



DAWPOOL

# Dawpool C.E. (Aided) Primary School

## Admissions Policy 2025-26 and Supplementary Form



### Vision Statement

'The Dawpool community are united in their ambition to create a school which embodies the person, love and work of Jesus Christ: a school which enables Christian values to flourish and where all children may experience the abundant life that Jesus offers.'

*'The Fruit of the Spirit is Love, Joy, Peace, Patience,  
Kindness, Generosity, Faithfulness, Gentleness  
and Self-Control' (Galatians 5: 22-23).*

Dawpool C.E (Aided) Primary School  
School Lane  
Thurstaston  
Wirral  
CH61 0HH

0151 648 3412  
schooloffice@dawpool.wirral.sch.uk  
www.dawpool-ce.eschools.co.uk  
@DawpoolCofE



## **Making an application**

Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure. Applications may also be made electronically.

The school's Supplementary Information Form for criteria number 4 will also need to be completed.

The Common Application Form and Supplementary Information Form should be completed and returned by 15th January.

Applications may also be made on-line by using both the common application form and the supplementary information form (available from the LA/school website). 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 on 16th April or the next working day. Parents of children not admitted will be informed of the reason, offered an alternative place by the Authority and be made aware of their right to appeal.

## **Admission procedures**

The number of places available for admission to the Reception class (Foundation 2) will be a maximum of 30. No restrictions will be placed on admissions unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than thirty children.

Places are allocated according to the criteria, with each application treated equally regardless of where the school sits within the preferences expressed.

All children with an Education Health and Care Plan in which the school is named will be admitted.

In the event that there are more applicants than places remaining, the Governing Board will allocate these places using the following criteria, which are listed in order of priority:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority to have been in state care 10 outside of England and ceased to be in state care as a result of being adopted. A looked after child 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). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole main purpose is to benefit society.

2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school. Professional supporting evidence from eg a doctor, psychologist, social worker, is required that sets out the particular reasons why the school is question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
3. Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
4. Children resident in the parish of Thurstaston with Irby and whose parent/s worship in a Christian church. Parental worshipping' is taken to mean attendance at a minimum of 1 public worship service per month for at least 2 years prior to the closing date for applications.

Christian church means any church which is designated under the Ecumenical Relations Measure nationally by the Archbishops of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England, or the Evangelical Alliance, or a partner church of Affinity. 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.

A map showing the parish is available from the school and is on the school website. Parish maps can also be found on [www.achurchnearyou.com](http://www.achurchnearyou.com)

5. Other children resident in the parish of Thurstaston with Irby. A map showing the parish is available from the school and is on the school website.

Parish maps can also be found on [www.achurchnearyou.com](http://www.achurchnearyou.com)

6. Other children by distance from the school, with priority for admission given to children who live nearest to the school, as measured by Wirral Local



Authority measuring system. Further details can be found at Section 3.5 on:

<https://www.wirral.gov.uk/sites/default/files/all/schools%20and%20learning/School%20admissions/code%20of%20practice/Wirral%20coordinated%20scheme%20for%20primary%20admissions%202020-2021%20final.pdf>

Random allocation will be used as a tie-break in the final category above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified. If a tie-break is required in earlier categories to decide who has priority for admission between two children, distance from the school will be used to decide as measured above.

### **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 31st December of the year of admission.

### **Late applications for admission**

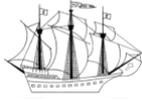
Where the Local Authority accepts that there are extenuating circumstances for an application being received after the last date for applications, and it is before the list of pupils to be admitted has been established then it will be considered alongside all the others. Otherwise, applications which are received after the last date will be considered after all the others, and where applicable, placed on the waiting list in order according to the criteria.

### **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. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

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*'For I know the plans I have for you,' declares the Lord. 'Plans to prosper you and not to harm you, plans to give you hope and a future.'* (Jeremiah 29:11)



## **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 Wirral Local Authority website with the relevant procedure and application forms.

## **Appeals**

Where the governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel. Parents should fill in an online appeals form. Hard copies can be requested by emailing [schoolappeals@wirral.gov.uk](mailto:schoolappeals@wirral.gov.uk).

Further details on the Appeals process can be found here:

<https://www.wirral.gov.uk/schools-and-learning/school-admissions/school-admission-appeals/school-admissions-appeals-guidance#2>

Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days’ notice of the place and time of the hearing.

Please note that this right of appeal against does not prevent you from making an appeal in respect of any other school.

## **Closure of places of worship**

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.

## **Fraudulent applications**

Where the Governing Board discovers that a child has been awarded a place as the 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 Board is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.



### **Deferred admission**

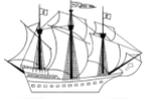
Children are eligible for a reception place from the beginning of the school year in which they become 5 years old. However, they do not become of compulsory school age until the start of the term after their fifth birthday. After a place has been allocated and accepted parents may defer the school place until later in the school year and if they do this the place will be held for the child. They cannot however defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the summer term. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

### **Children educated outside of their normal age group**

- Parents who wish to delay entry until the following year due to specific circumstances, such as ill health or summer born children (those between 1st April and 31st August), must speak to the school and Local Authority as soon as possible as this would involve either an in-year application for year 1 or a new application for reception in the following year. The decision as to which year group the child will enter will be made taking into account information from the parents and headteacher and should be in the best interests of the child.

Parents should be aware that agreement by the school to allow a child to enter reception in the following year does **not** guarantee a place in the class. Parents must apply to the school in the normal co-ordinated round and the application will be considered in the normal manner following the oversubscription criteria. Parents may also choose to apply in-year for admittance to year 1 and the child's normal age group.

- Parents whose children have been educated outside of their normal age group because of being a summer born child will need to apply once again for an outside normal year group place alongside an application for a school place and should do so when their child's 'correct' cohort are making applications for a school place. This means that for a summer born child who started in reception a year later than is usual, parents will need to apply for a secondary school place and for an out of year group place when the child is in year 5 rather than year 6. These requests will be considered based on the best interests of the child and will take into account the fact the child has been educated in a different year group up until this point. For many children, it will be right for them to remain with their adopted year group but it is possible that others may be better off joining their normal year group. All decisions will be made taking the circumstances of the case into account and considering all of the child's needs, including their social and emotional needs. Unless there are sound educational reasons to do otherwise, the assumption would be that children remain outside their normal year group (that is, in the year which they have been educated so far).



- Similarly, if the parents of a gifted and talented child wish to apply for a place outside of their child's normal age group they should speak to the school and the Local Authority. Any application will be considered to ensure any decision is in the best interests of the child and parents informed of the outcome.

### **Special Educational Needs**

Where a child has an education, health and care plan (EHCP) which names the school, then that child will be admitted to the school and the number of available places in the PAN will reduce correspondingly. Admission of children with an EHCP is dealt with by the home Local Authority (LA) (which is where you reside)

***This policy will be sent out for consultation again in 2029***

**Supplementary Information Form for Dawpool C/E (Aided) Primary School****Name of child**

Surname		First names	
Date of birth			

**Name of parent / guardian**

Address	
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**Place of worship** one of parents / guardians regularly attends:

Name of place of worship	
Address	
Name of vicar or church minister / officer	
Telephone	

**Worship attendance:**

Please tick if you have attended a minimum of 1 public worship service per month for at least 2 years prior to the closing date for applications.	
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**Church Vicar or Minister Confirmation of worship attendance:**

Name of Vicar or Minister	
Signature	

Please note:

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".

**THIS FORM IS TO BE RETURNED DIRECTLY TO SCHOOL BY THE CHURCH OFFICER SIGNING THE FORM**  
Dawpool C/E Aided Primary School, 6 School Lane, Thurstaston, Wirral, CH61 0HH.

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