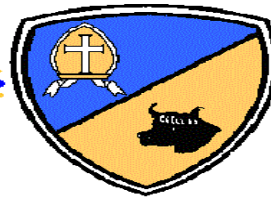


ST. LUKE'S CHURCH OF ENGLAND PRIMARY SCHOOL



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Warrington
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web www.saintlukes.wigan.sch.uk

Headteacher: Mr S Hardaker e-mail enquiries@admin.saintlukes.wigan.sch.uk

17 November 2022

Dear Parents and Carers,

I am writing to inform you that, following consultation with the Diocese of Liverpool and in line with the Admissions Code 2021, we have made changes to our 2024/2025 admissions policy. A consultation period will run for the six weeks commencing Monday 5 December 2022. The changes and consultation are limited to the following areas only:

- Criterion 3
- Criterion 4
- Supplementary Information Form
- Christian Reference Form
- Receipt

Attached to this letter is a breakdown of the changes, with the rationale behind them and a copy of the proposed policy.

Comments are only sought on the areas listed above and as described in the attached document. Comments received on any other area of the policy will be disregarded.

If you have any comments regarding the changes to criterion 3 and 4, the supplementary information form, the Christian Reference Form or the receipt please send them in writing, in a sealed envelope, addressed to Mr S Hardaker no later than 16 January 2023.

Yours sincerely,

S Hardaker

Mr S Hardaker
Headteacher

St Luke's C E Primary School is only consulting on the following changes. Comments on any other areas of the policy will be disregarded.

Criterion	Changes	Rationale
Criterion 3	Change of wording to include the added Christian Reference Form.	Christian reference form added as Admissions Code 2021 does not allow letters from Clergy as a proof of Church/Sunday School attendance. Reflects the ethos and mission of our school.
Criterion 4	Change of wording to include the added Christian Reference Form.	Christian reference form added as Admissions Code 2021 does not allow letters from Clergy as a proof of Church/Sunday School attendance. Reflects the ethos and mission of our school.
Supplementary Information Form	<p>Points 3 and 4: Change of wording to include the added Christian Reference Form.</p> <p>Point 5: Change of wording to clarify Baptism in a Christian Church recognised by Churches Together in Britain and Ireland.</p> <p>Point 6: Addition of agreement regarding false information.</p> <p>Points 6c and 6g: Change of wording to include the added Christian Reference Form.</p> <p>Footnote: Change of wording to clarify school position and parental responsibility. Addition of phrase to state that the submission of supplementary information does not constitute the offer of a place and that applications still need to be made through Wigan Council's published process.</p>	<p>Christian reference form added as Admissions Code 2021 does not allow letters from Clergy as a proof of Church/Sunday School attendance. Reflects the ethos and mission of our school.</p> <p>Clarification of meaning: enables applicants to easily understand. Reflects the ethos and mission of our school.</p> <p>To prevent fraudulent applications.</p> <p>Christian reference form added as Admissions Code 2021 does not allow letters from Clergy as a proof of Church/Sunday School attendance. Reflects the ethos and mission of our school.</p> <p>To clarify and make clear to applicants what the submission of the form constitutes.</p>
Christian Reference Form	New addition to policy.	<p>Christian reference form added as Admissions Code 2021 does not allow letters from Clergy as a proof of Church/Sunday School attendance.</p> <p>Consistency in supporting information provided under criterion 3 and 4.</p>
Receipt	New addition to policy.	To ensure a clear and consistent receipt is issued to applicants which clearly shows the information received, is easily understood by applicants and clarifies the school's position when receiving the information.

Admissions Policy 2024-2025

Admission number: 30

If the school receives more applications than places available, once places have been allocated to those children who have a statement of special educational need or education health and care plan naming the school, the remaining places will be offered in the following order of priority:

1. Children in public care and previously looked after children.
This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was (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.
This criteria also includes looked after children and all previously looked after children who appear (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. Children who will have a brother and/or sister attending St. Luke's School at the time of admission. Brother or sister includes:
 - full brothers and sisters living together
 - full brothers and sisters living apartor
 - half brothers and half sisters
 - foster brothers and foster sisters
 - adopted brothers and adopted sisterswho live at the same address as part of the same family unit.
3. Children and parents/legal guardians who are committed members of St. Luke's Parish Church, Lowton who attend church and or Sunday School at least once a month for the twelve months prior to the closing date for applications. A Church/Sunday School attendance card, signed by the appropriate Clergy or Sunday School Officer and a completed Christian Reference Form signed by the appropriate Clergy, must accompany all applications. *In the event that during the period specified for attendance at worship St Luke's Parish 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.*
4. Children and parents /legal guardians who attend churches and or Sunday Schools of another Christian church that is a member of the Churches Together in Britain and Ireland group, who attend at least once a month for the twelve months prior to the closing date for applications. A signed Church/Sunday School attendance card signed by the appropriate Clergy or Sunday School Officer and a completed Christian Reference Form, signed by the appropriate Clergy, must accompany all applications. *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. Children who have been baptised into a Christian Church that is a recognised member of the Churches Together in Britain and Ireland Group
6. Other children.

NB. When attendance cards and supplementary information forms are provided, verification will be sought from the appropriate Clergy/body along with confirmation of Church/Place of Worship closures. This will involve us sharing the details you provide with the appropriate Clergy/body

NB: Places allocated within each criterion are ordered according to the distance between the child's home address and school, based on the ordnance survey and in line with Wigan Council policy.

[Tie – breaker](#)

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children who live nearest the school. The distance will be measured in a straight line from the child's home address to a centre point of the main school building using a Geographical Information System (GIS) which is based on the Ordnance Survey and in line with Wigan Council policy.

In cases where there are two or more children with the same distance measurement (for instance if more than one child lives in a block of flats), where to admit another child would breach the infant class size regulations, a system will be used to randomly pick who will be offered a place. Please contact the school if you would like more information about this.

If we offer the last place available to one of twins (or triplets and so on) we will admit the other twin or triplet too.

[Child's home address](#)

When considering your child's application, we will use the permanent home address we have for you at the closing date for applications.

If parents are separated and the child spends time at each parents' address, the address which will be used for admission to schools is the address where the child sleeps the majority of the school nights (Sunday to Thursday) during the week in term time. Where there is dispute or equal nights are slept, parents will be asked to provide proof of the address registered with the child's GP.

We may ask to see additional forms of evidence of your home address. This may include:

- proof of where you are registered for council tax
- your television licence
- wage/ salary slip
- proof of your child tax credits

Any evidence you provide must show that the parent or main carer lives at this address. We may seek evidence by other means if the parent/carers is unable to provide sufficient proof of their residence.

[Late applications](#)

Late applications (those received after the closing date) will only be considered after those received by the closing date. The only exception to this is applications for looked after children that are received by 15 February will be included with on time applications.

[Waiting lists](#)

The Governors will operate a waiting list until 31 December 2024 for those applying for places for the 2024 intake.

Places may become available at the school after the offer date. To decide which children have these places, we will:

- put all children who we refuse a place to, on the waiting list for the school;
- keep the list in priority order, decided by the oversubscription criteria for the school only;
- offer places that become available to the next child on the waiting list; and keep the waiting list until the end of the Autumn Term 2024.

N.B. We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the admission criteria.

Deferred entry

Where parents wish, they can defer the date their child is admitted to the school until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, the place will be held open and not offered to another child. Parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Part-time attendance

Parents can request that their child attends part-time until the child reaches compulsory school age.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, to a higher year group if the child is gifted and talented or to a lower year group if the child has experienced problems such as ill health.

The parents of a summer born child (born between 1 April and 30 August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

A decision is made on the basis of the circumstances of each case.

The process for admissions outside a child's normal age group is as follows:

Stage 1 – request

Parents make a formal request to the Local Authority School Organisation Team in writing with any supporting evidence they wish to be considered.

- A request for delayed entry to reception class should be made at the same time as applying for a place for normal entry (i.e. by the closing date of 15 January) in order to give sufficient time for the case to be considered prior to the offer of school places on 16 April.
- A request for in year admission outside of the normal age group should be made on the normal in year transfer form.

We do not accept requests for early entry to reception class for children who will not be of statutory school age.

Stage 2 – decision

Requests for voluntary-aided, foundation and academy schools will be referred to the school to be considered.

Requests for community and voluntary controlled schools will be considered by the local authority. We will look at the following factors but these are not exhaustive:

- Parent's views
- The needs of the child and the possible impact on them of being educated out of year group
- The child's medical history and views of medical professionals if appropriate
- In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth
- Whether delayed academic, social, emotional or physical development is adversely affecting their readiness for school;
- Any other information which the parent requests the local authority to consider.

Stage 3 – outcome

Parents are notified of the decision in writing by the School Organisation Team.

Request agreed:

If the request is agreed the application will be considered for the year group requested and ranked alongside any other applications. **There is no guarantee that a place will be offered at the preferred school.** Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Where a child has been educated out of their normal age group, the parent may again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of that school to decide whether to admit the child out of their normal age group.

Request refused:

There is no statutory right of appeal against the refusal of a request for admission outside the normal age group. However, if the parents are dissatisfied they have the right to complain through the Council's complaints procedure for decisions made by the local authority or under the school's complaints procedure where the decision has been made by the school.

St. Luke's C. E. Primary School Supplementary Information Form

Child's Name _____ D.O.B. _____

Does your child have a statement of special educational need, or education health and care plan that names St Luke's Church of England Primary School? Yes / No (please delete as appropriate)

If yes, you are required to provide proof from the awarding authority.

1. Is your child 'looked after' or have they previously been 'looked after'? (Previously 'looked after' children are those who were 'looked after' but ceased to be so because they were adopted, or became subject to a residence order or special guardianship order.) Yes / No

1.a Has your child been in state care outside of England and ceased to be in state care because they have been adopted? Yes / No

If you answer yes to either question 1 or 1a, you are required to provide an original certified copy of the adoption certificate or, in the case of being looked after, correspondence from the child's key social worker/local authority.

2. Do you have another child who will be attending St. Luke's at the time of admission of this child? Yes / No

If Yes name of child already attending _____

If yes, relationship to child applying for place _____

3. As a parent / legal guardian are you and your child committed members of St. Luke's Church and or Sunday School and have you attended once a month for the twelve months (the consecutive twelve calendar months beginning 01 January and ending 15 January) prior to the closing date for applications? Yes / No

If yes, please complete our Christian Reference Form, which must be signed by the appropriate Clergy and please attach your child's signed Church attendance card to this form, both of which are subject to verification. In the event that during the period specified for attendance at worship St Luke's Parish 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 in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.*

4. As a parent / legal guardian do you and your child attend Church and or Sunday School that is a member of the Churches Together in Britain and Ireland group and have you attended at least once a month for the twelve months (the consecutive twelve calendar months beginning 01 January and ending 15 January) prior to the closing date of applications? Yes / No

If yes please complete our Christian Reference Form, which must be signed by the appropriate Clergy and please attach along with your signed Church attendance card, both of which are subject to verification. In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] 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 in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.*

5. Has your child been baptised into a Christian Church that is a recognised member of the Churches Together in Britain and Ireland Group? Yes / No

If yes, an original copy of the baptismal certificate will need to be seen by the school.

Place of Baptism (please include address and postcode):

6. Are you the parent / legal guardian / or carer of this child?

Please state which: _____

By signing this document you confirm that you understand that the School Admission Code allows schools to withdraw the offer of a school place if parents/carers give fraudulent or intentionally misleading information. The school reserves the right to verify information given to them by the applicant.

Signature: _____ Name: _____ Date: _____

Please provide the following documents when returning this form

- a) Two forms of proof of address, one of which is less than three months old.
- b) Baptismal certificate (if appropriate)
- c) Christian Reference Form signed by the appropriate Clergy. (if appropriate)
- d) Proof of statement of special educational need or education health and care plan (if appropriate)
- e) Certificate of adoption (if appropriate)
- f) Confirmation of in care details and key social worker/local authority contact
- g) Church/Place of Worship/Sunday School Attendance Card, signed by the appropriate Clergy/Sunday School Officer, showing twelve months attendance up to the close of applications and where appropriate confirmation from your Church/Place of Worship that they were closed with no alternative place of worship and for what period they were closed.

***Please note, Church/Sunday School attendance cards and Christian Reference Forms will only be accepted from January 2024 onwards and all are subject to verification. This will involve us sharing the information you provide with the appropriate Clergy/body.**

It is the responsibility of parents to ensure this form, the Christian Reference Form and associated supplementary information is completed and returned to St Luke's Church of England Primary School by 15 January 2024. Please note only original copies will be accepted. Receipts will be issued for supplementary information forms received. St Luke's C E Primary School accepts no responsibility for forms not received when a signed receipt cannot be shown as evidence.

The submission of this form, the Christian Reference Form, Church/Sunday School attendance card and the issuing of a receipt enables the school to apply the over subscription criterion and does not constitute the offer of a place. Parents are required to make an application through Wigan Council's published process in addition to submitting this form and associated documents to the school.

Christian Reference Form

To be completed by the appropriate member of the Clergy at the Place of Worship attended by the applicant child and their family

Child's Name _____ D.O.B. _____

Parent/Carers Name: _____

Admission Year: September 2024 Closing date for applications: 15/01/2024

1. Are the child and family named above committed members of St. Luke's Church and or Sunday School and have they attended St Luke's Church and or Sunday School (evidenced on the Sunday School Register) once a month for the twelve months (the consecutive twelve calendar months beginning 01 January and ending 15 January) prior to the closing date for applications ? Yes / No
2. Do the child and family named above attend a Church and or Sunday School (evidenced on the Sunday School Register) that is a member of the Churches Together in Britain and Ireland Group and have they attended at least once a month for the twelve months (the consecutive twelve calendar months beginning 01 January and ending 15 January) prior to the closing date for applications? Yes / No If yes, please provide name and address of the Church and or Sunday School.
3. In the event that, during the period specified for attendance (the consecutive twelve calendar months beginning 01 January and ending 15 January) prior to the closing date for applications, your Church/Sunday School was closed for public worship with no alternative place of worship please specify the dates and reasons for closure.

Church/Sunday School Name and Address including postcode:

Name of Clergy signing this declaration: _____ Designation: _____

Signature: _____ Date: _____

Official stamp of Church:

Please note, only original copies of all common and supplementary information will be accepted and all are subject to verification. This will involve us sharing the information you provide with the appropriate Clergy/body.

It is the responsibility of parents to ensure this form and any common and supplementary information is completed and returned to St Luke's Church of England Primary School. Please note only original copies will be accepted. Church and or Sunday School attendance will not be considered unless this form is completed by the appropriate Clergy and submitted to the school by 15 January 2024. Receipts will be issued for common and supplementary information forms received. St Luke's C E Primary School accepts no responsibility for forms not received when a signed receipt cannot be shown as evidence.

The School Admission Code allows schools to withdraw the offer of a school place if parents/carers give fraudulent or intentionally misleading information. The school reserves the right to verify information given to them by the applicant.

Receipt

To be completed by St Luke's C E Primary School on receipt of the supplementary information form, Christian Reference Form, Church/Sunday School attendance card and any applicable/appropriate supporting information provided by the parent/carer.

Christian Reference Forms and Sunday Church/Sunday School Attendance Cards will only be accepted if dated January 2024.

Name of Child: _____ D.O.B _____

Name of parent submitting the application: _____

Intake Group: September 2024

Closing date for applications: 15 January 2024

St Luke's C E Primary School acknowledges receipt of the following documents;

Completed and signed Supplementary Information Form Yes/No

Completed Christian Reference Form signed by the appropriate member of the Clergy Yes/No

Original Baptism Certificate seen Yes/No (school staff: please attach a certified copy to the Supplementary Information Form)

Date of Baptism: __/__/__

Place of Baptism: _____ Postcode: _____

Where applicable:

Original adoption certificate received Yes/No

In care/social worker/Looked After LA details received Yes/No

EHCP details received Yes/No

Two forms of proof of address (one document must be less than three months old at the closing date of applications) Yes/No

Home address:

Name of staff member receiving documents: _____

Signature of staff member: _____ Date documents received: _____

The School Admission Code allows schools to withdraw the offer of a school place if parents/carers give fraudulent or intentionally misleading information. The school reserves the right to verify information given to them by the applicant.

The issuing of this receipt does not constitute the offer of a place. Parents are required to make an application through Wigan Council's published process, no later than 15 January 2024, which can be found at www.wigan.gov.uk, in addition to submitting this form and associated documents to the school.

One copy of this receipt to be given to the parent/carer making the application and one copy to be attached to the Common Information Form

