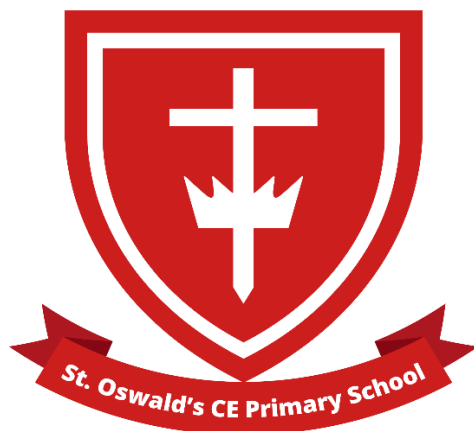


St. Oswald's Church of England Primary School

Admissions Policy



RESPECT. RESILIENCE. KINDNESS

Vision

Through valuing all individuals as children of God we believe in promoting an inclusive school community, rooted in mutual respect, understanding and kindness towards others. As God taught us;

Teach children how they should live, and they will remember it all their life; (Proverbs 22:6)

Our school's vision is to nurture a resilient community where the love of learning thrives. We foster an environment where every member feels supported in order to flourish, be empowered to overcome challenges, embrace growth and contribute positively to God's world.

Life in all its fullness; (John 10:10)

Monitoring and Evaluation

The Head Teacher shall have oversight of this policy and ensure all staff follow procedures and that these are carried out.

The effectiveness of this policy shall be monitored during Governor's meetings.

Date approved	Next Review Date	Signed by
2 nd September 2025	September 2026	

Admissions Policy

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1. Purpose

The purpose of this document is to record the school's approach to school admissions. This policy will record current practice and procedures and adheres to the required legal requirements:

Maintained schools - Section 88C of the School Standards and Framework Act 1998 and the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

Also see: Statutory School Admissions Code and School Admission Appeals Code.

As a Church of England Primary School all we do is driven by our school vision, promoting an inclusive school community where we treat all with mutual respect.

2. Aims

St Oswald's is a Church of England Voluntary Aided Primary School and the Governing Body is responsible for determining the admission arrangements to the school within the Sefton Co-ordinated Equal Preference Scheme and in consultation with the Diocese. As a UNICEF Rights respecting school, we believe:

This policy links to Articles 3, 28 & 29:

Article 3: (Best interests of the child)

The best interests of the child must be a top priority in all decisions and actions that affect children.

Article 28: (Right to Education)

Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child.

Article 29: (Goals of Education)

Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures and the environment.

The Governing Body recognises that parents have the right to choose the school for their child and will make every effort to meet parents' wishes. However, it cannot be guaranteed that all applications for places at the school will be successful.

Parents are welcome to visit the school at a mutually convenient time. An appointment may be made by contacting the school office. Parents will be welcomed into school for a tour and to answer any questions they may have.

The maximum number of children admitted to St Oswald's Church of England Primary school in each year group is 30.

If the number of applications is greater than this, the following priorities will apply:

3. Criteria

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 (or became subject to a child arrangements order, or special guardianship order). *

* A looked after child is a child who at the time of making an application to a school, is in the care of a local authority or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). This

includes children who were previously looked after but ceased to be so because they became subject to a child arrangement 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.

2. Children who have a brother or sister at the school at the time they are due to start in September. This includes full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and who are part of the same family unit.

3. Children with a parent /guardian / carer who *regularly worships at St Oswald's Church. The application must be supported by a letter from the Parish Vicar. ** (See appendix 1)

4. Children with a parent /guardian / carer who *regularly worships at another church in Churches together in Britain and Ireland."

5. Children who live closest to St Oswald's Church of England Primary school. (This is based on the shortest practicable walking route.)

* Regularly is defined as a minimum of one service per month and a reference will be taken up from the Minister / Vicar of the relevant church. Please see attached application for Admission to Church of England Primary School form and Reference form to be completed by the Minister / Vicar. (Appendix 1)

**In the event that during the period of twelve months 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."

4. Procedures

Parents who wish to apply for a place at St Oswald's Church of England Primary school are asked to complete an admissions form (and a supplementary information form if applying under criteria 3 or 4) and return these to school)

The first 30 pupils who fit the criteria in the order, will be determined by the Admissions sub committee of Governors. School will then inform the local authority.

Parents are informed whether they have a place, by letter, from Sefton Local Authority, during the April before they start school in the September.

School will ask that parents confirm in writing by letter within a given time frame.

If parents do not accept the place within this time frame the place may be offered to the next family on the waiting list.

This policy applies to Reception admissions.

As there may be casual enquiries in any year group, the same criteria apply.

A waiting list will be kept throughout the Autumn term. If places become available they will be offered according to the admission criteria and not the length of time on the list

When a place is offered on distance the governors use the same measurement system as the Local Authority.

5. Nursery Admissions

Nursery admissions are administered at the school. All applications should be made using the attached Nursery Admission (Appendix 2)

Form which is then handed into the school office along with the child's birth certificate. The same criteria apply for admission to Nursery as to main school.

6. Appeal Procedure

Parents who wish to appeal against the decision to refuse a place must write to the Chair of Governors. This request must be made within 20 days of receiving the letter of refusal. The appeal will be heard by an independent panel who will consider each case individually on its merits.

In the case of there being a waiting list for school places, pupils whose names are on the list will be offered a place when a vacancy in the correct year group becomes available. Should there be more than one child for a single place the admissions criteria will apply.

7. Prior to Beginning

Parents and children are invited to visit the school before they start with us. This provides an opportunity for the children to meet their teachers and for 'new parents' to meet staff and one another.

Pupils moving into Reception class are invited to join in a 4 week transition programme – St. Oswald's Sporties, this will be explained at the New Parents Meeting after the final admission list for pupils has been determined.

8. The School Admissions Code (the code)

The Department for Education School Admission Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However a child does not reach compulsory age until the prescribed day following their fifth birthday (or on their birthday if it falls on a prescribed day).

The prescribed days are: 31st December, 31st March and 31st August. There are some flexibilities for parents who do not feel their child is ready to start school before compulsory school age. The code enables parents to defer the date their child is admitted to school until later in the reception year, or for them to attend on a part time basis.

Please see the Admission code attached.

9. Equal Opportunities

All pupils regardless of race, gender or disability are welcome to apply to the school and admission will be subject to the above criteria. (see Equality & Diversity Policy)

10. Evaluation of Policy

The policy will be reviewed annually by the full Governing Board unless there are any immediate statutory requirements which must be adhered to.

Leader: Miss E Murtagh

Supplementary Information Form
St Oswald’s Church of England Primary School

Please note that this form is a supplementary information form and must be completed in addition to an online application.

To be completed by the Parent / Carer

Forename Surname

Child’s Date of Birth Male ☐ Female ☐

Name and address of parent(s) or carer(s).....
.....

Post code Email address

Phone no. Home..... Work Mobile

Name of the church that you attend

Address and Postcode of the church that you attend.....
.....

I confirm that I attend church regularly. ☐

*Regularly is defined as at least once per month for a period of 12 months prior to the application.

To be completed by the Vicar/Minister

Please note, Clergy references are not confidential

Has this form been handed to you personally Yes ☐ No ☐

Please confirm that the parent named above has attended at least once per month in the last twelve months.

I confirm that the person attends as stated. Yes ☐ No ☐

Signed..... Full name

Position heldEmail Address

Name and address of Church.....

Phone no. Date.....

For School Use										
Date Received		By		Criteria	1	2	3	4	5	Rank

Appendix 2 - St Oswald's CE Primary School

Application for a Nursery Class Place

It is important that you provide as much information as possible to assist in the admission process. **Applications will not be processed without being fully completed.**

Name of child: _____ Male ☐ Female ☐ (Please tick)

Child's date of birth: _____

Home Address: _____
_____ Post code: _____

Title _____ Parent Forename: _____ Parent Surname: _____

Relationship to child: Please tick Mother ☐ Father ☐ Step Parent ☐ Foster Parent ☐ Social Worker ☐
Other ☐ Please Specify _____

***We will primarily use your e-mail address for correspondence to you – please ensure you provide a clear, working e-mail address if you have one.**

Email address: _____ Tel No: _____

The Nursery at St. Oswald's Church of England Primary School is an integral part of our school family which includes school and church. It is hoped that all pupils in our Nursery will move into our Primary School but parents should note that it is not an automatic transfer and a separate application for a place at the school is required.

Please state pupil's religion: _____

Are you entitled to the 30 hour provision? Yes ☐ No ☐

Your 30 hour 11 digit code _ _ _ _ _

Is the child 'looked after' by a local authority? Yes ☐ No ☐

If yes, name of local authority: _____

Is your child previously looked after but now adopted from Care? Yes ☐ No ☐

Is your child subject to a residential order or special guardianship order? Yes ☐ No ☐

If yes, please give the name and contact details of their Social Worker: _____

Does this child have any siblings of school age? Yes ☐ No ☐

If yes, name of child: _____ DOB: _____
name of child: _____ DOB: _____

Name of school(s) attending: _____

Doctor's name: _____

Practice Address: _____ Tel. No.: _____

Health Details

Is his/her general health good? Yes ☐ No ☐
Does he/she suffer from Asthma? Yes ☐ No ☐
Is his/her hearing good? Yes ☐ No ☐
Does he/she have any allergies? Yes ☐ No ☐
Is his/her eyesight good? Yes ☐ No ☐
Are there any special facilities required by your child? ☐

Any other information you may want to give us? _____

Are there any court orders in place with regards to your child? _____

Criteria for admission to St. Oswald's CE Nursery

If demand for places in our nursery exceeds the statutory number of 52, then priority will be given to:-

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 (or became subject to a child arrangements order, or special guardianship order). *

* A looked after child is a child who at the time of making an application to a school, is in the care of a local authority or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). This includes children who were previously looked after but ceased to be so because they 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.

2. Children who have a brother or sister at the school at the time they are due to start in September. This includes full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and who are part of the same family unit.

3. Children with a parent /guardian / carer who *regularly worships at St Oswald's Church. The application must be supported by a letter from the Parish Vicar. **

4. Children with a parent /guardian / carer who *regularly worships at another church in Churches together in Britain and Ireland." **

5. Children living closest to St Oswald's Church of England Primary School (using the methodology of Measurement used by the Local Authority).

***In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship 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 in relation to those of other faiths, relevant place of worship or alternative premises have been available for public worship".

Do you regularly attend worship at St. Oswald's Church? Yes ☐ No ☐

Do you regularly attend worship at another Church of England / Christian Church? Yes ☐ No ☐

If 'Yes' please write down the name of the church and its Vicar / Leader from whom we may request a letter of commendation.

Church: _____ Name of Vicar / Leader: _____

Which school do you wish your child to attend when leaving nursery? _____

Data Protection

St Oswald's CE Primary School and Sefton Council, Schools and Families maintain a database in respect of Education, which relates to the administration of pupils. All personal information provided on this form is treated in strict confidence in accordance with the requirements of the Act. We may verify information you have provided on this form. This could involve contacting your current school or other Council Departments who maintain appropriate records. The data may be shared with other Local Authorities and the DfE, external service providers including appropriate agencies for the purpose of provision of services to your child.

Parent Details

Signature of parent/carer: _____ Date: _____

Please print name of parent/carer: _____

Date of birth of parent/carer: _____ NI number _____

For School Use only

BCS			Ack		Email		NStD		AM/PM	UPN
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Appendix 3

School Admissions Code December 2014

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