



ADMISSIONS POLICY 2026-2027

The school provides for a total of not more than 175 children and the number of places for the year 2026-2027 after consultation with the Local Authority, will be a maximum of 25. The Governors will not place any restriction on the admissions for Reception unless they are advised that the number of children for whom admission is sought is likely to exceed that number. In that event the Governors will admit by use of the following criteria, which are listed in priority order.

Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where the cut-off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which addressees receive the offers.

1. Looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Relationship as brother or sister to a pupil attending the school at the time of admission. Step-siblings, half siblings, and adopted/foster children living as part of the same family, will be included in this category.
3. Parental commitment to the worship of The United Benefice of Ss. Cuthbert and Thomas, Halsall, Lydiate and Downholland.

Parental commitment to the worship of the Church is considered for this purpose through information given on the Clergy Reference Form that relates to the Church attendance of the parents (or the more committed parent). "Worship" is defined as worship or involvement in the main church service. Church commitment is measured on two levels:

At least twice monthly church attendance over a period of at least the last twelve months prior to 1st March 2024.

Regular (monthly equivalent) church attendance over a period of at least the last twelve months prior to 1st March 2024.

Parental claims are always tested by asking a member of the clergy to confirm or otherwise what parents said on their Clergy Reference Form. "Parent" is defined as the person with "parental responsibility".

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.

4. Parental involvement in the worship of another Christian Church, which is a member/affiliated to Churches Together in England. Any question of definition should be referred to the Diocese since there are periodic changes.

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- *At least twice monthly church attendance over a period of at least the last twelve months prior to 1st March 2026.*
- *Regular (monthly equivalent) church attendance over a period of at least the last twelve months prior to 1st March 2026.*



**Halsall St Cuthbert's
C E Aided Primary School**
'Let Your Light Shine'



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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.

5. Special medical, social or other particular circumstances affecting the child. Professional supporting evidence from, for example, a doctor, psychologist, social worker or clergyman will be essential if admission on this criterion is to be considered.
6. Other children.

Notes:

1. When a waiting list is found to be necessary the criteria listed above will be applied to children on the waiting list. Waiting lists in rank order will be maintained until the end of the first term in the academic year of admission.
2. 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 rank order according to the criteria.
3. If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January. You may also request that your child attend school part time until he/she reaches his/her fifth birthday.
4. **In-year admissions:** In-year admission is the process of applying for a school place during the school year. Any applications for the intake made after the start of the autumn term will be treated as an in-year application. The in-year admission process is managed by the school. Parents are required to complete the in-year application form, which is available from the school website. Where a place cannot be secured, parents will be offered a legal right of appeal to an independent appeal panel. Lancashire County Council administers the appeals process on behalf of the school. Parents can complete the school's appeal form on Lancashire County Council's website.
5. **Twins/Triplets etc** – Where there are twins wanting admission and there is only a single place left within the admission number, then the Governing Body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances we are now able to offer places for both twins and triplets, even when this means breaching infant class size limits. This may also apply to siblings who are in the same year group.
6. **Shared responsibility** – Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address used.



Church of England Primary School

Clergy Reference Form

Name of child Date of birth.....
Surname..... Christian name/s.....

Name of parent/guardian.....

Address..... Post code.....

Telephone..... mobile..... email.....

Place/s of worship (references may be obtained from more than one place of worship if appropriate)

Name of place of worship.....
Address..... Post code.....

Name of vicar/priest/minister/faith leader or other (*please specify*)
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Address Post Code.....

Telephone..... mobile..... email.....

Worship attendance

How frequently do you attend worship?

Weekly 3 times a month Fortnightly Monthly Other

How long have you attended?

3 years + 2 years 1 year 6 months Other

When completed please return this form to school and telephone the clergy member who is providing the reference to make an appointment to speak to them.

Comments

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Signed..... position held.....