

Castle Hill St Philip's CE Primary School Admission Policy for 2026-27

Admission number: 30

Introduction

This document sets out the admission arrangements of Castle Hill St Philip's CofE Primary School. For the purposes of this policy, the Governing Body is the admission authority.

Process

Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of 15th January.

The Local Authority will inform parents of the offer of a place on behalf of the Governing Body on the national offer date 16th April or the next working day.

Where the school receives more application than places available, the following oversubscription criteria will be applied once places have first been allocated to pupils who have an education health and care plan which names the school:

Oversubscription Criteria

1. Looked After Children and Previously Looked After Children.

A "Looked After Child" (LAC) is a child who is (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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child" (IAPLAC) is a child who appears (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.

2. Siblings of pupils attending the school at the time of admission. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

3. Regular attendance at public worship in any Church of England church.

Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least eight times in the twelve months immediately prior to the date of application.

4. Attendance at public worship in any other Christian church.

For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at

https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf

A parent or parents wishing to apply against this criterion must complete a Supplementary Application Form. Attendance at public worship will be established by information provided on the Supplementary Information Form, including verification by the relevant Minister/Faith Leader or their designated officer. For the purposes of these admission arrangements 'regular' means attendance at least eight times in the twelve months immediately prior to the date of application.

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.

5. Baptism at any Christian church

Baptism at any Christian church means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf

A parent or parents wishing to apply against this criterion must complete a Supplementary Application Form and provide evidence of Baptism ie original Baptism certificate or re-issued Baptism certificate at the time of application.

6. Children of staff

Children of all staff will be considered where the parent has a permanent contract of employment. Their normal base of work must be at Hereford Road, Hindley, Wigan, Lancashire, WN2 4DH and their employment contract must have been in place for two or more years at the time of the closing date for application for admission.

7. Distance from school

Proximity to the school with those living closest to the school having priority calculated by: Children living closest to the school measured by a straight-line distance from the home address to the main entrance using the Local Authority measuring system.

When considering your child's application, we will use the permanent home address we have for you at the closing date for applications.

If parents are separated and the child spends time at each parents' address, the address which will be used for admission to schools is the address where the child sleeps the majority of the school nights (Sunday to Thursday) during the week in term time. Where there is a dispute or equal nights are slept, parent will be asked to provide proof of the address registered with the child's GP.

We may ask to see additional forms of evidence of your home address (photocopies are acceptable). This may include:

- proof of where you are registered for council tax.
- Your television licence.
- Wage-salary slip.
- Proof of your child tax credits.

Any evidence you provide must show that the parent or main carer lives at this address. We may seek evidence by other means if the parent/carer is unable to provide sufficient proof of their residence.

Tie-breaker

Proximity to the school. We will measure the distance by a straight line. All straight line distances are calculated electronically using a geographical information system and with the support of the Local Authority where required

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

Late Applications

Late application (those received after the closing date) will only be considered after those received by the closing date. The only exception to this is applications for looked after children that are received by 15 February will be included with on time applications.

In-Year Admissions

From time to time a place becomes available further up the school. The allocation of places is in accordance with the admissions criteria. Preference will be given to children moving into the area from outside the Local Authority area who do not have a school place. Evidence will need to be provided that the child has recently moved in.

Admission of Children Outside Their Normal Age Group

Parents may request that their child is admitted to a year group outside their normal age range, for instance, where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development.
- where relevant, their medical history and the views of a medical professional.

- whether they have previously been educated out of their normal age group.
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a year R place will be considered alongside applications for year R.

We do not accept requests for early entry to reception class for children who will not be of statutory school age.

Waiting Lists

Places may become available after the Local Authority Co-ordinated offer date but before pupils are admitted to the school in the autumn term.

We will:

- put all children who we refuse a place at one of their preferences on the waiting list for the school;
- keep the list in priority order, decided by the oversubscription criteria for the school only;
- offer any places that become available to the next child on the waiting list; and
- keep the waiting list until 31st December.

Important about the waiting list:

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that a child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the admission criteria.

Appeals Procedure

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact the Admin Officer at Castle Hill St Philip's CE Primary School at Hereford Road, Hindley, Wigan, WN2 4DH within 20 days of the date of the letter refusing your child a place at the school for information on how to appeal. Information on the timetable for the appeals process is on our website at <https://www.castlehill.wigan.sch.uk>.

School Age

A full-time school place in the reception class is available for children from the September following their 4th birthday.

Deferred Entry

Where parents wish, they can defer the date their child is admitted to the school until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, the place will be held open and not offered to another child. Parents cannot defer entry

beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Part-time Attendance

Where parents wish, their child can attend part-time until the child reaches compulsory school age.

Enquiries

All admissions enquiries should be made to Admin Officer at Castle Hill St Philip's CE Primary School, Hereford Road, Hindley, Wigan, WN2 4DH.

CASTLE HILL ST PHILIP'S CE PRIMARY SCHOOL



Supplementary Form to Evidence Church Attendance/Baptism

This form can be used to provide evidence of church attendance or evidence that your child has been Baptised.

Child's Full Name

Date of Birth **Home Telephone No.**

Address (including postcode)

Name of parent/carer

Mobile No. **E-mail**

I wish to provide evidence of - Church Attendance

Baptism

Church Attendance

Name of place of worship

Address

Worship attendance

I wish to confirm regular church attendance for the above child/child's family.

Signed
(Church Representative)

Position held

Date

Baptism

Place of Baptism

Date of Baptism

I enclose a copy of my child's baptism certificate.

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".