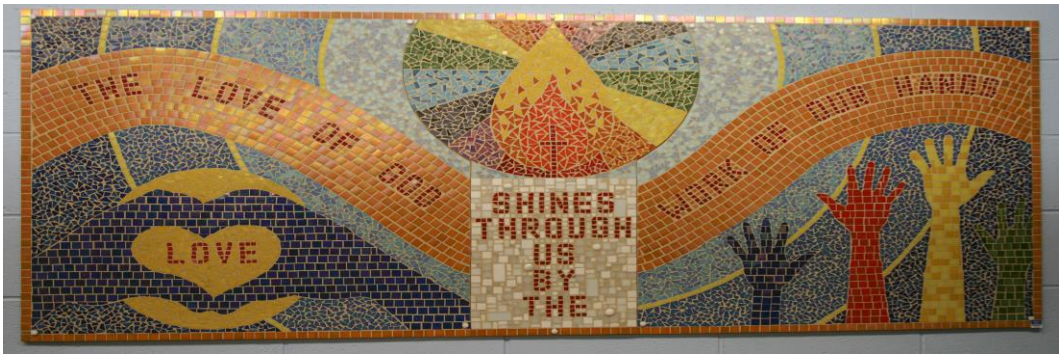
Norley CE Primary School



Admissions Policy - September 2023

We are a church school where education is nourished through the teachings of Jesus Christ, enabling each child to fulfil their potential and which reflects our commitment to academic excellence.

We want our children to celebrate and appreciate diversity, fostering qualities that encourage every child to have aspiration for a society in which every individual is cherished.

With our Christian belief at its heart, we work in partnership with each other, families, the church, the local and wider community to create a stimulating and caring environment, where everyone is welcomed, nurtured and empowered.

Christian values directly inspire and influence the children to recognise their self-worth and flourish, enabling them to make the right choices that will continue to shape their lives

You are the light of the world. A city built on a hill cannot be hidden. No one after lighting a lamp puts it under the bushel basket, but on the lamp stand, and it gives light to all in the house. In the same way, let your light shine before others, so that they may see your good works and give glory to your Father in heaven.
(Matt. 5:14-16)

Diocese of Chester
Norley Church of England Aided Primary School
Admissions Policy - September 2023

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.

Applications for the normal round of school admissions i.e. to start reception class in September, should be made on the common application form enclosed with the Local Authority's brochure and also on the School's supplementary form. If you are applying under criteria 2 or 5 dates in line with the LA coordinated scheme.

Applications may also be made on-line by using both the common application form and the Supplementary Form. 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, both forms must be completed by those applying under criteria 2 or 5. Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on National offer day in 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 the year 2021 will be a maximum of 15. 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 except in very limited circumstances as set out in the admissions code.

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. 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:

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. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order)
2. Children with special medical or social circumstances affecting the child, where these needs can only be met at this school.
3. Children who have a sibling in school who will still be attending school the following year.
4. Children resident in the parish of Norley St. John the Evangelist and resident within the Norley School Catchment area shown on the Local Authority's website.
5. Children whose parents are faithful and regular worshippers in a Christian church that is a member of Churches Together in Britain and Ireland.
6. Children, who live nearest to the school, measured using an Ordnance Survey address-point system which measures straight line distances in miles from address point of the school to the address point of the place of residence, with those living closer to the school receiving the higher priority.

If there are not enough places to admit all applicants meeting any one criterion, the governors will apply the subsequent criteria, in order of priority, to all these applicants. If there are more applicants than places for each criteria then the priority will be given to Children, who live nearest to the school, measured using an Ordnance Survey address-point system which measures straight line distances in miles from address point of the school to the address point of the place of residence, with those living closer to the school receiving the higher priority. Where two or more applications cannot be otherwise separated, the final place will be determined through a random draw. The draw will be conducted and scrutinised by persons independent from the School, and from the Children, Families and Wellbeing Directorate.

Notes

(a) A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

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.

(b) Professional supporting 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 is question is the most suitable school and the difficulties which would be caused if the child had to attend another school.

(c) Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.

(d) A map showing the Parish boundaries is available from the school and on the school website. A map showing the school catchment area is available from school and is also on the school and Local Authority websites.

(e) By "faithful and regular" we mean attendance at a minimum of two services per month for at least six months prior to the closing date for applications. A supplementary form signed by a minister or other church officer will be required as evidence under this criteria.

(i) 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.

(f) A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend.

Children with Education and Healthcare Plans

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

Admissions information:

Last year the school was able to admit all pupils whose parents applied.

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.

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 end of the autumn term only.

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 may be used as evidence. 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.

In-year Admissions

All 'in-year' applications for a school place (i.e. for a child who is applying for a place in any of the year groups once the academic year has started) should be made directly to school. Parents will be asked to fill in an application form that can be obtained from the school. If there is a space the child will be admitted and the parents informed in writing. If there is more than one application then the oversubscription criteria will be applied. Where it is not possible to admit the child, parents will be informed in writing and given their right to appeal. In all cases the LA will be informed of the application and its outcome.

Any applications requesting entry into a year out of the normal age group will be considered in special circumstances and on an individual case by case basis.

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, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. 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. Parents will be required to complete an appeal form that should be forwarded to Clerk to Governing Body to be sent to CWAC Legal Services who facilitate the independent appeal process.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable governing body would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.

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

If your child is due to start school during the next academic year, it is important that you apply for a place for September. Your child is entitled to a full time place in the September following their fourth birthday but if your child's fifth birthday is between:

(a) 01 September and 31 December, then, if you wish it, admission may be deferred until January or taken up on a part-time basis until that time;

(b) 01 January and 31 March, then admission may be deferred until the start of the summer term or taken up on a part-time basis until then.

The headteacher should be consulted if one of the above options is being considered.

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.

Norley Admissions Timetable

2023

Application opening	1st September 2022
Application closing date	15th January 2023
Offer of places	17th April 2023
Deadline for lodging appeals	18th May 2023
Appeal hearings (for on time applicant)	20th July 2023

Admissions Policy – September 2023	
Review Frequency:	Annual
Reviewed by:	Curriculum & Community Committee 5th October 2021
Head Teacher approval signature:	*Helen Kelly*
Head Teacher approval date:	5th October 2021
Chair of Governing Body approval signature:	*Paul Corbishley*
Chair of Governing Body approval date:	5th October 2021
Date of next review:	5th October 2022
Consultation (every 7 years)	September 2023 Policy went out for consultation in November 2021

Supplementary form – Norley C.E. Aided Primary School

Surname		Christian names			
DoB		Boy	☐	Girl	☐
Name of parent/guardian					
Address					
Post code					
Telephone		Mobile			

Place of worship one of parents / guardians regularly attends:

Name of place of worship			
Address			
Name of vicar / priest / minister / faith leader / church officer signing the form			
Address			
Post code		Telephone	

Worship attendance:

Please tick if you have attended a minimum of two services per month for at least six months prior to the closing date for applications as in criteria 5 ☐ *NB: Church attendance will be calculated only for the period when churches were open for public worship*	
Signed: Role: Date:	

Supplementary form – Norley C.E. Aided Primary School

Special medical or social Circumstances

Tick here if you are applying under this criterion ☐
Give details of professional evidence submitted: