



## **St. Mary & St. Paul's Church of England Primary School**

### **Determined Admissions Policy for 2025-26**

The Governing Body of St. Mary and St. Paul's applies the regulations on admissions fairly and equally to all those who wish to attend this school, in line with current statutory requirements.

We aim to serve our local community by providing an education of the highest quality within the context of the Christian faith, but we are also an inclusive school, and as such we welcome children from all backgrounds and of all abilities.

Each September there will be 30 places available for children to be admitted into Reception Class. This is the maximum number of children that our school can accommodate as we teach children in the Foundation Stage and Key Stage One in classes with a maximum number of 30. To be eligible for admission to Reception Class in September, children should have reached their 4th birthday before 1st September. However, while the majority of children start Reception Class in September, parents do have the option to defer entry to Reception Class if their child has not reached statutory school age. If this is arranged, the child's place is reserved. It must, however, be taken up within the school year for which the application was made. Parents should discuss the matter with the Headteacher before any decision is made.

To apply for a school place for the September reception class intake, Knowsley Authority requests that parents/carers make their application by using the online application on the Parent Portal which can be accessed from the Education and Schools pages of the Knowsley Council website [www.knowsley.gov.uk/residents/education-and-schools](http://www.knowsley.gov.uk/residents/education-and-schools) . For further advice and guidance, please email Knowsley school admissions at [schooladmissions@knowsley.gov.uk](mailto:schooladmissions@knowsley.gov.uk) or telephone 0151 443 5143. Alternatively, contact the school for support on 0151426 6869.

Parent/Carers applying for a school place at St Mary and St Paul's after the typical point of entry in reception class should complete an in-year application form which are available from the Knowsley Council website [www.knowsley.gov.uk/residents/education-and-schools](http://www.knowsley.gov.uk/residents/education-and-schools) or contact St Mary and St Paul's School Office directly to request an application form. Completed application form should be returned to the school office and will be dealt with by 31<sup>st</sup> August each year.

When the number of requests for admission is equal to or less than the number of available places, the Governors will grant all requests. Where the number of requests exceeds the number of available places, after the admission of children with an Education, Health and Care Plan which names the school, priority will be given in the following order:

- 1) Looked after children and children who were previously looked after but immediately became subject to adoption, a child arrangements order, or a special guardianship order. (See note 1) This includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted. (See note 2)
- 2) Children who already have brothers or sisters<sup>3</sup> in the school at the time of the proposed admission.
- 3) Children whose parents/carers worship regularly at either The Parish Church of St Mary the Virgin, Prescott or St Paul's Church, Prescott<sup>4</sup>;

- 4) Children whose parents/carers worship regularly at any other Christian Church that is a member of 'Churches Together in England'<sup>4</sup>;
- 5) Other children not falling into any of the above categories.

**For applications under criteria 3 or 4, parents/carers must complete the school's Supplementary Form, which must then be signed by a member of the clergy at their church and then returned directly to the school before the closing date for admissions.**

Tiebreaker:

Where it is necessary to distinguish between applicants in a particular category, children living nearest the school<sup>5</sup>, as measured in a straight line by the computerised measuring system used by the Local Authority, will have priority. On the rare occasions when the distance tie-break does not assist, random selection will be used to determine the allocation of places.

Where there are twins, triplets etc. 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 with the requirements of infant class sizes. In exceptional circumstances, where imposing the infant class size limit of 30 would split a set of twins or triplets, we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits.

Notes:

1. A looked after child is a child who is in the care of a local authority in England, 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). Adoption as under the Adoption and Children's Act 2002 (section 46). Child arrangement orders as defined in the Children and Families Act 2014 (section 12). Special Guardianship Order as defined in the Children Act 1989 (section 14A). Parents/carers who wish to have their child considered as a looked after or previously looked after child need to provide documentary evidence of this status to the Local Authority at the point of application.
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. Parents/carers who wish to have their child considered as being in state care outside of England prior to adoption need to provide documentary evidence of this status to the Local Authority at the point of application.
3. "Brothers or sisters" will be considered to include half/step-brothers and sisters, foster children and children living at the same address who are considered to be family members.
4. "Worshipping regularly" is taken to mean a minimum of monthly attendance at scheduled church services for a period of at least six months prior to the closing date for school admissions.

*\*\*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. The address which receives child benefit will normally be used if the child's time is split between two homes, but the Authority reserves the right to request other proofs as fit the individual circumstances. Parents/carers should not state a childminder's or other relatives address.

### **Appeals:**

If we do not offer a child a place, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much. In the event of a child not being offered a place, or having a place withdrawn, the parent has the right of appeal and would be expected to contact the school, the Diocese or the Local Authority for further information on the relevant procedures.

St. Mary and St. Paul's is a Voluntary Aided Church of England Primary School within Knowsley Local Authority. Further details of Knowsley admissions procedures, including all relevant dates for submission of application forms and information about late and mid-year applications, can be found in Knowsley's Primary Schools Admissions Booklet or can be obtained from the Admissions Team at Knowsley.

Any parents who plan to prepare and lodge a written appeal, should do so within 20 school days from the date of notification that their application was unsuccessful.

Once an appeal has been made, they then have an additional 10 school days to submit additional evidence, for admission authorities to submit their evidence and for the clerk to send appeal papers to the panel and parties.



## **St. Mary & St. Paul's Church of England Primary School**

### **Nursery Admissions Policy**

The Governing Body of St. Mary and St. Paul's applies the regulations on admissions fairly and equally to all those who wish to attend this school, in line with current statutory requirements. We aim to serve our local community by providing a nursery education of the highest quality within the context of the Christian faith, but we are also an inclusive school, and as such we welcome children from all backgrounds and of all abilities.

Children will normally be admitted to the Nursery after they have had their third birthday. The school currently provides 52 part-time Nursery places or 26 full-time Nursery places or a mix of both. A part-time place will normally be offered to parents for their child, for a total of 15 hours a week and full-time provision includes 30 hours plus lunchtime.

If you wish to apply for a nursery education place at St Mary and St Paul's please contact the school office directly for more information, or you can download the relevant nursery documents form Knowsley Council's website on the Education and Schools pages [www.knowsley.gov.uk/residents/education-and-schools/apply-for-a-school-place/nursery-class-admissions](http://www.knowsley.gov.uk/residents/education-and-schools/apply-for-a-school-place/nursery-class-admissions)

Completed application form should be returned to the school office.

When the number of requests for admission is equal to or less than the number of available places, the Governors will grant all requests. Where the number of requests exceeds the number of available places, after the admission of children with an Education, Health and Care Plan which names the school, priority will be given in the following order:

- 1) Looked after children and children who were previously looked after but immediately became subject to adoption, a child arrangements order, or a special guardianship order. (See note 1) This includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted. (See note 2)
- 2) Children who are at least three years of age by 31st August 2023 and who already have brothers or sisters<sup>3</sup> in the school at the time of the proposed admission.
- 3) Children who are at least three years of age by 31st August 2023 and whose parents/carers worship regularly at either The Parish Church of St Mary the Virgin, Prescot or St Paul's Church, Prescot<sup>4</sup>;
- 4) Children who are at least three years of age by 31st August 2023 and whose parents/carers worship regularly at any other Christian Church that is a member of 'Churches Together in England'<sup>4</sup>;
- 5) Other children not falling into any of the above categories and who are at least three years of age by 31st August 2023.

**For applications under criteria 3 or 4, parents/carers must complete the school's Supplementary Form, which must then be signed by a member of the clergy at their church and then returned directly to the school before the closing date for admissions.**

Tiebreaker:

Where it is necessary to distinguish between applicants in a particular category, random selection will be used to determine the allocation of places.

Notes:

1. A looked after child is a child who is in the care of a local authority in England, 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). Adoption as under the Adoption and Children's Act 2002 (section 46). Child arrangement orders as defined in the Children and Families Act 2014 (section 12). Special Guardianship Order as defined in the Children Act 1989 (section 14A). Parents/carers who wish to have their child considered as a looked after or previously looked after child need to provide documentary evidence of this status to the Local Authority at the point of application.
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. Parents/carers who wish to have their child considered as being in state care outside of England prior to adoption need to provide documentary evidence of this status to the Local Authority at the point of application.
3. "Brothers or sisters" will be considered to include half/step-brothers and sisters, foster children and children living at the same address who are considered to be family members.
4. "Worshipping regularly" is taken to mean a minimum of monthly attendance at scheduled church services for a period of at least six months prior to the closing date for school admissions.

*\*\*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.*

Where places remain unfilled, applications on behalf of younger children will be considered, with children being admitted at the start of the half term following their third birthday. Details of term dates can be obtained from the school.