



## CHOLLERTON CHURCH OF ENGLAND AIDED FIRST SCHOOL

*Be the best you can be through:*

*challenge, nurture, inspiration, respect, happiness,  
inclusion, in a safe, loving Christian family.*

### **ADMISSIONS POLICY 2025-2026**

The Governing Body of Chollerton Voluntary Aided Church of England School is the Admissions Authority for the school and they intend to admit up to **10** pupils to the reception year group in September **2025-2026**. This arrangement follows consultation between the governing body, the LA, all other schools in the area and all other Admission Authorities in the area.

#### **Process**

1. Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of 15th January.
2. The Local Authority will inform parents of the offer of a place on behalf of the Governing Body on the national offer date 16th April or the next working day.
3. The Chollerton Church of England Aided First School has an admission number of 10 pupils for entry into Reception. The school will accordingly admit at least 10 each year if sufficient applications are received. All applicants will be admitted if 10 or fewer apply. Priority will then be given to those children who meet the criteria set out below.

The school is open to receive applications for admissions from the parents of all children. We must give priority to children in the care of local authorities (looked after children) and those with special educational needs whose statement names the school. In the event of the number of applications exceeding the number of places available priority will be given to applications in the order of priority indicated below.

#### **Admission arrangements to the Reception Year in September 2025**

Parents wishing to apply for the Reception Year in September must complete the common [application form](#) provided by their home local authority (LA). This form must be completed even if your child attends our Early Years Unit or other school nursery /pre-school setting. The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to LA by the deadline.

Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA.

## **Over-subscription Criteria**

### **1. Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)**

*Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC) The first oversubscription criterion must always be Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children. As this is a legal requirement, it automatically appears as the first of the school's oversubscription criteria.*

*A "Looked After Child" (LAC) is a child who is (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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A "Previously Looked After Child" (PLAC) 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 immediately following having been looked after.*

*An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (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. State care means a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. In the case of children adopted from state care overseas, the admissions authority will require evidence that a child is eligible by asking the child's parents or carers for appropriate evidence of their previously looked-after status."*

### **2. Children with a sibling at the school at the time when they would be admitted to the school**

*Siblings of pupils attending the school during the academic year to which the child would be admitted. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.*

### **3. Regular attendance at public worship at St. Giles, Chollerton Church of England church, regular attendance at public worship in any Church of England church, or Attendance at public worship in any other Christian church.**

*Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least eight times in the twelve months immediately prior to the date of application.*

*For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a*

*member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at [https://www.churchofengland.org/sites/default/files/2019-04/list\\_of\\_designated\\_churches\\_3\\_oct\\_18.pdf](https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf).*

#### **4. Distance from school**

*Proximity to the school with those living closest to the school having priority calculated by:*

*From the principal home address to its nearest to the school. Measured in a straight line, as the crow flies between the front door of the home and the main gate of school using the Local Authority's computerised measuring system.*

*The child's home address will be determined by:*

*By 'home address', we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.*

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgement about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the

school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is a resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

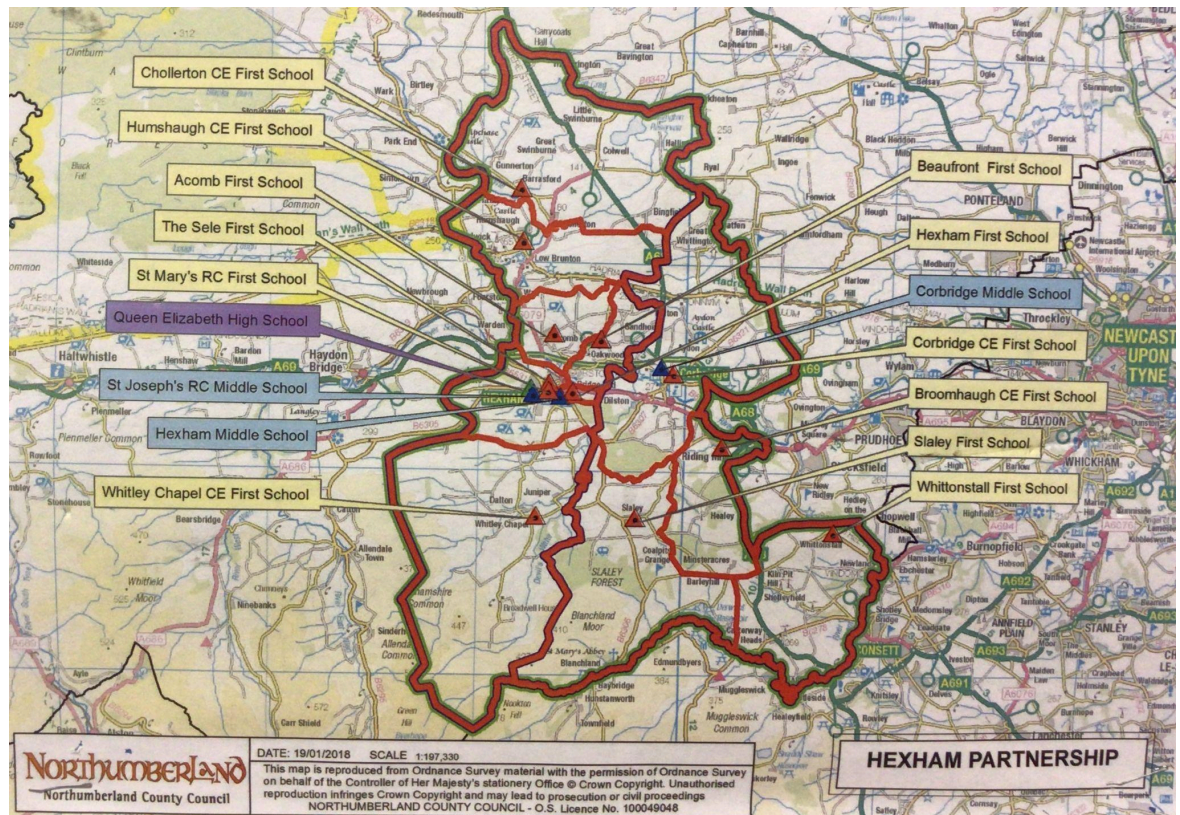
If parents are moving, we will ask for evidence of the move, when considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

There are special arrangements for families of service personnel with a confirmed posting or crown servants returning from overseas. If the application is accompanied by an official letter that declares the relocation date, and if there is a place available, it will be offered even though there is not an intended address or the family is not yet living in the area.

## 5. Children living in the catchment area of the school.

Below is a map of the Hexham Partnership, however, a digital school catchment map can be found - <https://northumberland.maps.arcgis.com/apps/webappviewer/index.html?id=8aa658f92b2a4237834519c4330fc07c>



## 6. Children who have special medical needs or other special circumstances, (supported by medical/professional opinion).

*Priority will be given in exceptional circumstances to a small number of children (or in some cases a close relative of the child) whose mental or physical impairment means they have a demonstrable and significant need to attend this school over any other.*

*Supporting evidence in the form of a letter from a doctor or social worker or other relevant qualified, independent professional, would be required. Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations and does not guarantee that a child will be given priority as each decision will be made on the merits of the individual case.*

## 7. Pupil Premium

*Children eligible for the pupil premium, including the service premium. Parents/guardians will be required to provide evidence of eligibility and the school may request confirmation from the applicant's home local authority. Children given priority under this criterion fall into the following categories:*

- *Children eligible to be registered for free school meals and children who have been registered as eligible for free school meals at any point in the last six years; and*

- *Children whose parent(s) are serving in the regular UK armed forces, the children of regular armed forces personnel who were serving in the past 3 years, or children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.*

## **8. Children of Staff**

Children of all staff will be considered where the parent has a permanent contract of employment and they were recruited to fill a vacant post for which there is a demonstrable skill shortage. Their normal base of work must be at Station Road, Barrasford, Hexham, Northumberland, NE48 4AA.

Children of all staff will be considered where the parent has a permanent contract of employment. Their normal base of work must be at Station Road, Barrasford, Hexham, Northumberland, NE48 4AA and their employment contract must have been in place for two or more years at the time of the closing date for application for admission.

### **Tie Breaker**

Where there are places available for some but not all applicants within a particular criterion, distance from home to school will be the deciding factor, with preference given to those whose principal home address is nearest to the school, when measured in a straight line as the crow flies between the front door of the home and the main gate of school using the Local Authority's computerised measuring system.

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s).

### **Late applications**

Applications received after the closing date and before the Admissions Authority admission meeting will be placed last in the criteria in which they fall unless the Admissions Authority is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time. Supporting evidence, including that provided by the required Supplementary Information Form, must also be supplied by the closing date for applications, unless it is satisfied that there are exceptional circumstances which reasonably prevented it being submitted on time. In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

### **In-Year Admissions**

Admission to the school during the school year depends on whether or not there are places available. Applications must be made through the LA, [School Application Form](#). Guidance can be found on the [Northumberland County Council Website](#). Admissions outside the normal age group will be dealt with as indicated below.

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority a place will be offered.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

### **Waiting List**

The school office will maintain a waiting list of applicants until 31 December in each year. In the event of a place becoming available in the appropriate class during the year and there are more applicants on the waiting list than places available, the selection criteria and tiebreaker indicated above will apply. Each added child will require the list to be ranked again in line with the published oversubscription criteria.

### **Multiple births**

In cases where there is one place available and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number for Reception or the number of places in other year groups in the relevant admission year.

### **Appeals Procedure**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact Hazel Davey at Chollerton Church of England Aided First School at Station Road, Barrasford, Hexham, Northumberland, NE48 4AA within 25 days of the date of the letter refusing your child a place at the school for information on how to appeal.

There is a Schools Appeal Form which can be found on our website.

### Appeals Timetable

1. The deadline for lodging appeals is 25 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal;
2. Appellants will receive at least 10 school days' notice of their appeal hearing;
3. We include reasonable deadlines for appellants to submit additional evidence, for admission authorities to submit their evidence, and for the clerk to send appeal papers to the panel and parties;
4. We ensure that decision letters are sent within five school days of the hearing wherever possible.

### Notes

1. Brother or sister, half brother or sister, adopted brother or sister, step-brother or sister, or the child of a parent's/carer's partner – in every case the child should be living in the same family unit at the same address.
2. If applicants are seeking admission under the criterion of living in the Parish or worshipping regularly and frequently at a Parish Church as above, they will be asked to provide evidence that they worship regularly and frequently, e.g. a letter from the incumbent. Regularly and frequently is defined as attendance at least eight times in the last twelve months.
3. A map showing the parish boundaries can be inspected at the school office.
4. If applicants are seeking admission under the criterion of special medical needs or other special circumstances, they will be asked to provide appropriate evidence, e.g. a letter from a doctor or specialist. The governors must be satisfied that there is a specified medical reason which makes attendance at this school essential.
5. Nursery admissions are entirely separate and parents are asked to note that attendance at the school's nursery does not guarantee a place in the reception class.
6. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.
7. If a place is offered on the basis of false information (e.g. address or Church attendance) or if parents do not respond within the stated timescale to the offer of a place the governing body reserves the right to withdraw their offer.

### Admission of children below compulsory school age and deferred entry to school

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer-born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted.



Some parents may feel that their child is not ready to start school in the September following their fourth birthday and the child's parents are entitled to:-

- defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age provided this is not beyond the beginning of the final term of the school year.

If parents wish to exercise the above rights they should discuss this with the Head Teacher as soon as possible to confirm arrangements and specify their choice in writing as follows: -

- their child attends part-time until they reach compulsory school age, or
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age.
- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full-time in the term after their fifth birthday.

The school finds it very helpful to have an early indication of the number of children to be admitted to the reception class the following September. However, it must be stressed that formal written applications for admission must be made on the form provided and returned to the Local Authority by the stated date. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their children have been successful in gaining a place by the end of April 2025.

Date approved by the Governing Body:

Signed by -

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**This policy was reviewed: Autumn 2023**  
**Date of next review: Autumn 2024**