

# Admissions Policy for September 2025

## Hartford Church of England High School



**Approved by:** Full Governing Body

**Date:** 5<sup>th</sup> March 2024

**Last reviewed on:** 5<sup>th</sup> March 2024

**Next review due by:** Autumn Term 2024

## HARTFORD CHURCH OF ENGLAND HIGH SCHOOL

### ADMISSION POLICY SEPTEMBER 2025

Parents should be aware before applying that in this school our ethos is based on the teachings of the Church of England. Collective worship, though not mandatory, is also based on the practices of the Church of England.

- i. Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure and also on the School's Supplementary Information Form (Appendix 1) for those applying for a foundation place. The supplementary form should be completed, signed by a vicar, church leader, activity leader or other professional for criterion (ii) applications (See note A) and sent directly to The Admissions Administrator at Hartford Church of England High School.

*Notes for clarity:*

- ***A Supplementary Information Form is not required in respect of applications for open places.***
- *Applications for open places under criterion (ii) (Children with special medical or social circumstances affecting the child where these needs can only be met at this school) should be sent to the Admissions Administrator giving details of the special circumstances with professional supporting evidence as indicated in the notes.*

Applications may also be made on-line by using the common application form. The Supplementary Information Form is available from the school, the school's website or the local authority. It is not normally possible to change the order of your preferences for schools after the closing date. Whether application is made on paper or electronically, both forms must be completed by those applying for a foundation place and those applying under criterion (ii) for an open place.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority. Parents of children not admitted will be informed of the reason and offered an alternative place by the Local Authority.

The number of places available for admission to Year 7 in the year 2024 will be a maximum of 240. The governing body will not place any restrictions on admissions to Year 7 unless the number of children for whom admission is sought exceeds this number.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to its policy. In the event that there are more applicants than places, the governing body will allocate places using the following criteria, which are listed in order of priority:

#### **(A) Foundation Places**

The governors have designated 35 places, to be offered to pupils who, or whose parents are faithful and regular worshippers in a Christian church. 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 (see note B & C). Applicants for these places must complete the supplementary form as well as the Local Authority's common application form.

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If there are more than 35 qualified applicants, places will be allocated according to the following criteria. These are stated in order of priority:

- i. Looked after children and all previously looked after children, including those 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 (see Note D);
- ii. Children with special medical or social circumstances affecting the child where these needs can only be met at this school (see note A);
- iii. The presence of a sibling (see note E) in the school or who has attended the school during the previous three years;
- iv. Children resident within the catchment zone of the school. Children will be classed within this category if they and their parents/carers are resident within the catchment zones of the following partner primary schools:
  - Barnton Community Nursery & Primary School
  - Hartford Primary School
  - Hartford Manor Primary School & Nursery
  - Little Leigh Primary School
  - Winnington Park Primary School & Nursery
- v. Children not resident within the catchment zone of the school but attending one of the partner primary schools listed under criterion (iv) or the following partner primary schools:
  - Antrobus St Mark's C of E Primary School
  - Great Budworth CE (A) Primary School
  - Lostock Gralam Church of England Primary School
  - Over St. John's C.E. Primary School
  - Whitegate CE Primary School
- vi. Children of parents who have been directly employed by the school for a period of 2 years or longer at the closing date for applications;
- vii. The nearness of the home to the school, measured in a straight line from the centrally plotted Basic Land and Property Unit point of the child's home address to the centrally plotted basic land and property unit point of the school as defined by local land and property gazetteer. In the event of a tie break, a random paper draw will be undertaken by an independent body.

It may happen that there are not enough places to admit all applicants meeting any one criterion. In this case the school will apply the subsequent criteria, in order of priority, to all these applicants.

If there are fewer than 35 qualified applicants for foundation places, any unfilled places will become additional open places. Unsuccessful applicants for foundation places will be considered for any open places in the priority order as laid out in sub section B (Open Places).

### **(B) Open Places**

The governors have designated 205 places each year as open places, to be offered to pupils who do not qualify for a foundation place but whose parents have chosen the school for the type of education it provides. Parents applying for an open place do so knowing that in this

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school our ethos is based on the teachings of the Church of England. Collective worship, though not mandatory, is also based on the practices of the Church of England.

If there are more than 205 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

- i. Looked after children and all previously looked after children, including those 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 (see note D);
- ii. Children with special medical or social circumstances affecting the child where these needs can only be met at this school (see note A);
- iii. The presence of a sibling (see note E) in the school or who has attended the school during the previous three years;
- iv. Children resident within the catchment zone of the school. Children will be classed within this category if they and their parents/carers are resident within the catchment zones of the following partner primary schools:
  - Barnton Community Nursery & Primary School
  - Hartford Primary School
  - Hartford Manor Primary School & Nursery
  - Little Leigh Primary School
  - Winnington Park Primary School & Nursery
- v. Children not resident within the catchment zone of the school but attending one of the partner primary schools listed under criterion (iv) or the following partner primary schools:
  - Antrobus St Mark's C of E Primary School
  - Great Budworth CE (A) Primary School
  - Lostock Gramam Church of England Primary School
  - Over St. John's C.E. Primary School
  - Whitegate CE Primary School
- vi. Children of parents who have been directly employed by the school for a period of 2 years or longer at the closing date for applications.
- vii. The nearness of the home to the school, measured in a straight line from the centrally plotted Basic Land and Property Unit point of the child's home address to the centrally plotted basic land and property unit point of the school as defined by local land and property gazetteer. In the event of a tie break, a random paper draw will be undertaken by an independent body.

It may happen that there are not enough places to admit all pupils meeting any one criterion. In this case the school will apply the subsequent criteria, in order of priority, to all these pupils.

Unsuccessful applicants for open places will be considered for any foundation places remaining unfilled at the end of the allocation procedure. Applicants considered for these places will not be required to complete the School's Supplementary Information Form.

Notes

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- A) Professional supporting evidence from e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion (ii) for special medical or social circumstances, and such evidence must set out the particular reasons why the school is the most suitable school and the difficulties which would be caused if the child had to attend another school.
- B) By "faithful and regular" we mean attendance at a minimum of one service per month for at least six months prior to the closing date for applications. A signed supplementary form will be required as proof of attendance. *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.*
- C) A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend.
- D) Children in Care (Looked after Child) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order including those from overseas. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions as defined in Section 22(1) of the Children Act 1989.
- E) Sibling refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.
- F) Should all the allocated places be filled for Foundation and Open categories before applicants are considered under criteria vii then places will be allocated under criteria i to vi using distance. The distance will be measured as stated in criteria vii.

### **Admissions information**

Last year the school was unable to admit all pupils whose parents applied.

### **Late applications for admission**

Late applications for places, i.e. applications not submitted to the local authority by the relevant statutory closing date will be considered after all on time applications unless the local authority considers that there are good reasons for the application being late, which must be stated at the time of application, for example, exceptional medical reasons preventing an earlier application, late removal into the area. Supporting documentation must be provided. Where supporting documentation has been received by the date specified by the local authority and the authority has accepted reasons stated for the late application, the application will be considered as if it had been received on time.

Late applications and supporting documentation received after the dates specified will be considered after all on time applications even where the authority accepts that there are good reasons for the late application and as such these applications may be disadvantaged in the consideration of their preferences. These applications will be placed on the waiting list in order according to the criteria.

Late applicants will be advised of the outcome of their application after the published offer date.

### **Waiting list**

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria.

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Thus, it is possible that a child who moves into the area later may have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

This waiting list will operate until the end of the autumn term.

### **Address of pupil**

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. utility bills of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the school reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required. For families about to move address to a home within the school's catchment, a solicitor's letter detailing the new address and date of house move will be required. The house move date must be before the start of the academic year.

### **In-Year Applications**

For pupils who move into an area or who move schools outside of the normal admissions round the in-year application process applies.

Parents should contact the school to enquire about if any places are available in the appropriate year. Parents will then use the local authority online application system to apply for a place. If a place is available, the local authority will then contact the school to arrange for admission. If there are more applications than places parents will be asked to fill in an application and supplementary information form and the children will be ranked in accordance with the oversubscription criteria as detailed in Section (A) and (B) above. Foundation place applications will be considered before Open place applications. In both cases, parents who have been unsuccessful in securing a place will have the right to appeal.

### **Appeals**

Where the school is unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel. Parents should notify the Admissions Administrator at the school within 20 school days of receiving the letter refusing a place. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

Decisions of the Appeal panel are final and binding on both the appellant and the school.

Please note that this right of appeal against the school's decision does not prevent you from making an appeal in respect of any other school.

### **Fraudulent applications**

Where the school discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body of the school is required to withdraw the offer of the place. The application will be considered afresh, and a right of appeal offered if a place is refused.

**HARTFORD CHURCH OF ENGLAND HIGH SCHOOL**



**Supplementary Information Form (to be completed ONLY if applying for a Foundation Place)**

**Name of child:**

Surname	Christian Names
Date of birth	Boy <input type="checkbox"/> Girl <input type="checkbox"/>
Name of Primary School	

<b>Name of parent/guardian</b>	
Address	
Post code	
Telephone	Mobile

**Place of worship** one of parents / guardians regularly attends:

<b>Name of place of worship</b>	
Address	
<b>Name of vicar / priest / minister / faith leader / church officer</b>	
Address	
Post code	Telephone

**Worship attendance or supporting evidence:**

Please tick if you have attended a minimum of one service per month for at least six months* prior to the closing date for applications as in criteria ..... <input type="checkbox"/>
Signed as confirmation (by incumbent, other church officer or other professional):
Name: _____ Date: _____
Position: _____

\* church attendance will be calculated only for the period when churches were open for public worship