

CASTLE HILL ST PHILIP'S CE PRIMARY - ADMISSIONS CRITERIA 2025-2026

Admission number – 30

Where the school receives more applications 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:

Criteria

1. Children in public care and previously looked after children.

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.

2. Children who will have brothers or sisters attending the school at the time of admission. A brother or sister is any child living at the same address.
3. Children of parents who regularly attend All Saints’ Church – i.e. 12 or more times during the year up to the time of application.
4. Children of parents who regularly attend another Christian Church i.e. 12 or more times during the year up to the time of application.
5. 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.

Tie breaker:

If more children fall into any one category than the number of places left, the Governors will offer places to the children who live nearest to the school. Distance will be measured in a straight line from the child’s home address to the main entrance of the school, using Wigan Council’s measuring system.

In cases where there are two or more children with the same distance measurement (for example if more than one child lives in a block of flats), where to admit another child would breach the infant class size regulations, a system will be used to randomly pick who will be offered a place. Please contact the school if you would like more information about this.

If we offer the last place available at school to one of twins (or triplets, or so on), our policy is to admit the other twin or triplets too.

Church attendance will be verified by a church representative.

This school uses a supplementary information form.

Late applications

Late applications (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.

Waiting List

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 information 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 your 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.

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.

Child's Home Address

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.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, to a higher year group if the child is gifted and talented or to a lower year group if the child has experienced problems such as ill health.

The parents of a summer born child (born between 1 April and 30 August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

A decision is made on the basis of the circumstances of each case.

The process is as follows:

Stage 1 – request

Parents make a formal request to the Local Authority School Organisation Team in writing with any supporting evidence they wish to be considered.

- A request for early entry into Year 7 should be made before 31 October in the previous academic year in order to give sufficient time for the case to be considered prior to the offer of school places on 1 March.

- A request for delayed entry to reception class should be made at the same time as applying for a place for normal entry (i.e. by the closing date of 15 January) in order to give sufficient time for the case to be considered prior to the offer of school places on 16 April.
- A request for in year admission outside of the normal age group should be made on the normal in year transfer form.

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

Stage 2 – decision

Requests for voluntary-aided, foundation and academy schools will be referred to the school to be considered.

Requests for community and voluntary controlled schools will be considered by the local authority. We will look at the following factors but these are not exhaustive:

- Parent's views
- The needs of the child and the possible impact on them of being educated out of year group
- The child's medical history and views of medical professionals if appropriate
- In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth
- Whether delayed academic, social, emotional or physical development is adversely affecting their readiness for school;
- Any other information which the parent requests the local authority to consider.

Stage 3 – outcome

Parents are notified of the decision in writing by the School Organisation Team.

Request agreed:

If the request is agreed the application will be considered for the year group requested and ranked alongside any other applications. **There is no guarantee that a place will be offered at the preferred school.** Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Where a child has been educated out of their normal age group, the parent may again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of that school to decide whether to admit the child out of their normal age group.

Request refused:

There is no statutory right of appeal against the refusal of a request for admission outside the normal age group. However, if the parents are dissatisfied they have the right to complain through the Council's complaints procedure for decisions made by the local authority or under the school's complaints procedure where the decision has been made by the school.

References:

School Admissions Code, December 2014:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf

DfE Advice on the admission of summer born children, December 2014:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389448/Summer_born_admissions_advice_Dec_2014.pdf



CASTLE HILL ST PHILIP'S CE PRIMARY SCHOOL

Church Attendance Reference Form

Child's Full Name

Date of Birth **Home Telephone No.**

Address (including postcode)

.....

.....

Name of parent/carers

.....

Mobile No. **E-mail**

Place of worship

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