

Halewood Church of England Primary School

Admissions Arrangements 2026-2027

Introduction

This document sets out the admission arrangements of Halewood Church of England Primary Academy. For the purposes of this policy, the Local Governing Board is the admission authority.

Vision

Train up a child in the way they should go, and when they are old they shall not depart from it

Guided by our Christian values, we empower every child to grow academically, emotionally and spiritually.

Inspired by Jesus's example, we encourage our children and staff to be defined not by success or failure, but by the positive impact they have on others.

Through exemplary teaching and fostering a life-long love of learning, we equip our children with the confidence, resilience and resourcefulness to face life's challenges and make a meaningful difference in a diverse and ever-changing world.

Values

Friendship, Hope, Perseverance, Responsibility, Forgiveness, Thankfulness

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 admissions authority of the school on the national offer date 16th April or the next working day.

Halewood Church of England Primary Academy has an admission number of 30 pupils for entry into Reception. The school will accordingly admit at least 30 each year if sufficient applications are received. All applicants will be admitted if 30 or fewer apply. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below.

Oversubscription Criteria

Children in public care and previously looked after children.

1. 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.

Children of Halewood C of E permanent staff members

2. Children whose parent or guardian is a permanent staff member working at Halewood C of E Primary School, provided that the following conditions are met:
Employment Status: The staff member must be employed on a permanent contract by Halewood C of E Primary School.
The member of staff must have been employed by the school for a minimum of 2 years, or be recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.
Direct Employment: The staff member must be directly employed by Halewood C of E Primary School, not through an external agency or temporary arrangement.
This criterion applies to all permanent staff, regardless of their specific role within school, provided they meet the above conditions.

Siblings

3. Siblings of pupils attending the school **at the time of admission**. The sibling must be on the school roll at the time of application/allocation **and expected to still be on roll at the time of admission**. This criterion does not include siblings attending the nursery class in the school or those in year 6 at the time of application and will have left the school at the point of admission of the applicant child. "Sibling" is defined as full biological siblings and half and stepbrothers and sisters as well as adopted and fostered children and those who are considered as being part of the same individual family unit on the basis of a care or residency arrangement. In all cases, the "siblings" must be resident at the same address on a full-time basis.

Faith Based

4. Those children whose parent or guardian is a member of a Christian Church (*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, or a member of the Fellowship of Independent Evangelical Churches*), and have worshiped for a period of 2 years immediately prior to the date of application.

Points will be awarded for each Faith Application in accordance with the table below:

Church Attendance Points Allocation	
Children of Parents/Carers worshipping at Halewood St. Nicholas', St. Mary's and St. Hilda's Churches	3
Children of Parents/Carers worshipping at other Christian Church (<i>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</i>)	2
Attendance at a service	
Weekly	14
3 times a month	12
2 times a month	10
Once a month	8
Once every 6 weeks	6
Once every 2 months	4
Maximum points available	
	17

The term 'parent' in this context is a parent, carer/legal guardians of the child in question. Parents must provide the supplementary information form signed by the Minister/Leader at their place 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.

Other Applicants

- Following this, distance from the child's permanent home address will be used to determine which child will be admitted. Those children living closest will be given preference. *The home-to-school measurement is a radial straight-line measurement using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid coordinates for the application address and the school. The measurement is from the unique address nodal point of the applicant address to the unique address nodal point of the school and is in miles measured to three decimal places.* In the rare incident that two or more children

live the SAME distance from the school and there is ONE place available, then random allocation will be conducted by the school, overseen by an independent party.

Tie Break arrangements

Distance from the child's permanent home address will be used as a tie breaker in all criterion groups.

Late applications

Applications received after the national closing date will be considered in accordance with the Knowsley Schools Co-ordinated Admission Scheme, which can be found on the Council website."

In-Year admissions

The allocation of in-year places will be made in accordance with the oversubscription criteria outlined in this policy. If there are more in-year applications than available places, the oversubscription criteria will be applied to determine priority and the order of the waiting list.

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; and 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.

Waiting Lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the admission authority and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

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 School Business Manager at Halewood Church of England Primary Academy at Church Road, Halewood, Liverpool, Merseyside, L26 6LB within 20 days of the date of the letter refusing your child a place at the school for information on how to appeal.

School age

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

Deferred entry for infants

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age of 4. However, places cannot be deferred until the next academic year.

Address definition

The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. The child's home address will be determined by any of the following documentation: Council Tax Bill/Statement, Department for Works and Pensions letter, Tenancy Agreement or Mortgage Statement in the name of the applicant. Mobile telephone bills, car insurance/driving licence, store card statements and bank statements **cannot be accepted** to confirm the applicant's address. This is because an address can be easily changed on-line for these documents.

Enquiries

Should be to School Business Manager at Church Road, Halewood, Liverpool, Merseyside, L26 6LB.