

Christchurch Primary School



Admissions and Over Subscription Policy 2027-2028

Date ratified by Governors:	Summer Term 2026
Date to be reviewed:	Summer Term 2027

CHRISTCHURCH CHURCH IN WALES V. A. SCHOOL
ADMISSIONS POLICY 2027-2028

Christchurch Church in Wales Voluntary Aided School accepts pupils between the ages of 3 and 11 years of age.

As a Church in Wales Voluntary Aided School, the governing body is the admission authority and has responsibility for admissions to this school.

The School Standards and Framework Act 1998 requires LA's and Governing Bodies to admit pupils up to the school's admission number. The admission number for the school is: 20

Application Procedures

To apply for a place at this school, in Nursery and Y1-6, you must complete an Application Form available only from Christchurch Primary School. You may also be requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1, 3 or 5.

Reception Applications

The local authority undertakes the co-ordination of admission arrangements for Reception during the normal admission round. This is for admission to the school at the start of the Reception school year only in September, and not for applications made in-year.

To apply for a Reception place at this school in the normal admission round, you must complete a Common Application Form (CAF) available online from the local authority. The timescale of the Local Authority (LA) admission timetable is followed for the handing out, consideration period and return of these forms.

The Supplementary Information Form should be returned to **Christchurch Primary School** by **March 1st 2027**.

You will be advised of the outcome of your application on **16th April 2027** or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child may not be placed in criteria 1 to 3 or 5, and this may affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time, and after the closing date for admissions which is 15th January 2027.

Late Applications:

Applications submitted after the published closing date will not be considered until after all on time applications received have been allocated and offered their places on the common offer day.

Nursery Admissions

Pupils are admitted to the Nursery, the day following their third birthday. Nursery is a statutory provision; however, it is not compulsory education.

Admission to Nursery does not guarantee admission to Reception; if a child has a place in our Nursery the appropriate application form for admission into Reception must be submitted within the prescribed timescale of the annual admissions round.

Pupils are admitted to Reception in the academic year in which they are five i.e., any child who attains the age of four by 31st August can be admitted in September.

“Looked after children” are a priority. In the case of oversubscription, the Governors will admit pupils best satisfying the legal requirements and current legislation.

Children from the Gypsy traveller community or travelling groups will be treated in accordance with Welsh Assembly Government Circular No: 003/2008 ‘Moving Forward - Gypsy Traveller Education’.

The school will not discriminate between boys and girls, or against applicants on the basis of race, colour, nationality or national or ethnic origin.

Pupils with Individual Development Plans

The admission of pupils with an Individual Development Plan is dealt with by a completely separate procedure. Children with an Individual Development Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription Criteria

The Governors have agreed that in the event that the number of applications exceeds the number of places available, then the following criteria will be applied in the order set out below, to decide which pupils to admit.

- 1) Looked after children who are baptised members of the Church in Wales
- 2) Other looked after children
- 3) Children whose parent/s are active practising communicant members of the Anglican church.
 - a. Benefice of St. Mary's, Swansea.
 - b. of churches/parishes in the Archdeaconry of Gower.
- 4) Children who have a sibling who is a pupil registered at the school on the date when the applicant child is due to commence school. (See definition of ‘sibling’)
- 5) Children whose parents attend a church of another Christian denomination
- 6) Children of parents living within the Ministry Area.
- 7) Children whose parents wish them to attend this school.

For **criteria 3 and 5** the Governors will seek information about the frequency of attendance at services and degree of involvement in the work of the church and seek confirmation of these details from the local priest or minister on a supplementary form.

Within each category those living nearest to the school are accorded higher priority.

The measurement will be taken from outside the entrance to the property (house or flat) to the nearest official school entrance. The local authority GIS computer programme is used when undertaking the measurement.

Definitions

Definition of Parents

Parents include all those people who have a parental responsibility for a child as set out in the Children's Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the person responsible for completing application forms and whose address will be used for admission purposes.

Definition of Sibling

For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, stepbrother or stepsister or is a foster child living in the same family unit in the same family household and address who attends the preferred school in any year group excluding the final year. Biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence.

Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

'Residing In' and 'Home Address'

The Home Address will be the address used for correspondence related to where "Child Benefit" is paid. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the Home Address must be provided to the school to confirm the address used on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority. Families who are due to move house should provide

- i) a Solicitor's letter confirming that exchange of Contracts has taken place on the purchase of a property; or
- ii) a copy of the current Rental Agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
- iii) in the case of SERVING H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

Twins, Triplets, Multiple Births

When the Governing Body are considering twins, triplets or other multiple births for one remaining place, the family will be offered the place and may decide (a) if they will accept it for one sibling whomever they decide or (b) they decline the place and it is offered to the next person in the allocation after the twins/triplets/multiple births. Please note the multiple birth sibling(s) would not be given priority on admission other than considered as a sibling link once the family had accepted the place(s) offered for one of the twins/triplets/multiple births.

Waiting List

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until August 31st in the school year of the application.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are available places. Application should be made **to Christchurch Primary School** by contacting **the main office**. **Further information available on the school website.**

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied. If there are no places available, the child will be added to the waiting list.

How religious affiliation is tested

Reference to “are members” and “active members” from oversubscription criteria.

If you are applying under criteria 3 and 5 above a **Supplementary Information Form** can be obtained direct from the school. The SIF is to be returned to the school. The SIF alone does not constitute an application; parents must also complete the Common Application Form.

A member is defined as member of the Church in Wales by registration on the electoral roll of the parish.

Admission appeals

Nursery education is a statutory provision but parents have no right of appeal under the Education Act 1980 if they are unsuccessful in gaining a place.

If we do not offer a child a place at this school, it is because the increase in numbers would adversely affect the education of our current pupils. Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal. If you exercise that right, the appeal must be forwarded to the Clerk of the Governors of the school.

The appeal will be considered by an independent admission Appeal Panel, administered by the Diocesan Board of Education, according to the Welsh Assembly Government's code of practice on school Admission Appeals. The Appeals Panel then meets to consider all appeals by parents who have been refused a place at our school. This decision is binding for all parties concerned.

Review

This policy will be reviewed annually.

SUPPLEMENTARY INFORMATION FORM

For application to Christchurch Church in Wales Voluntary Aided Primary School

This form should be completed by parents not **more than 3 months before the closing date of applications** then handed to your minister, with a **stamped addressed envelope** to the school. The **Minister** should return it **directly** to the school. It need only be completed by those applicants applying under church criteria.

Name and address of child:	
Date of Birth:	

Please give details of the principal place of worship attended in the last three years. (If you wish endorsement from more than one minister, please supply details on a separate piece of paper).

Name of Church:	
Denomination of Church:	
Name and full address (inc postcode) of Minister:	
Minister's telephone number:	
Which family members attend worship:	Mother Father Child/ren
If your child is not accompanied by a parent do they attend with other adults? If yes, please specify	Yes No
How long have you regularly attended?	Less than 6 months 6 months to a year 1 year to 18 months More than 2 years More than 3 years
How often have you usually attended During this period?	Once a week Once a fortnight

	Monthly/family service
Does the child who is the subject of this application attend Sunday or Junior Church or similar.	Yes No
Please list all aspects of your involvement (apart from Sunday worship) in the life and work of your church.	

Parent's signature:	Date
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To the Minister: Please can you confirm the details completed above. Please add any comments you think may be helpful for the school to understand Christian commitment of this family, then pass the form directly to the school in the envelope the parents have provided. Thank you

Minister's signature:	Date

