



**Mission Statement**  
 'A Caring Christian Family Where We Grow Together'

## WARMINGHAM C of E PRIMARY SCHOOL ADMISSIONS PROCEDURE 2025/26

**Effective Date:** 01/09/2025

**Review Date:** September 2024

Review Date	Signed Executive Headteacher	Signed Trustee RCSAT
30/11/2024	<i>J M Badger</i>	<i>[Signature]</i>

Persons Responsible for Procedure:	Executive Headteacher Rural Church Schools (RCS)
Approval Date	30/11/2023
Signed:	Chair of Trustees RCS
Signed:	Executive Headteacher RCS



## 1. Implementing the Procedure

### 1.1. Responsibilities

- 1.2. The Executive Headteacher shall have overall responsibility for the implementation of this Procedure and shall ensure that all aspects of the procedure are managed appropriately.

## 2. General Admission Information

- 2.1. Parents shall be made aware before applying that, in Warmingham C of E Primary School, RE, collective worship and our whole ethos are based on the teachings of the Church of England.
- 2.2. Applications for admission to the school shall be made on the common application form. This can be downloaded or completed online via the child's home Local Authority's website, by the cut-off date of 15th January each year.
- 2.3. If an application is being made under a faith designation (criteria 5) then a supplementary form shall be completed and returned to the school by the cut-off date.
- 2.4. Each RCSAT school has the same Admission Criteria. These criteria shall be published on each school's website after the consultation and approval processes have been completed.
- 2.5. The number of places, based on the Published Admission Number (PAN), for admission to the Reception Class in the year at each RCS school is defined. This arrangement follows consultation between the RCSAT Board of Trustees, The Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The RCS Board of Trustees 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 30 children with one school teacher.
- 2.6. The number of reception pupil admission places at Warmingham C of E Primary School is 12 per year group.
- 2.7. Admissions to the School are the responsibility of the RCS Board of Trustees. The RCS Board of Trustees has delegated responsibility for admission arrangements to the LGC and they must approve the arrangements annually. If the school is over-subscribed, they will apply the admissions criteria to all applicants and provide the local authority with a list of pupils ranked in order of the criteria by the due date. In the event of an Appeal, the RCS Board Of Trustees will prepare a case to go to the Appeals Panel.
- 2.8. In line with Local Authority guidelines, the Board of Trustees endeavours to keep to the planned admission number throughout the school.

## 3. Admission Criteria

- 3.1. The RCS Board of Trustees operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to this system.
- 3.2. In the event that there are more applicants than places, the RCS Board of Trustees will allocate places using the following criteria, the priority of which is defined in each school's Admission Procedure.
  - 3.2.1. Primary
    - 3.2.1.1. Looked after children and all previously looked after children. 'Looked after child' is a child who is (a) in the care of a local authority or (b) being provided with accommodation by that local authority in the exercise of their social services functions (as defined in section 22 (1) of the Children Act 1989). Children previously 'looked after' are children who were 'looked after' as defined above, but immediately after being 'looked after' became subject to an adoption, child arrangements order (formerly residence order) or special guardianship order. Children who previously 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.

- 3.2.1.2.** Children with special medical or social circumstances affecting the child where these needs can only be met at this school. Supporting evidence from a professional is required such as a doctor and/or consultant for medical needs or a social worker, health visitor, housing officer, the police or probation officer for social needs. This evidence must confirm the child or family’s medical or social need and why that need(s) makes it essential that the child attends Warmingham C of E Primary School rather than any other. If evidence is not submitted by the application deadline, the medical and/or social need cannot be considered.
- 3.2.1.3.** Children who have a sibling at in the individual school who will still be attending the school the following year. ‘Sibling’ refers to brother or sister, half brother or half sister, adoptive brother or adoptive sister, foster brother or sister, step brother or step sister living as one family unit at the same address.
- 3.2.1.4.** Children resident in the catchment area for the school. Maps are available on the school website and at the end of this procedure.
- 3.2.1.5.** Children whose parents are faithful and regular members of St Leonard’s Church and their linked churches. 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 admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.
- 3.2.1.6.** Children whose parents are faithful and regular members of a church which is designated under the Ecumenical Relations Measure nationally by the Archbishops 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 church of Affinity. 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 admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.
- 3.2.1.7.** Children who live nearest to the school – A child’s home will be the address at which the child normally resides and which has been notified to the Academy and other relevant agencies as being the child’s normal place of residence. Definition of distance measurement – **“Pupils living nearest to the school measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school’s coordinate point to the point of residence’s coordinate point”**. Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance.
- 3.2.2. Tie-breaker** If the school is oversubscribed from within any of the above categories, the order in which places are allocated will be determined by random allocation supervised by someone who is independent of the School

#### 4. Notes to the Admission Criteria

- 4.1.** Where a school cannot accommodate all pupils qualifying under one of the criteria stated above, successive criteria shall be applied to determine priority for admission.
- 4.2.** Children with statements of special educational needs or an Education Health Care Plan (EHC Plan), which name the school shall be admitted, as required, irrespective of current class size.



- 4.3. In this document when “parent” is referred to this also applies to carers or guardians and is any person who has parental responsibility or care of the child.
- 4.4. A supplementary form is available from the school or on-line to allow incumbents /ministers to confirm regular worship at a church. These supplementary forms need to be returned to the school by the closing date for on-time applications or admission cannot be considered under the criteria. Where admission arrangements refer to “parental attendance at church” it is sufficient for just one parent to attend. By regular worship we mean attendance at a minimum of two services each month for at least six months prior to the closing date for applications.

## 5. Other Admission Information

- 5.1. Deferred admission. Children are eligible for a reception place from the beginning of the school year in which they become 5 years old. However they do not become of compulsory school age until the start of the term after their fifth birthday. After a place has been allocated and accepted parents can request that the school place be deferred until later in the school year and if they do this the place will be held for the child. They cannot however defer entry beyond the beginning of the term after the child’s fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.
- 5.2. 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.
- 5.2.1. 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 principal and should be in the best interests of the child. Parents will be informed of the outcome before primary national offer day.
- 5.2.2. 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.
- 5.2.3. 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.
- 5.3. Requests for Admission Outside Normal Age Group
- 5.3.1 Parents have a right to request that their child is admitted to a year group other than their normal year group at a school. This may be to a year group below or above, and there may be any number of reasons for making this request.
- 5.3.2 However, parents do not have a right to decide that their child **will** be admitted outside their normal age group. Such requests must be considered by the RCS Board of Trustees in order for it to decide whether or not to agree the request **in principle**, or refuse the request, taking into account the factors set out below.
- 5.3.3 Requests for admission outside normal age group are not applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make their requests in a timely manner, ideally well ahead of any application deadlines, so that they can obtain a decision in principle which will enable them to make informed decisions on school preferences when they subsequently apply



for admission. A separate request must be made to the Admission Authority for each school being considered.

5.3.4 The RCS Board of Trustees will make decisions on the basis of **the circumstances of each case** and in the **best interests of the child concerned**, taking into account the parents' views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery 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. They will also take into account the views of the Principal of the School and, where provided, the Principal of any current or previous school. This is not an exhaustive list, and parents may put forward any matters for the RCS Board of Trustees to consider.

5.3.5 Parents should make their requests to the school in writing (using the phrase 'Request for Admission Outside Normal Age Group' in the subject line of an e-mailed request) with any supporting documents to the School marked for the attention of the Clerk to the RCS Board of Trustees.

5.3.6 In all cases, the RCS Board of Trustees will notify parents of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand why it came to that decision. Where the request is agreed in principle, this letter should accompany the application for admission subsequently made for a place at the School.

5.3.7 Parents do **not** have a statutory right of appeal against a refusal of a request for admission outside normal age group, but they may submit a complaint under the School's published Complaints Policy if they do not believe the request was dealt with properly.

- 5.4. Twins/Multiple birth. Where there are children of multiple births wishing to be admitted and the first sibling is the 30th child, the RCS Board of Trustees will admit over the infant class requirement.
- 5.5. Late applications for admission. Where the RCS Board of Trustees as the admissions authority accept that there are extenuating circumstances for an application being received after the last date for application and it is before the Governors have established the admission criteria order list of pupils, then it would be considered alongside all other on-time applications.
- 5.5.1. Otherwise applications which are received after the last date will be considered after all other on-time applications have been considered and placed on the waiting list in admission criteria order.
- 5.6. Waiting List. Where the school has more applications than places those children who are not admitted will have their name placed on a waiting list.
- 5.6.1. This waiting list will be in the order resulting from the application of the admissions criteria.
- 5.6.2. 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.
- 5.6.3. Thus it is possible for a child who is a late application to have a higher priority than one who has been on the waiting list for some time.
- 5.6.4. If a place becomes available within the published admission number, the child whose name is at the top of the waiting list will be offered a place. This is not dependent on whether an admission appeal has been submitted.
- 5.6.5. The waiting list will operate at least until 31<sup>st</sup> December.
- 5.7. Address of the child. 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 local authority immediately and provide either a letter from the solicitor confirming the completion date, or a signed rental agreement showing the start of the tenancy.
- 5.7.1. Information may be verified using Council Tax records. 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.



- 5.7.2. Parents may be asked to show evidence of the claim that is being made for the address. To ensure a fair process, administrative checks may be undertaken, which include verifying addresses against Council Tax records.
- 5.7.3. For children of UK Service personnel and other Crown Servants returning to the area, proof of the posting is all that is required.
- 5.8. Non-routine, In Year 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.
- 5.8.1. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form.
- 5.8.2. If there is a place in the appropriate class, then the RCS Board of Trustees will arrange for the admission to take place.
- 5.8.3. If there is no available place, then the admissions committee will consider the application and agree whether to admit.
- 5.8.4. If the request for admission is refused then information about how to appeal against the refusal will be provided.
- 5.9. Appeals. Where the RCS Board of Trustees are unable to offer a place because the school is oversubscribed, 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.
- 5.9.1. Parents should notify the clerk to the RCS Board of Trustees at the school within 20 school days of receiving the letter refusing a place.
- 5.9.2. Parents will have the opportunity to submit their case to the independent panel in writing and also to attend in order to present their case.
- 5.9.3. Parents will normally receive a minimum of 10 school days’ notice of the place and time of the hearing.
- 5.9.4. If the child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which the parents’ appeal could be successful are limited.
- 5.9.5. Parents would have to show that the decision was one which in the circumstances, no reasonable RCS Board of Trustees would have made, or that your child would have been offered a place if the RCS Board of Trustees’ admissions arrangements had been properly implemented.
- 5.9.6. Note that this right of appeal against the RCS Board of Trustees’ decision does not prevent parents from making an appeal in respect of any other school.
- 5.10. Fraudulent applications. Where the RCS Board of Trustees discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent which effectively denies a place to a child with a stronger claim, then the RCS Board of Trustees is required to withdraw the offer of the place.
- 5.10.1. Examples of such misleading applications would be a false claim to residence in the catchment area or of involvement in a place of worship.
- 5.10.2. For any offer of a place that is withdrawn, the application will be considered afresh and a right of appeal offered if a place is subsequently refused.



**Supplementary Form**



**Name of child:**

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

<b>Name of parent/guardian</b>	
Address	
Post code	
Telephone	Mobile

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

Name and Address of place of worship	
Name of vicar / priest / minister / worship leader / church officer	
Address	
Post code	
Telephone	Signature of Worship Leader _____

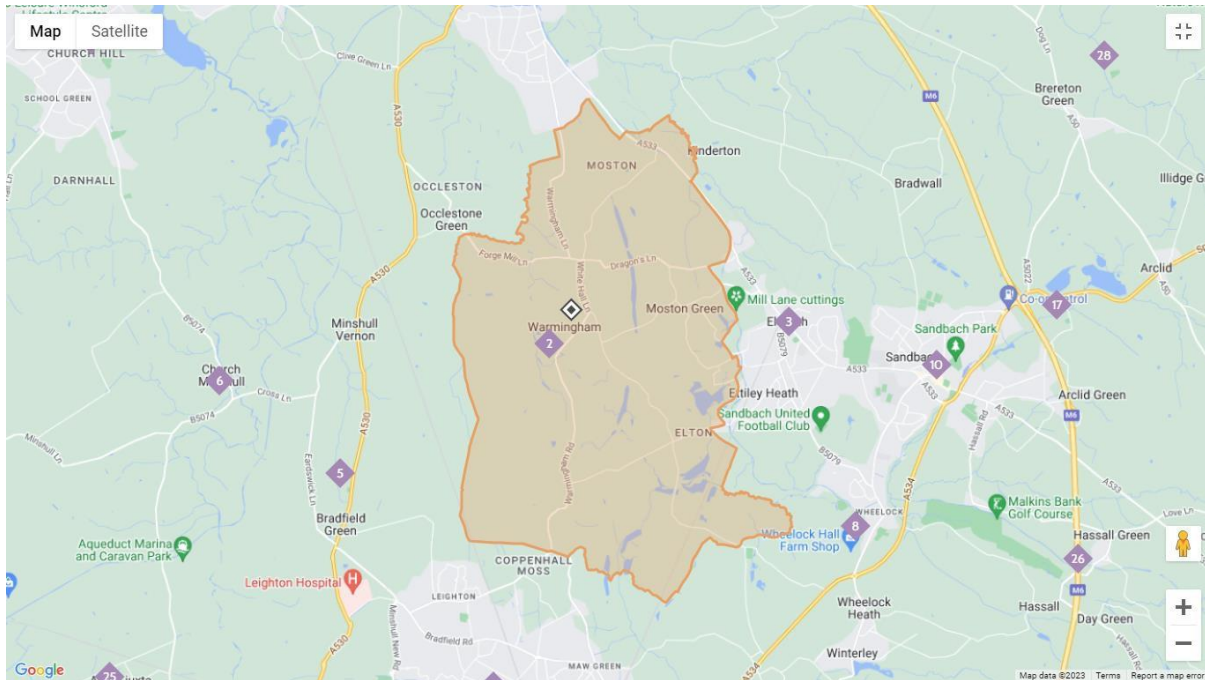
**Worship attendance:** Where admission arrangements refer to “parental attendance at church” it is sufficient for just one parent to attend. By regular worship we mean attendance at a minimum of two services each month for at least six months prior to the closing date for applications. In the event 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 admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

I/we have attended a minimum of two services each month for at least six months prior to the closing date for applications. [tick one box only]	
yes <input type="checkbox"/>	no <input type="checkbox"/>

Your worship leader will be contacted in order to confirm this information.



### Warmingham Catchment



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