



## Admissions Policy 2027

| Approved by | Date | Approved by | Date     | Review Schedule | Date of next review |
|-------------|------|-------------|----------|-----------------|---------------------|
| LAC         | -    | Trust Board | 11/02/26 | Annually        | Autumn 2026         |



## **St Bridget's CE Primary School**

St. Bridget's CE Primary is a school where individuals are valued and helped to achieve their potential. Children are supported in becoming confident and independent young people, who thrive on challenge, and are motivated to learn. Our missions statement of "Love your neighbour as yourself" informs our daily approach to school life. We believe that the 'special feel' at St. Bridget's Primary comes from our caring, supportive and friendly environment. As an academy the Trust Board is the admissions authority for this school. The Trust Board has delegated admission decisions to the Local Advisory Committee.

### **Making an application**

Applications for admission to the school should be made on the Local Authority's common application form or online at <https://www.wirral.gov.uk/schools-and-learning/school-admissions/step-by-step/apply-primary-school-place>

Applications should be made by 15<sup>th</sup> January in the year of admission.

Applications may also be made online. 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 16<sup>th</sup> April or the next working day. Parents of children not admitted will be informed of the reason, offered an alternative place by the Authority and be made aware of their right to appeal.

### **Admission procedures**

The number of places available for admission to Reception will be a maximum of 45. No restrictions will be placed on admissions unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than thirty children.

Places are allocated according to the criteria, with each application treated equally regardless of where the school sits within the preferences expressed. All children with an Education Health and Care Plan in which the school is named will be admitted. In the event that there are more applicants than places remaining, places will be allocated using the following criteria, which are listed in order of priority:

1. A looked after child or a child who was previously looked after by an English council but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship, order. A 'looked after child' is a child who is in the care of a Council or being provided with accommodation by a council in the exercise of their social services functions, as defined in section 22(1) of the Children Act 1989.
2. A looked after child or a child who was previously looked after outside England but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship, order. A looked after child is a child who is in the care of a council or being provided with accommodation by a council in the exercise of their social services functions, as defined in section 22(1) of the Children Act 1989.
3. Siblings resident in the Catchment zone. Pupils with brothers or sisters, step brothers or step sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school in years reception through to year five in a primary school. Siblings in year six will not be

considered under this criterion for the normal admission rounds. Where there is more than one child with a sibling, priority will be given to those children who live nearest to the school using the Local Authority's measurement (the LA measure distances from home to the school gate nearest to the child's home using the shortest road route, unless it is possible to use a footpath which they consider to be a safe walking route).

4. Children resident in the catchment zone and nearest to the school, using the Local Authority's measurements. The LA measure distances from home to the school gate nearest to the child's home using the shortest road route, unless it is possible to use a footpath which they consider to be a safe walking route.
5. Siblings not resident in the Catchment zone. Pupils with brothers or sisters, step brothers or step sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school in years reception through to year five in a primary school. Siblings in year six will not be considered under this criterion for the normal admission rounds. Where there is more than one child with a sibling, priority will be given to those children who live nearest to the school using the Local Authority's measurements. The LA measure distances from home to the school gate nearest to the child's home using the shortest road route, unless it is possible to use a footpath which they consider to be a safe walking route.
6. Children who live nearest to the school using the Local Authority's measurements. The LA measure distances from home to the school gate nearest to the child's home using the shortest road route, unless it is possible to use a footpath which they consider to be a safe walking route (please see the note below).

Random allocation will be used as a tie-break in the final category above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified. If a tie-break is required in earlier categories to decide who has priority for admission between two children, distance from the school will be used to decide as measured below.

### **Catchment Zone**

A catchment area finder using the street name is available on the Council's website at [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions) .

### **Distance**

The "shortest road route" from home to school starts at the "seed point" of the home address as provided by the Ordnance Survey compiled from Royal Mail and/or local council data. The starting point connects to the nearest point of the Authority's digitised routing network. The digitised network is based on the Integrated Transport Network (ITN) supplied by Ordnance Survey and is accurately digitised to measure along the centre of roads. The Ordnance Survey ITN dataset is the most accurate road dataset available and is the definitive national road network for Great Britain. The ITN has been augmented by the Authority to take into account public footpaths and alleyways etc. that are approved to be safe for use by children, accompanied as necessary by an adult, by the Authority. The end point of the "shortest road route" is the nearest open gate of the school officially available for use by pupils at the start and end of the school day. The location of these gates has been set by the Authority based on information provided by the school. The "shortest road route" is not necessarily a driving route as it may use in part a non-driveable route, such as a footpath. The shortest road route is also not necessarily a walking route, because the measurement is along the centre of the road, not the edge (pavement or equivalent).



### **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 31<sup>st</sup> December of the year of admission.

### **Late applications for admission**

Where the Trust and Local Authority accept that there are extenuating circumstances for an application being received after the last date for applications, and it is before the list of pupils to be admitted has been established 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 where applicable, placed on the waiting list in order according to the criteria.

### **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 showing the child's address as the one claimed. 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**

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions or in-year admissions.

The Local Authority co-ordinates in-year admissions. To apply in year follow this link

<https://www.wirral.gov.uk/schools-and-learning/school-admissions/step-by-step/moving-one-primary-school-another/apply>

### **Appeals**

Where we are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel. Parents should fill in an online appeals form. Hard copies can be requested by emailing [schoolappeals@wirral.gov.uk](mailto:schoolappeals@wirral.gov.uk).

Further details on the Appeals process can be found here:

<https://www.wirral.gov.uk/schools-and-learning/school-admissions/school-admission-appeals/school-admissions-appeals-guidance#2>

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.

Please note that this right of appeal against does not prevent you from making an appeal in respect of any other school.

### **Fraudulent applications**

Where the LAC/Trust Board 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) which effectively denies a place to a child with a stronger claim, then



the LAC/Trust Board 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 admission**

Children are eligible for a reception place from the beginning of the school year in which they become 5 years old. However they do not become of compulsory school age until the start of the term after their fifth birthday. After a place has been allocated and accepted parents may defer the school place until later in the school year and if they do this the place will be held for the child. They cannot however defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the summer term. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

### **Children educated outside of their normal age group**

Parents who wish to delay entry until the following year due to specific circumstances, such as ill health, specific circumstances which mean they are not ready to start school or summer born children (those between 1st April and 31st August), 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. The decision as to which year group the child will enter will be made taking into account information from the parents and headteacher and should be in the best interests of the child. Information that parents could include in their request may include details of medical conditions or reports from professionals to support their request.

Parents of summer born children should be aware that agreement by the school to allow a child to enter reception in the following year does **not** guarantee a place in the class. Parents must apply to the school in the normal co-ordinated round and the application will be considered in the normal manner following the oversubscription criteria. Parents may also choose to apply in-year for admittance to year 1 and the child's normal age group. Parents whose children have been educated outside of their normal age group because of being a summer born child will need to apply once again for an outside normal year group place alongside an application for a school place and should do so when their child's 'correct' cohort are making applications for a school place. This means that for a summer born child who started in reception a year later than is usual, parents will need to apply for a secondary school place and for an out of year group place when the child is in year 5 rather than year 6.

These requests will be considered based on the best interests of the child and will take into account the fact the child has been educated in a different year group up until this point. For many children, it will be right for them to remain with their adopted year group but it is possible that others may be better off joining their normal year group. All decisions will be made taking the circumstances of the case into account and considering all of the child's needs, including their social and emotional needs.

Unless there are sound educational reasons to do otherwise, the assumption would be that children remain outside their normal year group (that is, in the year which they have been educated so far).

Similarly if the parents of a gifted and talented child wish to apply for a place outside of their child's normal age group they should speak to the school and the Local Authority. Any application will be considered to ensure any decision is in the best interests of the child and parents informed of the outcome.



### **Special Educational Needs**

Where a child has an education, health and care plan (EHCP) which names the School, then that child will be admitted to the School and the number of available places in the PAN will reduce correspondingly. Admission of children with an EHCP is dealt with by the home Local Authority (LA) (which is where you reside).