

# Admissions Policy 2026-2027



Signed by Chair of Governors	
Signed Headteacher	
Date	March 2025
Review Date	March 2026

**DIOCESE OF CHESTER**  
**LATCHFORD ST JAMES C OF E AIDED PRIMARY SCHOOL**  
**ADMISSION POLICY 2025/26**

Parents should be aware before applying that in this school RE, collective worship and our whole ethos are based on the teachings of the Church of England. Applications for admission must be made on line using the common application form.

It is now possible to obtain a copy of our School's own form from the LA or from our website for those applying under criteria 2, 3 and 6 between September 2025 and January 2026.

It is not normally possible to change the order of your preferences for schools after the closing date.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority in April 2026. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

The number of places available for admission to the reception class in the year 2026 will be a maximum of 30. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admission authorities in the area. The governing body 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 thirty children.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to its policy. In the event that there are more applicants than places, the governing body will allocate places using the following criteria, which are listed in order of priority:

1. Looked after children and previously looked after children including those previously in state care outside of England\* (see notes below)
2. Children whose parents or carers are regular worshippers at St. James with St. Hilda's Parish Church and whose names are entered on the Church Electoral Roll or who can provide written supplementary information.
3. Children whose parents or carers are regular worshippers at any church which is a member of Churches Together in Britain and Ireland and whose names are entered on the Church Electoral Roll. Applicants must submit a written reference from their Minister as confirmation of their commitment.
4. Children with a brother or sister attending the school and expecting to continue at the school in the following year. This includes, full, half or step brothers and sisters and foster brothers and sisters who are living at the same address as part of the same family unit.
5. Children already attending Latchford St James Nursery School.
6. Children resident within the Ecclesiastical Parish of St. James with St. Hilda. A map of the parish is available from the school or visit our website.

7. Children who have special needs on social or medical grounds (supporting letters from Social Worker or Medical Specialist are required and should be included, in a sealed envelope with the completed application form).
8. Other children.

### **Notes**

- a) "Resident" refers to the child's permanent home at the proposed date of admission. When deciding between candidates who have equal entitlement under the above criteria, the governors will have regard to pupils living nearest the school defined 'as the crow flies' measured using a Geographical information address point system based on Ordnance Survey from the child's permanent place of residence to the school.
- b) Professional supporting evidence from e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child has to attend another school.
- c) By "regular worshippers" we mean attendance at a minimum of two services per month for at least six months prior to the closing date for applications. A letter from your incumbent or minister or other church officer will be required as proof of attendance - *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.*
- d) A map showing the boundaries is available from the school.
- e) Siblings include step, half, foster, adopted brothers and sisters living at the same address and full brother and sister living apart.
- f) All children with birthdays between 1 September 2018 and 31 August 2019 are admitted in September. For children with a birthday after Christmas or after Easter parents may defer entry until later in the year and the headteacher should be consulted if this option is being considered.

### **Admissions information:**

Last year the school was able to admit all pupils whose parents applied.

### **Late applications for admission**

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

### **Waiting List**

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. 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. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time.

If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate until the end of the autumn term.

### **Address of pupil**

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 school. 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. Parents may be asked to show evidence of the claim that is being made for the address, e.g. utility bills of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

### **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 or in-year admissions. Information about In-year admissions can be found on the LA website with the relevant procedure and application forms - [Moving schools | warrington.gov.uk](http://warrington.gov.uk/moving-schools)

### **Appeals**

Where the governors are unable to offer a place because the school is over subscribed, 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.

**Parents should notify the clerk to the governors at the school within 14 days of receiving the letter refusing a place.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable governing body would have made, or that your child would have been offered a place if the governors' admission arrangements had been properly implemented. Please note that this right of appeal against the governors' decisions does not prevent your from making an appeal in respect of any other school.

### **Fraudulent Applications**

Where the governing body discovers that a child has been awarded a place as a result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of a place. The application will be considered afresh and a right of appeal offered if a place is refused.

### **Deferred Entry**

Parents can request that the date their child is admitted to school is deferred until later in that academic year or until the term in which the child reaches compulsory school age. Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

### **Twins and Children of multiple births**

The school admission code 2012 allows additional children to be admitted above the published admission number under very limited exceptional circumstances even when this breaches the infant class size limit. Twins and children from multiple births may exceptionally be offered a place/places when one of the siblings is the 30<sup>th</sup> child admitted.

\*A child in care 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 under section 22(1) of the Children Act 1989 at the time of making the application to the school.

The term previously looked after children is defined as children who were looked after, but ceased to be so because they were adopted, (or became subject to a child arrangements order or special guardianship order).

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.