



CHURCHTOWN PRIMARY SCHOOL

Admissions Policy

2027 - 2028



Determined (Approved) date: 12 February 2026

Determined by: Trust Board

About This Policy

As a Multi- Academy Trust, the Endeavour Learning Trust (“the Trust”) is the Admissions Authority and is responsible for applying the admissions criteria to applications submitted for entry to all its academies. This policy sets out how admissions will be dealt with and the determined admissions arrangements for Churchtown Primary School (“the Academy”).

Compliance

This policy has been written to comply with the following provisions, codes and statutory guidance:

- Schools Admissions Code (September 2021)
- Schools Admission Appeals Code (October 2022)
- School Standards and Framework Act 1998.
- Children and Families Act 2014.
- Equality Act 2010.
- Human Rights Act 1998.
- The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.
- School Admissions (Appeal Arrangements) (England) Regulations 2012.
- The School Admissions (Infant Class Sizes) (England) Regulations 2012.
- Special Educational Needs and Disability Code, January 2015.

Admission Arrangements

The Trust will determine the Academy’s Admission Arrangements annually to include the PAN and oversubscription criteria. The year that the Admission Authority makes its determination is known as the determination year (“Determination Year”).

The Admission Arrangements must be determined by the Trust by 28 February in each Determination Year.

In the event that the Trust has determined a change is to be made, or it has been seven (7) years since the Trust last consulted on its unchanged arrangements, a statutory consultation will be carried out in line with the School Admissions Code (as updated from time to time).

The Trust will provide details of the Admission Arrangements to the appropriate bodies (as specified within the School Admissions Code), along with the governing bodies of community and voluntary controlled schools in the local area. Reasonable endeavours will be made to ensure the consultation reaches relevant stakeholders so they can express their view.

The coordination of the arrangements for schools in Sefton are undertaken by Sefton Council, the local authority. Sefton Council will publish the determined admission arrangements on its web site and within its composite prospectus (which will be available online or in hard copy) by 15 March in each Determination Year. The Academy will also publish the determined Admissions Arrangements on its website by 15 March in each Determination Year.

If there are any objections to the Academy’s Admission Arrangements, these must be made to the Schools Adjudicator. The objections must reach the School Adjudicator by 15 May of the Determination Year. If the objections do not reach the Schools Adjudicator by the specified date, there will be no obligation to consider them.

Admissions to the schools will be determined by the Trust. Parents must complete an application form online through Sefton Council’s website. There is a Common Application Form available for those without access to the internet, which can normally be found at primary and secondary school offices or downloaded from Sefton Council’s website. This is the link to the online application form <https://www.sefton.gov.uk/schools-learning/school-admissions.aspx>

Statutory Dates	Primary Schools
Closing Date	15 January 2027
Offer Issue Date	16 April 2027

After the admissions of Children with an Education Health and Care Plan which names the school and where there are more applications submitted than places available priority for admission will be given to those children who meet the admissions criteria below. All applications will be accepted if the school’s PAN or fewer applications are received.

Admission Number

For 2027-2028 admissions, the Trust has set the published admissions number (PAN) for entry into reception as follows:

Academy	Point of Entry	PAN
Churchtown Primary School	Reception	90

This includes children with a Statement of Special Educational (SEN) Needs or Education, Health and Care Plan (EHCP) which names the Academy. Where fewer applicants than the PAN for the relevant year are received, all those who have applied will be offered places at the Academy.

Infant Class Sizes

The Academy will comply with the infant class size regulations and will ensure that the classes in reception and Years 1 and 2 shall not exceed more than 30 pupils per single qualified teacher.

A pupil will not count towards this number when:

- they have been outside the normal admissions round with Education, Health and Care Plan naming the Academy;
- they have been admitted outside the normal admission round and are a looked after child or a previously looked after child;
- there has been a procedural error by the Trust when making the initial allocation of places in the main admission round;
- an independent appeal panel upholds an appeal;
- the child has moved to the area outside the normal admission round and there is no other available school within a reasonable distance;
- they are the child of UK service personnel and admitted outside the normal admissions round;
- their twin or sibling from a multiple birth has been admitted to the Academy; or
- the child has special educational needs and is normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes at the Academy.

Multiple Births

If children of multiple births (twins or triplets) require admission into the same year group and there is only a single place left within the Academy’s Published Admission Number, the Trust will allocate above the Published Admission Number (PAN) in order to accommodate each child.

Oversubscription Criteria

When the Academy is oversubscribed, after the admission of pupils with Education Health and Care Plans naming the Academy, priority for admission will be applied by the Local Authority on behalf of the Trust following the criteria set out below:

- 1) Looked after children, previously looked after children¹ and children who appear (to the Trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted² or became subject to a child arrangements order, or special guardianship order³
- 2) Children with proven and exceptional medical, and/or social needs which are directly relevant to the school. The application must be supported by appropriate professional advice in writing (letter from doctor or social worker) as to why the child has an exceptional medical and /or social need which requires admission to Churchtown Primary School as it is assessed to be the school which can meet those needs. Any request under this criterion will be assessed and validated directly by the school.
- 3) Siblings of children who will be attending the school on the date when the child would be admitted. The term siblings include brother or sister, half brother or sister, step brother or sister, adopted brother or sister, foster brother or sister and other children living permanently at the same address. Only one address can be used for school admission purposes. This is defined by the Trust as the home in which the child lives for most of the school week (i.e. for four nights or more per week).
- 4) Any other applicants.

Tie-Breaker

Where there are more applications received than places available under any of the above criteria then the distance between the school and the home (the address which the child lives at for most of the week) will be used as the final determining factor. Priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. The distance will be measured from the property's address point to the nearest school gate (using recognised routes known to the Local Authority at the time of measurement).

Where a child lives at two addresses with parents with shared parental responsibility the distance shall be calculated by the address which the child lives for most of the week.

Waiting Lists

In the event of there being more applicants than places, a waiting list will be operated by the Sefton Council on behalf of the Trust. A place will be offered if one later becomes available. The waiting list is kept in priority order using the oversubscription criteria. The list may change as children move into and out of the area or accept alternative places. If a place becomes available and you are top of the list, you will be offered a place whether or not you have appealed. Please refer to Sefton Council website (<https://www.sefton.gov.uk/childrens-services/schools-and-learning/school-admissions/>) for further information.

The waiting list will be open to any parent to ask for his or her child's name to be placed on the waiting list following an unsuccessful application. Sefton Council, on behalf of the Trust will keep a waiting list until 31 December of the new

¹ A previously looked after child 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.

² 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.

³ A looked after child is a child who at the time of making an application to a school, is in the care of a local authority or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989).

school year. Places are only offered from waiting lists where the allocated number of children falls below the admission number for the year group. See below for information on in-year admissions to all year groups.

Late Applications for Admission

All applications received by the Trust after the deadline for submitting an application will be considered as a late application. An application will be considered late if it is submitted after 15 January but before the first day of the Autumn Term, will be considered after all those received on time and in accordance with the oversubscription criteria. If, following consideration of all on-time applications the Academy is oversubscribed, parent(s) / carer(s) who have submitted a late application may request that their child is placed on the Academy's waiting list.

In-Year Admissions to All Year Groups

Applications received after the start of the Autumn Term in any Academy year will be treated as an in-year application and not a late application. In these circumstances, parent(s) / carer(s) must complete in-year application process. The in-year admission process is managed by Sefton Council.

If you wish to make an in-year application for a place in school, please refer to the Sefton's website (<https://www.sefton.gov.uk/childrens-services/schools-and-learning/school-admissions/>) for comprehensive information relating to in year admission procedures. In-year admission is the process of applying for admission into an existing year group within a school.

Where a place cannot be secured, parents have a legal right of appeal to an independent appeal panel. Sefton Council administers the appeals process on behalf of the school. Parents can complete the Academy's appeal form on Sefton Council's website.

School Starting Age (Primary School)

Most children start school full-time in the September after they turn four (4). If you do not think your child is ready to start school by then, they can start part-way through the year or part time - as long as they are in full-time education by the time they reach 'compulsory school age'. This is on 31 December, 31 March or 31 August following their fifth birthday, whichever comes first. If your child's fifth birthday is on one of those dates then they reach compulsory school age on that date. For example, if your child reaches compulsory school age on 31 March, they must start full-time education at the beginning of the next term (summer term that year). Contact the school to ask for your child to start later. Please note that a place cannot be deferred for a full academic year.

Summer Born Children

Parent(s)/ carer(s) have the right to delay their child's start at school if that a child born between 1 April and 31 August (otherwise known a 'summer born child') (i.e. until the September after the child's fifth birthday).

If a parent wishes to exercise this right they must:

- Make an application in the year before that which they are seeking entry into; and
- Follow the process for making a request for their child to be admitted outside the normal age group as outlined below.

Where possible, the Trust shall provide notification if the application to admit a summer born child outside the normal age range is successful prior to National Offer Day. If the application is successful it will be considered alongside the other applications for admission into reception and will be subject to the normal oversubscription criteria.

If the application to admit a summer born child outside the normal age range is unsuccessful the application will be treated as an in year admission to Year 1 (the normal age group) and will be subject to the normal oversubscription criteria.

Admission of Children Outside Their Normal Age Group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying:

- why admission out of normal year group is being requested;
- the normal age group that the pupil would be admitted to and the year group in which they wish their child to be allocated a place;
- the parent's views on why the admission outside of the normal year group should be made;
- information and evidence about the child's academic, social and emotional development as supported by professionals;
- confirmation as to whether the child has been educated outside of the normal age group previously; and
- if relevant to the request, a medical history and the views of medical professionals about the request for being educated outside of the normal age group.

When such a request is made, the Trust will decide on the basis of the circumstances of the case and in the best interests of the child concerned. The Trust will also consider the views of the headteacher. When informing a parent of their decision on the year group the child should be admitted to, the Trust will set out clearly the reasons for the decision.

If the request for a delayed entry is not made within the normal admissions round and is refused by the Trust whereby you are not offered a place for your child in the normal age group, then you will have the right to appeal the decision to an independent appeal panel.

If the application is made during the normal admissions round, and the Trust agrees that an admission outside of the normal age group is acceptable, then the application will be processed and will still be subject to the Academy's oversubscription criteria. A grant of the application does not receive any priority under the Academy's oversubscription criteria. If the application is rejected by the Trust during the normal admissions round then the application for a place at the Trust will still be subject to our oversubscription criteria but for admission into the normal age group.

Fair Access Protocols

The Trust may admit a child to the school where it is requested to by Sefton Council, under the Fair Access Protocol, even where that would exceed the normal admission number. Each case in which the Academy is allocated a child will be dealt with on its own individual circumstances, the matters relevant to the applicable year group and the process set out under the fair access protocol as in force at the time.

Appeals

Parents have a right to appeal the Trust's refusal to offer a place at the Academy. The appeals shall be heard by an independent appeal panel and the appeal process carried out in line with the School Admissions Appeals Code 2022 (as updated).

Signed: Helen Dicker
Chair of the Trust Board

Date: February 2026