the child’s address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child’s GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

## **Non-routine admissions**

It sometimes happens that a child needs to change school other than at the “normal” time; such admissions are known as non-routine admissions. Admission will be as in the Local Authority’s co-ordinated scheme.

## **Appeals**

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, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify the clerk to the governors at the school within 14 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. You will normally receive 14 days’ notice of the place and time of the hearing. If your child is refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable governing would have made, or that your child would have been offered a place if the governors’ admissions arrangements had been properly implemented. Please note that this right of appeal against the governors’ decision does not prevent you from making an appeal in respect of any other school.

## **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 of 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.

## **Deferred admission**

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child’s fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child’s interest to start no later than January.

## **Twins**

Where there are children of multiple births wishing to be admitted and the sibling is the 30<sup>th</sup> child, the governors may admit over the infant class requirement if it is possible to do so.

## **Children with Statements**

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

## Supplementary Form for School Admissions

### Name of child:

Surname	Christian	
	names	
Date of birth	Boy	Girl

### Name of parent/guardian

Address

Post code

Telephone

Mobile

### Place of worship one of parents / guardians regularly attends:

Name of place of worship	
Address	
Name of vicar / priest / minister / faith leader / church officer	
Address	
Post code	Telephone

### Worship attendance:

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

I have attended worship at least twice a month for the past 6 months.....☐

A letter from your incumbent or minister or other church officer is required as proof of this attendance.

Please tick if the letter is attached

☐

Special medical or social Circumstances

Tick here if you are applying under this criterion ☐

Give details of professional evidence submitted