

## Winwick Church of England Primary School



# Consultation for Admissions Policy 2027-2028

All consultation responses to be sent to  
[winwick\\_primary@sch.warrington.gov.uk](mailto:winwick_primary@sch.warrington.gov.uk)

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| Consultation Start | 3 <sup>rd</sup> December 2025 |
| Consultation End   | 28 <sup>th</sup> January 2026 |

## **Winwick C of E Primary School Admissions Policy**

**2027-2028**

### **Introduction**

1. This document sets out the admission arrangements of Winwick Church of England Primary School. For the purposes of this policy, the Governing Body is the admission authority.

### **Ethos Statement**

‘In God's love, aspire and achieve to be the best.’

1 Corinthians 16:14 - Let all that you do be done in love.

### **Process**

- Applications for admission to the school should be made using the home Local Authority Common Application Form by the national closing date. Information on the process for online application for Warrington is available on the Council's website [School Admissions | warrington.gov.uk](https://www.warrington.gov.uk/school-admissions). The Supplementary Application Form is available in the Admissions section on the [school website](#) and should be completed and returned to the school office: [winwick\\_primary@sch.warrington.gov.uk](mailto:winwick_primary@sch.warrington.gov.uk). A copy of the form can also be obtained by emailing the school office.
- The Local Authority will inform parents of the offer of a place on behalf of the Governing Body on the national offer date or the next working day.
- The Winwick CofE Primary School has a published admission number (PAN) of 30 pupils. 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**

### **Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)**

1. The first oversubscription criterion must always be Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children. As this is a legal requirement, it automatically appears as the first of the school's oversubscription criteria.

A "Looked After Child" (LAC) 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (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.

### **Social and Medical need**

2. Priority will be given in exceptional circumstances to a small number of children (or in some cases a close relative of the child) whose mental or physical impairment means they have a demonstrable and significant need to attend this school over any other.

Supporting evidence in the form of a letter from a doctor or social worker or other relevant qualified, independent professional, would be required. Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations and does not guarantee that a child will be given priority as each decision will be made on the merits of the individual case.

### **Siblings**

3. Siblings of pupils attending the school at the time of application.

Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least eight times in the twelve months immediately prior to the date of application. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

#### **Faith Based**

4. Regular attendance at public worship at St. Oswald's, Winwick Church of England church. Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least eight times in the twelve months immediately prior to the date of application.

## **Faith based**

5. Attendance at public worship in any other Christian church or church of another faith.

For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found

at [https://www.churchofengland.org/sites/default/files/2019-04/list\\_of\\_designated\\_churches\\_3\\_oct\\_18.pdf](https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf)

A parent or parents wishing to apply against this criterion must complete a Supplementary Application Form. Attendance at public worship (or its specified equivalent for faith bodies which are not a Christian church where that is provided for in the admissions arrangements) will be established by information provided on the Supplementary Information Form, including verification by the relevant Minister/Faith Leader or their designated officer. For the purposes of these admission arrangements 'regular' means attendance at least eight times in the twelve months immediately prior to the date of application.

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 the period when the church or alternative premises have been available for public worship.

## **Tie-breaker**

Proximity to the school.

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

## **Late applications**

Applications received after the closing date and before the Governing Body's admission meeting will be placed last in the criteria in which they fall unless the Governing Body is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time. Supporting evidence, including that provided by the required Supplementary Information Form, must also be supplied by the closing date for applications, unless it is satisfied that there are exceptional circumstances which reasonably prevented it being submitted on time. In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

## **In-Year admissions**

You can apply for a place for your child at any time outside the normal admissions round.

In-year admissions are administered by Warrington Borough Council and information on the process can be found at [In-year transfers | warrington.gov.uk](https://www.warrington.gov.uk/in-year-transfers)

Parents will be notified of the outcome of their in-year application in writing by the local authority within 15 school days.

## **Admission of children outside their normal age group**

Parents are entitled to request a place for their child outside of their normal age group. Requests for admission outside the normal age group should be made at the same time as the application for a school place is made and should be submitted to the home Local Authority Admissions team (for Warrington the email is [schooladmissions@warrington.gov.uk](mailto:schooladmissions@warrington.gov.uk)).

Decisions on requests for admission outside the normal age group will be made by the Admission Authority and on the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- Headteachers' views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place, but it is not in their preferred age group.

## **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 Headteacher at Winwick CofE Primary School at Myddleton Lane, Winwick, Warrington, Cheshire, WA2 8LQ within 20 days of the date of the letter refusing your child a place at the school for information on how to appeal. Information on the timetable for the appeals process is on our website at <https://winwick.eschools.co.uk> . Appeals will be done inline with the DfE Admission Appeals Code.

### **School age**

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

### **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 on their fifth birthday. However, places cannot be deferred until the next academic year.

### **Address definition**

1. The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child.

### **Enquiries**

Should be to the Headteacher at Winwick C.E Primary School, Myddleton Lane, Winwick, Warrington, Cheshire, WA2 8LQ.

**Ratified by Governors:** 07.10.25

This policy is based on the following statutory guidance from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)