



St Philip Westbrook C of E Primary School

"Together we aim high and with God's love we can fly"

Admissions Policy Academic Year 2026/2027

Adopted	21st May 2020
Proposal to vary oversubscription criteria related to church attendance due to closure during Covid-19 pandemic	10th July 2020
Approved by OSA	1st October 2020
Approved by Governors	15th February 2023
Approved by Governors	12th March 2024
Approved by Governors	14th October 2024



St Philip Westbrooke

C of E Aided Primary School

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Admissions Policy 2026/2027

Introduction

St Philip is a Church Aided School and as such R.E, Collective worship and the whole ethos of the school is based on the teaching of the Church of England. This document sets out the admission arrangements of St Philip (Westbrooke) CofE Aided Primary School. For the purposes of this policy, the Governing Body is the admission authority.

Process

1. Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of/around 15th January.
2. The Local Authority will inform parents of the offer of a place on behalf of the Governing Body on the national offer date of/around 16th April or the next working day.
3. The St Philip (Westbrooke) CofE Aided Primary School has an admission number of 90 pupils for entry into Reception. The school will accordingly admit at least 90 each year if sufficient applications are received. All applicants will be admitted if 90 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

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

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 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.

2. Faith based (Church of England churches)

Regular attendance at public worship 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 twelve 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 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.

3. Siblings

Siblings of pupils attending the school at the time 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 step brother 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.

4. Faith based (Other)

Children whose parent (or person with parental responsibility) attends another Christian Church, at least twelve times in the 12 months prior to application. (*'Christian church' means any church which is designated under the Ecumenical Relations Measure nationally by the Archbishops of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England, or the Evangelical Alliance, or a partner church of Affinity*).

5. All other children

Proximity to the school

This will be measured by the shortest walking distance by road or maintained footpath or other public rights of way from the pupil's home, to the main entrance point of the school using a GIS computerised mapping system. 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 Local Authority admission meeting will be placed last in the criteria in which they fall unless the Local Authority 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

From time to time a place becomes available further up the school. All applications are treated in the order they are received. Further information and a copy of the application form can be found at www.warrington.gov.uk/movingschools

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include: 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. i.e. an application from a child who would 'normally' be a year 4 child for a year 3 place will be considered alongside applications for year 3.

Waiting Lists

- **Reception Class** – Waiting lists for oversubscribed schools will be maintained by the Local Authority until the end of the Autumn Term 2026 (i.e. 31 December 2026). This is because vacancies sometimes arise after the initial allocation of places has been made. When parents are refused one of the preferences, their child's name will be automatically added to the waiting list for that school. If a place becomes available, it will be offered to the child at the top of the waiting list. These places will only be offered after applications from the initial offer are accepted. From 1st January, the waiting list is no longer kept and any applications received are treated as in-year admissions.
- **Other Year Groups** – The school does not hold a waiting list for other year groups at this time. Parents/carers are welcome to contact the school office or Admissions Team at the local authority with regards to any vacant places.

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 the Chair of Governors at St Philip (Westbrook) CofE Aided Primary School at Westbrook Centre, Westbrook, Warrington, Cheshire, WA5 8UE 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://stphilipwestbrook.co.uk/>.

School age

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

Deferred entry for infants

A child is entitled to a full time place in the September following their 4th birthday. Parents have the right to defer their child's entry until later in the school year, or to attend part-time until they reach compulsory school age. Places cannot be deferred to the next academic year.

Address definition

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 Chair of Governors at Westbrook Centre, Westbrook, Warrington, Cheshire, WA5 8UE or by email to stphilips_admissions@sch.warrington.gov.uk