



DAWPOOL

# Dawpool C.E. (Aided) Primary School

## Admissions Policy 2023-24



### 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).*

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## **Foundation 2 Admissions Policy 2023-24**

A copy of this policy document and supplementary form can be downloaded from the [school website](#).

### **Introduction**

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.

### **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.

In order for the governors to consider applications under faith criteria it is necessary for parents to also complete the school's supplementary information form for criteria numbers 2,5,7,8 (available from the [school website](#)).

The common application form and supplementary form should be completed and returned by 15<sup>th</sup> January.

It is not normally possible to change the order of your preferences for schools after the closing date. Whether application is made on paper or electronically, the common application form must be completed and the supplementary information form should be completed if the applicant wishes faith criteria to apply.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on or near 16<sup>th</sup> April. 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 Foundation 2 class will be a maximum of 30. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions 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. There are a limited number of exceptions which are set out in the School Admissions Code 2012 and in the Wirral Co-ordinated Scheme for admissions.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and places are allocated accordingly. All children



having a statement of special educational needs or 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 body will allocate these places using the following criteria, which are listed in order of priority:

1. Looked after children and all previously looked after children, including those 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 whose parents are faithful and regular Church worshippers in the parish Church(es) of St Bartholomew Thurstaston and St Chad Irby and who are resident in the parish.
3. Children who have a sibling in school who will still be attending in the following year.
4. Children with special medical or social circumstances affecting the child where these needs can only be met at this school and who are resident in the parish.
5. Children whose parents are faithful and regular Church worshippers at a church of a Christian Denomination which is a member of Churches Together in Britain and Ireland and who are resident in the parish.
6. Children resident in the parish (Thurstaston with Irby)
7. Children whose parents are faithful and regular Church worshippers in the parish Church(es) of St Bartholomew, Thurstaston and St Chad, Irby and who are not resident in the parish.
8. Children whose parents are faithful and regular worshippers of a Christian denomination, which is a member of Churches Together in Britain and Ireland, for whom this is the closest Church of England school, as measured by the Wirral LA criteria.
9. Other children.

Where the above criteria are not adequate to distinguish between requests for admission which cannot all be accepted without exceeding the admission limit, priority will be decided on the basis of the walking route to school. Wirral LA use a computer mapping system based on Ordinance Survey maps to measure the distance from a child's home to the school gate nearest to your child's home, using the shortest road route unless it is possible to use a footpath which Wirral LA consider a safe walking route.

### **Definitions and Notes**

- a) A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to parents' attendance at church, it is sufficient for just one parent to attend.
  - b) By "faithful and regular" we mean attendance at a minimum of one Sunday service (or midweek communion service) per month for a period of at least 12 months prior to the closing date for applications. (i.e. from end of January)
- 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.

c) A supplementary form is required if the application is to be considered under criterion 2, 5, 7 or 8. This form should be filled in by a parent and then given (with a stamped envelope addressed to Dawpool C/E Primary School) to your incumbent or minister or other church officer to sign the section which confirms your faithful and regular attendance. This person should then post the form directly to Dawpool School. It is advisable that you check with school that this form is then duly received, as without this form your application will not be considered under “faith” criteria.

d) A map showing the boundaries of the Parish (St Bartholomew, Thurstaston with St Chad, Irby) and a list of the roads within the parish is available from the school office and can be downloaded from the school website under the ‘Admissions’ tab.

e) 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 (under section 22(1) of the Children Act 1989). A previously looked after child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

f) Sibling is defined 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 or sisters.

g) Professional written 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 had to attend another school. This criterion is not about educational needs. It is to be used where the child’s needs or parents’ needs must be considered for physical / geographical reasons. E.g. where either parent or child has a disability that might make travel to a school further away more difficult.

h) A Christian denomination as recognised by Churches Together in Britain and Ireland.

### **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).

### **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 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 where applicable, 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 31<sup>st</sup> December of the year of admission.

### **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 and the Local Authority. 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 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.

### **Non-Routine 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. The Local Authority co-ordinates all non-routine admissions and parents should refer to its co-ordinated scheme.

### **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. Parents should contact Wallasey Town Hall (Parents Appeals) as indicated in the allocation letter within 21 working 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. You will normally receive 14 days' notice of



the place and time of the hearing. Please note that this right of appeal against the governors' decision does not prevent you 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 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 body 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 Admissions**

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 school year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

### **Summer Born Children**

Parents of summer born children (those born between 1st April and 31st August) who wish to delay entry until the following year 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. An application form should be filled in for the current admission process at the same time as any request to defer entry or 'back class' to reception in the following year. The decision will be made taking into account information from the parents and headteacher and should be in the best interests of the child. Parents will be informed of the outcome before primary national offer day. If the request is agreed, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to year one for the September following the child's fifth birthday. Parents should be aware that agreement by the school to allow a child to enter reception the following year does **not** guarantee a place in the class. Parents must apply to the school again the following year and the application will be considered in the normal manner following the oversubscription criteria.



## **Twins**

When there are children of multiple births wishing to be admitted and the sibling is the 30th child, the governors may admit over the infant class requirement if it is possible to do so.