



School Admissions Policy

2025-26

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Vision and Values

Vision Statement

Let your light shine.

Access and ambition for all to enjoy life in all its fullness.

Foundational Scripture

Matthew 5: 16 In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven.

Our school values are rooted in the Sermon on the Mount and are the basis of all relationships, decisions and direction of our school.

School Values

Our school values are at the heart of our everything we do in school. We aim to provide high quality learning opportunities which help foster these values within children. Our values are:

Friendship

Thankfulness

Hope

Unity

Compassion

Forgiveness

Justice

Endurance

Trust

At Hoole Church of England Primary School, we aim to help children become:

- **Enthusiastic, curious, independent thinkers – motivated, reflective and resilient learners** who persevere when faced with challenges and who celebrate their achievements and those of their friends;
- **Respectful, compassionate and kind friends** who are able to work with others, forgive, trust, support and communicate with others;
- **Confident, thankful individuals** who understand their own worth; how to stay safe and healthy and how to manage feelings and relationships;
- **Tolerant and responsible citizens** who show respect for others, and a commitment to appreciate and contribute positively to the world around them.

Statement of intent

This policy outlines our school approach to the admission of children at Hoole Church of England Primary School.

The ethos of our school as a Christian, happy and inclusive family community which values and respects childrens' views and achievements is fundamental to the achievement of our aims for pupils in line with our vision and values.

Our vision and values align with the Church of England Vision for Education.

Educating for wisdom, knowledge and skills: enabling discipline, confidence and delight in seeking wisdom and knowledge, and developing talents in all areas of life.

Educating for hope and aspiration: enabling healing, repair and renewal, coping wisely when things go wrong, opening horizons and guiding people into ways of fulfilling them.

Educating for community and living well together: a core focus on relationships, participation in communities and the qualities of character that enable people to flourish together.

Educating for dignity and respect: the basic principle of respect for the value and preciousness of each person, treating each person as a unique individual of inherent worth.

Parents should be aware before applying that in this school Religious Education, collective worship and our whole ethos are based on the teachings of the Church of England.

1. Making an application

Applications for admission to the school should be made online between 1st September and not later than the 15th January. 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 or near 16th April. 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 September 2025 will be a maximum of 60. 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 Reception 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. After admissions of pupils with Education Health Care Plans (EHCPs) which name our school in writing, and 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:

They are subject to notes (a) and (b) following:

1) Looked after children. A “looked after child” is a child who is in the care of the local authority or provided with accommodation by that authority and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order (as defined in section 22 of the Children Act 1989).

2) Children who have a sibling in school who will still be attending school the following year. We define siblings as elder brothers or sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or sisters living together as one household, already attending Hoole CE Primary School and who will still be attending the following year.

3) The children of parents who are resident within the parish boundary of Hoole All Saints Church and/or resident within the catchment area of Hoole Church of England Primary School as shown on the Local Authority’s website.

A map showing the parish boundaries is available from the school and a map of the catchment area is available on Cheshire West and Chester Children’s Services website under Admissions/catchment areas – Hoole CE Primary School.

4) Children whose parents who are faithful and regular worshippers at Hoole All Saints Church.
See notes (a) & (b).

5) Children whose parents are faithful and regular worshippers in a Christian church, as recognised by Churches Together in Britain and Ireland.
See notes (a) & (b).

6) Children living nearest to the school measured using an Ordnance Survey address point system which measures straight line distances in miles from the address point of the school to the address point of the place of residence.

Notes

(a) A parent is defined as any person who has parental responsibility for the child. Where Admission arrangements refer to ‘parent’s 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 service 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 this admission clause will only apply to the period when the church or alternative premises have been available for public worship.

(c) When we cannot accommodate all pupils qualifying under one of the criteria stated above, the next criteria will also be applied to determine priority for admission.

(d) All children with birthdays between 1st September and 31 August 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.

2. Children with Education Health Care Plans

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an Education Health Care Plan that names their school.

3. Waiting List

In the event of oversubscription and the parent being refused a place for their child, a waiting list of unsuccessful applicants will be retained until the end of the Autumn term for which admission was applied.

Waiting lists will be held in criteria order and not on a 'first come, first served' basis. Placing a child's name on a waiting list does not affect the statutory right of appeal.

Children who are subject to a direction from the local authority to admit, are part of a managed transfer from a closing school or who are allocated a school in accordance with the Council's First Access protocol will take precedence over those on the school's waiting list.

4. 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.

5. Rights of Appeal

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.

Appeals are managed by the Local Authority on behalf of our school.

6. Repeat Applications

Repeat applications will not be considered within the same school year, unless the parents/carers or the school's circumstances have changed significantly since the original application was made. Full details of the change of circumstances must be provided for consideration by governors.

7. Pupil Address

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 bill or bank statement showing the 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.

8. In-Year Applications for Admission

For pupils who move into an area or who move schools outside of the normal admissions round the in-year application process applies. Parents should contact the school to enquire about any spaces available in the appropriate year.

If a place is available, the school will arrange for admission and inform the Local Authority. If there are more applications than places parents will be asked to fill in an application and supplementary information form and the children will be ranked in accordance with the oversubscription criteria.

In both cases, parents who have been unsuccessful in securing a place will have the right to appeal.

9. Policy Monitoring & Review

Implementation of this policy, in conjunction with the Cheshire West & Chester School Admissions Department, will be monitored by the board of governors and the headteacher.

The principles governing the school's Admissions Policy are reviewed on an annual basis.