



# Admissions Policy

## In Year Transfer 2021-2022 Reception 2022 Intake

Childwall Church of England Primary School  
Woolton Road  
Liverpool  
L16 0JD

Tel: 0151 722 1553

Email: [admissions@childwallce.com](mailto:admissions@childwallce.com)

Web: [www.childwallce.co.uk](http://www.childwallce.co.uk)

Childwall Church of England Primary School is a friendly, welcoming school with a strong Christian vision based around our role in the local and global communities. We aim to provide a strong foundation for every child's future, equipping them with knowledge, life skills and a joy for learning. The school will preserve and develop its religious character in accordance with the principles of the Church of England and Liverpool Diocese. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils. As part of our Christian ethos we have selected Friendship, Thankfulness, Compassion and Forgiveness to be our core values which permeate through all our relationships, curriculum and school life.

We ask all parents/ guardians applying for a place at Childwall Church of England Primary School to respect this ethos and its importance to the school community. This does not affect the right of parents/ guardians who are not of the faith of this school to apply for and be considered for a place here.

### **New Reception Intake**

Admission to the Reception year is carried out as part of the Liverpool Local Authority Primary School Co-ordinated Admission Arrangements. The deadline for applications for those children applying for a Reception place starting September 2022 is **15<sup>th</sup> January 2022**. In addition to completing the Childwall Church of England Primary School Application Form, parents/ guardians are required to name the school as one of their preferences on their Home Local Authority Common Application Form (Online Preference Form). **Failure to complete both the school and Local Authority forms means your application may not be considered.**

The allocation of places to the school will be decided by the Admissions Committee of the Governing Body. Notification of school allocation for Reception year will be made by the Home Local Authority on National Offer Day. For September 2022 entry, the National Offer Day is **16<sup>th</sup> April 2022**.

The Pupil Admission Number (PAN) for Childwall Church of England Primary School is 60. For admission into infant classes, Government legislation limits these class sizes to 30 pupils per class.

### **Delaying Entry to Reception Class within the same Academic Year**

Parents/ guardians can request their child's admission is delayed until later in the academic year, dependent on which term they became compulsory school age. Parents/ guardians can also request that their child take up a Reception class place on a part time basis until their child reaches compulsory school age. If you wish to delay your child's entry or apply for a part time place, please contact the school to make an appointment with the Headteacher to discuss this in more detail.

### **Deferring Entry to Reception Class until the next Academic Year for Summer Born Children**

Parents/ guardians can request that their child is admitted outside of their normal age group. The Admissions Committee of the Governing Body are responsible for making the decision on which year group a child should be admitted, but consideration of individual circumstances is given. Childwall

Church of England Primary School work with Liverpool Children and Young People's Service and the Liverpool Primary Headteachers Association to ensure a consistent approach is taken with respect to decisions taken on requests for Reception Class Deferral for summer born children. If you wish to defer your child's entry to reception class until the next academic year and your child is summer born, you are advised to initially contact the school to meet with the headteacher to discuss the reasons why. If you wish to formalise this request, this must be made in writing to the Admissions Committee of the Governing Body via the school before the 15<sup>th</sup> February 2022.

### **Admission Criteria**

Where fewer applications than places are received, Childwall Church of England Primary School will offer places to all those who have applied.

If the school receives more applications for places and is oversubscribed, after allocation to children with an Education and Health Care Plan (EHCP) naming the school, places will be allocated in the following order:

1. Looked after children and all previously looked after children (LAC and post LAC).  
*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.*

The applications received in this route will be ranked in home to school distance order. The distance will be measured by straight line between the child's permanent home address and school using Liverpool Local Authority's computerised measuring system.

2. Children who have lost either or both parents by death; in recognition of the role of the Trust and Foundation of Salisbury House.

The applications received in this route will be ranked after Route 1 children in home to school distance order. The distance will be measured by straight line between the child's permanent home address and school using Liverpool Local Authority's computerised measuring system.

3. Children who will have a sibling (including step-siblings, half-siblings, foster siblings and adopted siblings living at the same address and deemed to be part of the same family) in the school when they are due to start the school.

Twins etc.: Where there are twins/ triplets wanting admission and there is only a single place left within the admission number, then the Governing Body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances we are able to offer places for both twins and triplets even when this means breaching infant class size limits. This may also apply to siblings who are in the same year group.

The applications received in this route will be ranked after Route 1 and 2 children in home to school distance order. The distance will be measured by straight line between the child's permanent home address and school using Liverpool Local Authority's computerised measuring system.

4. a) Children from Anglican & Other Trinitarian Churches  
90% of the places remaining after Routes 1-3 have been allocated will be offered to children according to the personal involvement of the family, including the child for whom the application is made, in the worship and life of an Anglican Church, or any other recognised Trinitarian Church. The points will be allocated on the basis of the most involved parent/ guardian and the verified points (declared by the Vicar, Priest or Authorised Minister of the Church) will be used.

Applicants must be able to demonstrate the defined level of commitment to be awarded a place under this category, and should note that the Governors do not include grandparents as parents for applications (unless they are the child's legal guardian).

**Points under this category will be allocated as follows: (maximum of 20 points)**

**Attendance at Church over the last 3 years (maximum 16 points)**

(please note that for less than 3 years verification, points will be awarded pro rata according to the verification received)

*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.*

- On average weekly 16 points
- On average more than once a month 12 points
- On average once a month 8 points
- On average less than once a month 4 points

**Family involvement at the time of application (maximum 4 points, with maximum 1 point per category)**

- Membership of a Church/ on the electoral roll 1 point
- Membership of a group other than Sunday worship e.g. house group 1 point
- Children attend another recognised Church organisation/ body/ group 1 point
- Parent/ guardian in a leadership or assistant leadership Role within the Church 1 point

If there are more applicants with the same points score then the applications will be ranked in home to school distance order after children in Routes 1-3. The distance will be measured by straight line between the child's permanent home address and school using Liverpool Local Authority's computerised measuring system.

b) Children from other world faiths.

10% of the places remaining after Routes 1-3 have been allocated will be offered to children from other world faiths (rounding to the nearest whole number). Other world faiths include, but are not limited to: Buddhism, Hinduism, Islam, Jehovah's Witnesses, Judaism, Mormonism, Sikhism, and Unitarianism. Validation for faiths not listed will be confirmed by the Diocese of Liverpool. The points will be allocated on the basis of verified points (declared by the leader of the place of worship). Applicants must be able to demonstrate the defined level of commitment to be awarded a place under this category, and should note that the Governors do not include grandparents as parents for applications (unless they are the child's legal guardian).

**Points under this category will be allocated as follows: (maximum of 16 points)**

**Attendance at worship over the last 3 years (maximum 16 points)**

(please note that for less than 3 years verification, points will be awarded pro rata according to the verification received)

*In the event that during the period specified for attendance at worship the relevant place of worship 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 relevant place of worship or alternative premises have been available for public worship*

- On average weekly 16 points

- On average more than once a month 12 points
- On average once a month 8 points
- On average less than once a month 4 points

It there are more applicants with the same points score then the applications will be ranked in home to school distance order. The distance will be measured by straight line between the child's permanent home address and school using Liverpool Local Authority's computerised measuring system.

For both section 4a and 4b, because of the potential for a conflict of interests, it would not be appropriate for a church or faith leader who happens to be related to an applicant to complete a form in respect of their relative. In such cases, the form must be signed by another leader in the church or faith community.

5. Children whose parents/ guardians have expressed a preference for the school. After places have been awarded in Routes 1-4 above, any remaining places will be allocated to applicants who have named Childwall Church of England Primary School on the Home Local Authority Common Preference Form.

The applications received in this route will be ranked in home to school distance order. The distance will be measured by straight line between the child's permanent home address and school using Liverpool Local Authority's computerised measuring system.

If the distance from home to school does not distinguish between two or more applicants with equal priority for the last remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.

Examples:

- Route 4a – a child with 17 points who lives 7 miles away from school will be ranked higher than a child with 15 points living 0.5 miles away from school.
- Different Routes – a child who has a sibling and applies via Route 3 who lives 12 miles away, will be ranked higher than a child who applies via Route 4a with 20 points and lives 0.01 mile away from school.
- Route 3 – a child with a sibling who lives 3 miles away from school will be ranked higher than a child who has a sibling and lives 3.1 miles away from school.
- Route 4a – a child who attends a Catholic Church and is unable to get verification will receive 0 points and will be ranked lower than a family who attends a recognised Church group and receives 1 point.

If the Admissions Committee consider your application under a lower criteria than indicated on your form, they will write to advise you of the reason why following the Committee meeting. If your application can be considered under a higher criteria it will be done so automatically unless you indicate on your application form that you do not wish it to be.

### **Late Applications**

A late application is deemed to be one received after the closing date for applications. An application with a valid reason for being late, e.g. a significant change in a family's circumstances, and is received before the Admission Committee meeting will be considered by the Governors with applications received on time. If the national deadline date for applications falls on a Public Holiday or weekend, applications will still be considered as being received on time if received at school on the first school day following the closing date.

If the Governors agree to accept a late application and places have already been allocated, the applicant will be placed on the waiting list. The position on the waiting list will be determined by the school's admissions policy.

Late applications that do not have a valid reason for being late will be considered after those from applicants who applied on time and may be ranked lower than if they had been received on time.

### **No School Application Form**

Parents who name Childwall Church of England Primary School on the Home Local Authority Common Preference Form, but do not submit a school Application Form cannot be considered by the Admission Committee (an email is issued once an application form is received and should be kept to provide evidence of school receipt). Once a list of these applications is received by the school, they will be ranked in home to school distance order. The distance will be measured by straight line between the child's permanent home address and school using Liverpool Local Authorities computerised measuring system. These will be ranked after all applications received by the school.

### **Evidence**

If the school is oversubscribed, the governors require parents/ guardians to provide proof of address, e.g. council tax bill, utilities bill, exchange of contracts or a tenancy agreement using the Local Authority guidance of the child's residence being the address at which Child Benefit is claimed.

### **Change of Details**

If, after making an application, any of the information given in the application form for admission (including home address), or religious enquiry form or any other form, letter or document associated with the application changes, then the Clerk to the Governors must be informed immediately.

The permanent home address at which a child resides is an important criterion in determining the allocation of school places; because of this, if your child's permanent home address alters, it may affect the allocation of a school place for your child. The child's permanent address on 15<sup>th</sup> February 2022 will be used to determine the ranking for entry into Reception 2022.

If parents/ guardians live at different addresses and both have parental responsibility, the address of the parent/ guardian claiming child benefit will be used to determine the child's permanent home address.

### **Withdrawal of Offer of Place**

The DfE Schools Admission Code allows schools to withdraw the offer of a place if parents/ guardians have given fraudulent or intentionally misleading information in order to obtain a school place. The Governing Body reserves the right to make enquiries regarding an applicant's religious practice and to seek verification of any information given on the application for admission form, religious enquiry form, letter or document associated with the application.

### **Appeals**

If your child is refused admission to your preferred school, you have the right to appeal against the decision.

If your application is unsuccessful, you may ask the Governing Body to reconsider a second application but only if there has been a significant and material change to your circumstances since the time of your initial application. If, after consideration of your updated application, your child is refused a place because the year group is full, you have the right to appeal against this decision.

If you are refused admission for your child to school you may only appeal once in an academic year.

If your application and appeal for school are unsuccessful then you cannot submit another application or appeal during that same academic year. However, you can apply again and if necessary appeal for a place, in the next academic year

An appeal pack can be requested from the Clerk to the Governors and should be requested as soon as possible after receiving notification of the result of the application. The deadline for receipt of appeals is the **18th May 2022** for a Reception place in September 2022. Admission appeals are heard by an Independent Panel.

### **Waiting List**

In the event of over-subscription, the names of unsuccessful applicants will be placed on a ranked waiting list. The rank order of the waiting list will be as the admission criteria except that there will be no

percentage allocations to 4a or 4b. 4a will rank higher than Route 4b on the waiting list. For example, Route 4a – a child with 8 points will be ranked higher than a child in 4b with 16 points. This list will be kept open, and managed by the Local Authority, until the end of the first term in which the children are admitted. If a parent/ guardian wishes their child's name to remain on the waiting list after the first term, they should notify the school in writing by the end of the autumn term.

Example:

- Route 4a – a child with 8 points will be ranked higher than a child in 4b with 16 points.

The school will then hold the waiting list until the end of the academic year. After this time, the child will be removed from the waiting list. Parents/ carers can complete a new application form if they wish to be added to the waiting list for Y1 or subsequent years.

### **In Year Transfer**

In Year Applications are to be made directly to the school using the current application form. The school will advise parents/ guardians in writing about the outcome of their application and their right to appeal.

If the school is full in the year group of the application, parents/ guardians can opt to be placed onto a waiting list. If a place becomes available in a year group, the Admissions Committee of the Governing Body will be convened to consider all of the applications on the waiting list. These applications will be considered in line with the following admission criteria order and not on who was placed on the waiting list first. The rank order of the waiting list will be as the admission criteria except that there will be no percentage allocations to 4a or 4b. 4a will rank higher than Route 4b on the waiting list:

1. Looked after children and all previously looked after children (LAC and post LAC).
2. Children who have lost either or both parents by death; in recognition of the role of the Trust and Foundation of Salisbury House.
3. Children who will have a sibling (including step-siblings, half-siblings, foster siblings and adopted siblings living at the same address and deemed to be part of the same family) in the school when they are due to start the school.
4. a) Children from Anglican & Other Trinitarian Churches  
Points under this category will be allocated as the Admission Criteria on page 3. If there are more applicants with the same points score then the applications will be ranked in home to school distance order. The distance will be measured by straight line between the child's permanent home address and school using Liverpool Local Authority's computerised measuring system.  
  
b) Children from other world faiths.  
Points under this category will be allocated as the Admission Criteria on page 3. If there are more applicants with the same points score then the applications will be ranked in home to school distance order. The distance will be measured by straight line between the child's permanent home address and school using Liverpool Local Authority's computerised measuring system.
5. Children whose parents/ guardians have expressed a preference for the school.

Within each route the applications will be ranked in home to school distance order. The distance will be measured by straight line between the child's permanent home address and school using Liverpool Local Authority's computerised measuring system. If the distance from home to school does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.

We will hold the waiting list until the end of each academic year. After this time, the child will be removed from the waiting list. Parents/ carers can complete a new application form if they wish to be added to the waiting list for subsequent years.

If you are refused admission because the year group is full, you have the right to appeal the decision. You may only appeal once in an academic year.