



# Admission Application Form

## In Year Transfer 2025- 2026

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)

Please read the current Admissions Policy carefully before completing this form.

**PLEASE COMPLETE PART ONE IN BLOCK LETTERS AND BLACK INK THROUGHOUT**

Please tick the route(s) under which you are applying.  You can apply by more than one route.	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
	3. Children with siblings already in school at year of entry
	4. a) Children from Anglican & Other Trinitarian Churches
	b) Children from other world faiths
	5. Children whose parents/ guardians have expressed a preference for the school

Name of Child	
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**“And the child grew and became strong; He was full of wisdom and God’s blessings were upon Him.”**  
**Luke 2:40**

**Childwall Church of England Primary School**

**PART ONE (of two)**

**TO BE COMPLETED BY THE PARENT OR GUARDIAN**

<b>Name of Child</b>	
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**PERSONAL INFORMATION (BLOCK CAPITALS please)**

Surname of Child .....

Forename(s) of Child .....

Date of Birth ..... Gender: Boy  Girl

Address .....

.....

Post Code .....

**DETAILS OF PARENTS/ GUARDIANS**

Surname .....

Forename(s) .....

Mother/ Father/ Carer/ Other .....

Address (if different from above) .....

.....

Post Code .....

Telephone    Home .....

                  Mobile .....

Email Address .....

(please be advised that confirmation that the application form has been received will be emailed to this address)

Current School Name .....

Current School Address .....

.....

**Route 1 – Children in Public Care.**

- The child is currently 'looked after' in the care of a local authority
- OR
- The child was previously looked after but ceased to do so because they were adopted or became subject to a residence order or special guardianship order

Please state the name of the responsible authority.....

**Route 2 – Children who have lost either or both parents by death (in recognition of the role of the Trust and Foundation of Salisbury House).**

Please give details.....

**Route 3 – Children with siblings (including step-brothers and sisters, half-brother and sisters, foster children: living at the same address and deemed to be part of the same family) who will be in the school when the child for whom the application is being made is due to start.**

Name..... Name.....

Class..... Class.....

Age..... Age.....

**Route 4a – Children from Anglican & Other Trinitarian Churches.** 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. Governors do not include grandparents as parents for applications, unless they are the child's legal guardian.

Name of Church attended.....

Denomination.....

Points will be allocated as follows to a maximum of 20 points. Verification from your Vicar, Priest or Authorised Minister is required for points to be allocated.

**Attendance at this or any other Church over the last 3 years (maximum 16 points)**

*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*

Please tick **one** box

• Weekly	16 points	<input type="checkbox"/>
• More than once a month	12 points	<input type="checkbox"/>
• Once a month	8 points	<input type="checkbox"/>

- Less than once a month

4 points



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

Please tick **any** relevant boxes

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

Please state what that nature of involvement is.....

.....

.....

.....

**If you have attended your present Church for less than three years you must include verification of your attendance from the Vicar, Priest or authorised Minister of your previous Church. Similarly, if you or your child attends another Church activity or organisation, please include supporting evidence.**

**If this evidence relating to a previous Church attendance is not provided, points will be awarded pro rata according to the verification received.**

**Route 4b** – Children from other world faiths. 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.

Place of worship attended.....

Name of religion.....

Points will be allocated as follows to a maximum of 16 points. Verification from the leader of your place of worship is required for points to be allocated.

**Attendance at this or any other place of worship over the last 3 years (maximum 16 points)**

*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*

Please tick **one** box

- Weekly 16 points
- More than once a month 12 points
- Once a month 8 points
- Less than once a month 4 points

**Route 5 – Children whose parents have expressed a preference for the school**

- My child does not fall under Routes 1-4 and I wish to make an application to the school. I understand that if the school is oversubscribed, I will be required to provide proof of address using the Local Authority guidance of my child's residence being the address at which Child Benefit is claimed

<b>Name of Child</b>	
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**DECLARATION BY PARENT/ GUARDIAN**

If after making an application, any of the information given in the application form for admission, 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 DfE Schools Admission Code allows schools to withdraw the offer of a place if parents have given fraudulent or deliberately misleading information. 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.

**I confirm that the information in this form is correct.**

**Please note: signing this section confirms that the information provided on this application form is correct. The Governing Body reserves the right to withdraw any offer made on the basis of false or inaccurate information.**

**Signed.....**

**Print Name.....**

**Mother/ Father/ Carer/ Other.....**

**Date.....**

A valid application to Childwall Church of England Primary School is based on the completion of both the Local Authority Common Application Form and this school form by the due closing dates.

Has Childwall Church of England Primary School been entered as a preference on the Home Local Authority Form?

Yes  No

If you have not yet entered Childwall Church of England Primary School as a preference, do you intend to?

Yes  No

If you are applying for a school place under Route 4, once you have fully completed this form, please hand the full form to the Vicar, Priest, authorised Minister or Faith Leader at your place of worship. If you have attended your present place of worship for less than 3 years, please provide further copies of your completed application form to your previous place(s) of worship.

Please allow sufficient time for the Vicar, Priest, authorised Minister or Faith Leader to complete Part Two and for them to return the completed forms to school by the deadline set by the Local Authority.

**Any application forms received by the school from the parent directly will be subject to further verification.**

Please include a stamped addressed envelope to: The Clerk to the Governors, Childwall Church of England Primary School, Woolton Road, Liverpool, L16 0JD in order for your place of worship to return the form. Once your application is received and processed, a receipt will be emailed to the email address given.

**CHILDWALL CHURCH OF ENGLAND PRIMARY SCHOOL**

**NOTES TO VICAR, PRIEST, AUTHORISED MINISTER or FAITH LEADER**

Thank you for taking the time to complete this form to support the Governing Body to fulfil the admissions process for the school. The information contained in Part Two of the application form is key in the decision making process.

**Question 1** –Please complete this section detailing how long the family (parents/ guardians of named child) has worshiped at your place of worship.

We require verification for 3 years worship attendance and ask parents/ guardians to include verification of their attendance from the Vicar, Priest, authorised Minister or Faith Leader of their previous place of worship if they have attended their present place of worship for less than three years. For less than 3 years verification, points are awarded pro rata according to the verification received.

*In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, 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 church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.*

**Question 2** – in completing this section it is considered good practice to indicate weekly if the only time the family do not attend is due to holidays or working patterns. We allocate up to 16 points for attendance at places of worship.

**Question 3** – *For applications via Route 4a only.* Please indicate the nature of any family involvement in their place of worship, at the time of application, other than regular attendance. We allocate up to 4 points in this section.

**Question 4** – please consider the information provided by the parents in Part one of the form and if it differs from the verification you have provided. If it does, please include a note. For example, a parent/ guardian may indicate attendance as more than once a month, but you may indicate weekly. This could be because the parent/ guardian has not allowed for family holidays. The verification received from the place of worship will be the used as the points allocation for the application.

**Question 5** – can be used if you have any further information you wish to provide with the application.

**Question 6** – please sign and date the form giving your full contact details. If you have a formal place of worship stamp, please use in the box. If not, please enclose a place of worship compliments slip or letterhead with the child's name on.

**Please do not return the form to the parents/ guardians, but send directly to the school in the stamped addressed envelope given to you by the parents/ guardians.**

## **CHILDWALL CHURCH OF ENGLAND PRIMARY SCHOOL**

### **PART TWO (of two)**

**TO BE COMPLETED BY VICAR, PRIEST, AUTHORISED MINISTER or FAITH LEADER OF THE CHURCH WHERE YOU REGULARLY WORSHIP**

<b>Name of Child</b>	
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*Thank you for your assistance in completing this form.*

1. Please indicate the length of time the family has worshipped at your place of worship.....

2. Family attendance at this place of worship over the last 3 years

*In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, 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 church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship*

**Please tick **one** box**

- Weekly
- More than once a month
- Once a month
- Less than once a month

3. For applications via Route 4a only. Please confirm the following:

Nature of any family involvement in your Church over the last 3 years

**Please tick **any/ all** relevant boxes**

- Membership of a Church/ on the electoral roll
- Membership of a group other than Sunday Worship   
e.g. house group
- Child attends another recognised Church   
organisation/ body/ group
- Parent/ guardian in a leadership or assistant leadership role   
within the Church

4. If this does not correspond to the information provided by parents, please explain why:

.....

.....

5. Any further comments:

6. Signed	.....
Name (block)	.....
Position	.....
Address	..... .....
Post Code	.....
Place of worship	.....
Telephone number	.....
Email	.....
Date	.....

Place of worship Stamp – please use your place of worship stamp in the box below. If your place of worship does not have a stamp, please enclose a letter headed paper, signed and containing the name of the child this application relates to.

1. **What is the primary purpose of the study?** (e.g., to evaluate the effectiveness of a new treatment, to explore the relationship between two variables, to describe a population, etc.)

**Please do not return form to parents/ guardians, but send directly to the school in the stamped addressed envelope provided by the parent/guardians.**

Please note that a confirmation email will be sent to the email address provided on page 2 once the application form has been received and processed.