



ADMISSIONS ARRANGEMENTS 2025-26

SERVE CHALLENGE EMPOWER

Document Control

Member Academies:

Appleton Thorn Primary School (APT)
Beamont Collegiate Academy (BCA)
Bridgewater High School (BHS)
Broomfields Junior School (BRO)
Great Sankey Primary School (GSP)
Meadowside Community Primary and Nursery School (MEA)
Padgate Academy (PAD)
Penketh High School (PHS)
Penketh South Primary School (PSP)
Sir Thomas Boteler Church of England High School (STB)

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3		
4		

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1. Aims

This policy aims to:

- Explain how to apply for a place at a school in The Challenge Academy Trust for pupil admissions to the 2025-26 academic year
- Set out the arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and Guidance

This policy is based on the following statutory guidance from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

We are required by our funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at a school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following their 5th birthday (or on their 5th birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

The application process varies slightly across the Trust's schools. In all cases, the admissions process for admission at the beginning of a year and for in-year admissions are managed on

the Trust's behalf through Warrington Borough Council. Information on the process is available on the Council's website at [Schools | warrington.gov.uk](https://schools.warrington.gov.uk). Before submitting your application, you are strongly advised to read the Parent's Information Booklet which includes useful information about the application process. A copy of the booklet can be viewed or downloaded by accessing the Council website at [Secondary school admissions | warrington.gov.uk](https://secondary-school-admissions.warrington.gov.uk) and [Primary school admissions | warrington.gov.uk](https://primary-school-admissions.warrington.gov.uk)

4.1. Secondary schools

This section applies to the following schools:

- Beamont Collegiate Academy
- Bridgewater High School
- Padgate Academy
- Penketh High School
- Sir Thomas Boteler Church of England High School

For applications in the normal admissions round, you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

Before submitting your application, you are strongly advised to read the Parent's Information Booklet which includes useful information about the application process. A copy of the booklet can be viewed or downloaded by accessing the Council website at [Secondary school admissions | warrington.gov.uk](https://secondary-school-admissions.warrington.gov.uk).

For Sir Thomas Boteler Church of England High School only

Parents must complete the school's own supplementary form in addition to the Local Authority Application Form. This form can be obtained direct from the school or is available to view or download from the Council's website.

You will receive an offer for a school place directly from your local authority.

4.2. Primary schools

This section applies to the following schools:

- Appleton Thorn Primary School
- Great Sankey Primary School
- Meadowside Community Nursery and Primary School
- Penketh South Primary School

For applications in the normal admissions round, you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

Before submitting your application, you are strongly advised to read the Parent's Information Booklet which includes useful information about the application process. A copy of the

booklet can be viewed or downloaded by accessing the Council website at [Primary school admissions | warrington.gov.uk](https://primary.schooladmissions.warrington.gov.uk)

Please note, pupils already attending one of our nurseries **will not transfer automatically into reception in the attached school** (or any of our other schools). A separate application must be made for a place in reception.

4.3. Broomfields Junior School

Broomfields Junior School's arrangements differ to all other schools in that their pupils transfer from Cobbs Infant School.

Pupils normally transfer to Broomfields Junior School from Cobbs Infant School having reached their seventh birthday by the 31st August. Opportunities are provided for children and parents to visit school prior to transfer, together with an evening meeting to discuss issues with the Headteacher, Deputy Headteacher and new class teachers. We provide the opportunity for parents to have a guided visit to the school, believing it to be extremely important that the transfer process is dealt with as supportively as possible. Additionally, both the Headteacher, Deputy Headteacher, Special Needs Co-ordinator and class teachers visit Cobbs Infant School to meet and welcome their new pupils.

Parents of children transferring to Broomfield do not need to submit an application form to the Local Authority. Pupils transfer automatically.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. Requests for admission outside the normal age group should be made at the same time as the application for a school place is made and should be submitted to the Local Authority Admissions team (email: schooladmissions@warrington.gov.uk).

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- Headteachers' views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place but it is not in their preferred age group.

6. Allocation of places

6.1. Admission numbers

Our schools have the following published admission numbers (PAN) for entry:

School	Year of Entry	PAN
<i>Appleton Thorn Primary School</i>	Reception	30
<i>Great Sankey Primary School</i>	Reception	45
<i>Meadowside Community Nursery and Primary School</i>	Reception	30
<i>Penketh South Primary School</i>	Reception	30
<i>Broomfields Junior School</i>	Year 3	90
<i>Beaumont Collegiate Academy (BCA)</i>	Year 7	180
<i>Bridgewater High School</i>	Year 7	360
<i>Padgate Academy</i>	Year 7	150
<i>Penketh High School</i>	Year 7	240
<i>Sir Thomas Boteler Church of England High School</i>	Year 7	175

6.2. Oversubscription criteria

Oversubscription criteria are used to establish an order of priority for allocation purposes when the number of applications for places at a school is greater than the number of places available.

Children who have an Education Health and Care Plan will be admitted to the academy named in the plan over and above the published oversubscription criteria. The oversubscription criteria for the Trust's schools will be published in the parents' guides as follows:

6.2.1. Primary and junior schools' oversubscription criteria

1. Child in Care (looked after children) and previously looked after children including those previously in state care outside of England*.
2. Siblings (pupils with elder brothers or sisters already attending the preferred school and expected to continue at the school in the following school year. This includes full, half or step-brothers and sisters and foster brothers and sisters who are living at the same address as part of the same family unit)
3. Children who attend the nursery attached to the school for a minimum of 15 hours per week (where relevant).

4. Pupils for whom advice from a medical practitioner or psychologist has been provided by the parents/carers at the time of application in support of admission to a particular school, which, in the council's view, justifies admission to the preferred school. The council, if it is considered appropriate, will seek the views of the school medical officer or educational psychologist in the event of parents requesting admission on medical or psychological grounds.
5. Children of staff where the member of staff has been employed by the relevant academy for two or more years at the time at which the application for admission to the academy is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Pupils living nearest to the school measured as a direct distance from the child's permanent place of residence to the school measured using a geographical Information address point system based on the local and property gazetteer. This measures straight line (direct) distances from the address point of the permanent place of residence to the address point of the school.

**A child in care 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 under section 22(1) of the Children Act 1989 at the time of making the application to the school.*

Previously looked after children are children who were looked after, but ceased to be so because they were adopted, (or became subject to a child arrangements order or special guardianship order).

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.

Where a school reaches its published admission number from pupils within one of the categories listed above, those pupils to be admitted from within that category will be those whose permanent places of residence are closest to the school as defined in oversubscription criterion six.

6.2.2. Secondary schools' oversubscription criteria

This section applies to the following secondary academies:

- Beamont Collegiate Academy
 - Bridgewater High School
 - Padgate Academy
 - Penketh High School
1. Child in Care (looked after children) and previously looked after children including those previously in state care outside of England*.
 2. Siblings (pupils with elder brothers or sisters already attending the preferred school and expected to continue at the school in the following school year. This

includes full, half or step brothers and sisters and foster brothers and sisters who are living at the same address as part of the same family unit)

3. Pupils for whom advice from a medical practitioner or psychologist has been provided by the parents (at the time of application) in support of admission to a particular school, which, in the Academy's view, justifies admission to the Academy. The Academy, if it is considered appropriate, will seek the views of the Academy medical officer or educational psychologist in the event of parents requesting admission on medical or psychological grounds.
4. Children of staff where the member of staff has been employed by the relevant academy for two or more years at the time at which the application for admission to the academy is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Where relevant, pupils attending an academy's partner primary schools. The nominated partner primary schools are:-

<i>School</i>	Partner primary schools
<i>Beamont Collegiate Academy</i>	Beamont Community Primary School Bewsey Lodge Primary School Brook Acre Community Primary School Dallam Primary School Meadowside Community Primary School St Andrew's Church of England Primary School St Ann's Church of England Primary School St Margaret's Church of England Primary School Oakwood Avenue Community Primary School
<i>Bridgewater High School</i>	Appleton Thorn Primary School Broomfields Junior School (linked to Cobbs Infant School) Grappenhall Heys Primary School St Matthew's CofE Primary School St Thomas' C of E Primary School Stockton Heath Primary School
<i>Padgate Academy</i>	None
<i>Penketh High School</i>	None

6. Pupils living nearest to the school measured as a direct distance from the child's permanent place of residence to the school measured using a geographical information address point system based on the local and property gazetteer (LLPG). This measures straight line (direct) distances from the address point of the permanent place of residence to the address point of the school.

**A child in care 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 under section 22(1) of the Children Act 1989 at the time of making the application to the school.*

Previously looked after children are children who were looked after, but ceased to be so because they were adopted, (or became subject to a child arrangements order or special guardianship order).

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.

Where a school reaches its published admission number from pupils within one of the categories listed above, those pupils to be admitted from within that category will be those whose permanent places of residence are closest to the school as defined in oversubscription criterion six.

6.2.3. Sir Thomas Boteler Church of England High School oversubscription criteria

This section applies to Sir Thomas Boteler Church of England High School only.

1. Child in Care (Looked after children) and previously looked after children including those previously in state care outside of England.¹
2. Siblings of children currently attending the school and expected to continue to attend the school in the following year. This includes full, half or step brothers and sisters and foster brothers and sisters who are living at the same address as part of the same family unit.
3. Children who have (or whose parent(s)/carer(s) have) a strong and dedicated commitment to the life and worship of a Christian Church, that is a member of Churches Together in Britain and Ireland (their website is <http://www.ctbi.org.uk/>), shown by worship at least twice per month for at least two years confirmed by the local minister on the application form.

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 premises² have been available for public worship”.

4. Children who have (or whose parent(s)/carer(s) have) a reasonable commitment to the life and worship of a Christian Church, that is a member of Churches Together in Britain and Ireland (their website is <http://www.ctbi.org.uk/>), shown by at least monthly worship for at least two years confirmed by the local minister on the application form.

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

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*in relation to attendance will only apply to the period when the church or
3alternative premises have been available for public worship”.*

5. Children of staff where the member of staff has been employed by the relevant academy for two or more years at the time at which the application for admission to the academy is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Children attending primary schools associated with Sir Thomas Boteler Church of England High School, which are:
 - Alderman Bolton Primary
 - Latchford St James’ Primary
 - St Elphin’s C of E Primary
 - Oakwood Avenue Primary
 - St Wilfred’s C of E Primary
 - Bradshaw Community Primary
7. Children who have (or whose parent(s)/carer(s) have) some commitment to the life and worship of a Christian Church, that is a member of Churches Together in Britain and Ireland, shown by worship at least twice per year confirmed by the local minister on the application form.

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”.

8. Pupils living nearest to the school measured as a direct distance from the child’s permanent place of residence to the school measured using a geographical Information address point system based on the local and property gazetteer. This measures straight line (direct) distances from the address point of the permanent place of residence to the address point of the school.

**A child in care 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 under section 22(1) of the Children Act 1989 at the time of making the application to the school.*

Previously looked after children are children who were looked after, but ceased to be so because they were adopted, (or became subject to a child arrangements order or special guardianship order).

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.

6.3. Tie breaker

A tie breaker must be applied to decide which applicant will be offered the last place at a school when two or more applicants cannot otherwise be separated.

In the event of the direct distances (in miles) being the same for two or more applicants and the last place to be allocated would be to one of these applicants, the measurements would be taken again in kilometres and the place will be offered to the applicant living nearest to the school in kilometres.

In the event that the distances measured in kilometres are the same, a random allocation will be applied.

6.4. Children below compulsory school age - deferred entry, part-time attendance and summer-born children

Children reaching the age of five between 1 September and 31 August may be admitted full time on the first day of the autumn term before their fifth birthday. To help children adjust, schools may phase the intake over the first few weeks of term with reception children attending on a part-time basis. Arrangements are determined at school level but part-time attendance does not usually last longer than the first four weeks of term.

Flexibility exists for parents/carers who feel their child is not ready to start school in the September following their fourth birthday. Parents/carers can request that the date their child is admitted to school is deferred until later in that academic year or until the term in which the child reaches compulsory school age. Parents/carers can also request that their child takes up the place part-time until the child reaches compulsory school age.

Parents/carers may wish to explore the possibility of their summer born child starting school in the September following their fifth birthday i.e. so their child is educated outside of their normal age group.

If a parent/carer chooses to explore this option, they should discuss it with the school they are interested in and the local authority as soon as possible. Parents should make it clear that they wish to apply for a reception class place a year later than the year into which the child could have been admitted.

The admitting authority is responsible for making the decision as to whether or not to educate outside of the normal age group based on the individual circumstances of each case. If the decision of the admitting authority is to refuse entry outside of the normal age group, the parent/carer does not have the right of appeal. The right of appeal is only available if they have been refused a place at a school which they have applied for, not the year group.

6.5. Infant class size legislation – Key Stage 1 only

Infant classes must not contain more than 30 pupils with a single school teacher. Additional children may be added under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The circumstances which would qualify a child to

be considered as an excepted pupil are outlined in the school admissions code and are as follows:

- a) children admitted outside the normal admissions round with statements of special educational needs specifying a school.
- b) looked after children and previously looked after children admitted outside the normal admissions round.
- c) children admitted, after initial allocation of places, because of a procedural error made by the admissions authority or local authority in the original application process.
- d) children admitted after an independent appeals panel upholds an appeal.
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance.
- f) children of UK service personnel admitted outside the normal admissions round.
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil.

6.6. Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that is not the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to a child in Care (looked-after children), previously looked-after children and children with EHC plans listing one of our schools.

6.7. Fair Access Protocol

We participate in our local authority's Fair Access Protocol. This helps make sure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

6.8. Waiting lists

Waiting lists for oversubscribed schools will be maintained by the Local Authority until the end of the autumn term i.e. 31st December 2025. This is because vacancies sometimes arise after the initial allocation of places has been made.

Waiting lists are held strictly in oversubscription order. The order of the waiting list can change as applicants leave or join the list or as the circumstances of the applicant changes e.g. change of address, change of primary school, sibling joining or leaving the preferred

school. If you change address during the time the waiting list is held, proof of the new address will be required in order to update the waiting list.

7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round.

In-year admissions are administered by the local authority and information on the process can be found at [In-year transfers | warrington.gov.uk](https://www.warrington.gov.uk/in-year-transfers)

As is the case in the normal admissions round, all children whose EHC plans name one of our schools will be admitted to the school.

Likewise, if there are spaces available at the school in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group at the school. Waiting lists are held strictly in oversubscription order. The order of the waiting list can change as applicants leave or join the list or as the circumstances of the applicant changes e.g. change of address, change of primary school, sibling joining or leaving the preferred school. If you change address during the time the waiting list is held, proof of the new address will be required in order to update the waiting list.

Parents will be notified of the outcome of their in-year application in writing by the local authority within 15 school days.

8. Appeals

The local authority administers all admissions appeals on behalf of all of our schools.

If your child's application for a place at one of the schools in our trust is unsuccessful, the local authority will inform you why admission was refused and given information about the process for hearing appeals.

All information on appeals and the appeals process can be found on the local authority website [School admission appeals | warrington.gov.uk](https://www.warrington.gov.uk/school-admission-appeals). If you wish to appeal, you must set out the grounds for your appeal in writing and email it to schooladmissions@warrington.gov.uk or send it to the following address:

Schools Admissions
East Annexe
Town Hall
Sankey Street
Warrington
WA1 1UH

9. Monitoring arrangements

This policy will be reviewed and approved by the Trust Board every year.

Whenever changes to the admission arrangements are proposed (except where the change is an increase to the PAN), the Trust Board will publicly consult on these changes.

The Trust Board will consult on the admission arrangements at least once every 7 years, even if there have been no changes during that period.