



St Luke's Church of England Aided Primary School

Admissions Policy 2025-2026

Rationale

It is a primary aim of our school that every member of the school community feels valued and respected, is able to thrive and flourish, and that each person is treated fairly and well which is demonstrated through our school vision.

Our Vision

Through our Christian values we will **aspire** to be more like Jesus; **believe** all as having equal worth and dignity in God's eyes and help all our children to **achieve** their God-given potential knowing that, '**we can do all things through Christ who strengthens us**' Philippians 4:13.

We are a caring community, whose values are built on mutual trust and respect for all, demonstrated through **Our Core Values of Love and Compassion, Friendship and Forgiveness, Endurance and Hope**

St Luke's is a Church of England Aided Primary School and the Governors of the school are its own admission authority.

The school will comply with the provisions within the Schools Admissions Code and the School Appeals Code, which is available at <https://www.gov.uk/guidance/academy-admissions>

Wolverhampton Local Authority will co-ordinate Admissions on behalf of our school. Details surrounding The City of Wolverhampton Council's co-ordinated primary admissions scheme are available from www.wolverhampton.gov.uk/admissions

St Luke's ensures that its school is inclusive. We welcome children from all backgrounds and abilities.

The only restriction for entry to any of our schools is on number. If the number of applications received exceeds the places available, allocations are made in accordance with the respective oversubscription criteria.

Our PAN for 2025/26 is	YR	Y1	Y2	Y3	Y4	Y5	Y6
	60	60	60	60	60	60	60

When parents request an admission place for their child at St Luke's they are encouraged to visit to meet the Head teacher/Member of Senior Leadership Team and view the school in action. **Parents are encouraged to read the 'LA Starting School in Wolverhampton' booklet which is published in electronic format on the City Council website and is available as a hard copy to parents on request without charge.**

Admission Criteria for the school: Reception

A child with an Educational Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN) which names the school will be admitted. Remaining places are allocated as detailed below.

Where there are less applicants than the PAN, all children will be admitted. In the event the school is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority

1. 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 Section 1 paragraph 1.7 Schools Admission Code 2021), will be given first priority for places. A 'Looked After Child' is a child who is in (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of the social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time the application is made to 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).

2. Children whose parent/carer is a member of staff employed at the school for two or more years at the point at which the application for admission to the school is made, or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. To support applications made under this criterion section 3 of SUPPLEMENTARY INFORMATION FORM FOR APPLICATION FOR A PLACE AT ST LUKE'S CHURCH OF ENGLAND AIDED PRIMARY SCHOOL WOLVERHAMPTON should be completed.

3. Children with a sibling already attending the school at the time a school place is sought. For admission purposes, a sibling is a child who resides permanently at the same address as the child for whom a place is being requested, and is one of the following:-

- brother/sister
- half-brother/sister (i.e. share one common parent)
- or stepbrother/sister (i.e. related by a parent's marriage/civil partnership)
- any other child of the parent/carer, where it can be demonstrated that s/he is residing permanently at the same address (e.g. under the terms of a residence order) in the same family unit as the sibling.

A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

4. Those parents/carers showing strong support from the leader of EITHER a local Christian church recognised by Churches Together in Britain and Ireland and/or the Evangelical Alliance,

OR a local place of worship belonging to one of the other major world religions (including Islam, Hinduism, Sikhism, Judaism and Buddhism). This must be affirmed by the parent's/carer's faith leader on the Supporting Information Form, and should demonstrate their commitment to the life, work and witness of the particular faith. If a faith leader believes the family to demonstrate exceptional commitment to the life, work and witness of their particular faith they should state this, with justification. This will be measured by;

- i. Comment/evidence regarding frequency of visits to the place of worship or involvement in the worshipping activities of the place of worship – must be indicated as additional information on Supplementary Information Form
- ii. number of years the parent/carers have been worshipping at present and previous place of worship - must be indicated as additional information on Supplementary Information Form, Religious Reasons

Supporting Evidence

A Supporting Evidence form, which is available from school, the school website or LA website, will be provided for parents/carers and their faith leader to complete. Their faith leader should demonstrate the family's current, strong religious connections. Information should be supplied on the **SUPPLEMENTARY INFORMATION FORM APPLICATION FOR A PLACE AT ST LUKE'S CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL WOLVERHAMPTON ACADEMIC YEAR 2025 - 2026**

In order to be accepted by the Governors all sections of this form should be completed and signed by both parent/carer and their Vicar/Minister/Faith Leader. It should be validated with the faith organisations stamp or headed paperwork and returned directly to the Head Teacher.

Supplementary Information Forms will be graded from A to C by a representative group from the Governing Body. Grade A applications will then be ranked above grade B applications; tie breaker criteria will apply within each group

- A. Significant strength of support from the parent/carers faith leader which demonstrates the parent/carers commitment to the life, work and witness of their particular faith
- B. Minimal strength of support from the parent/carers faith leader which demonstrates the parent/carers commitment to the life, work and witness of their particular faith
- C. No evidence/incomplete form: these will be ranked within category 5.

5. Any other children not falling into the above criteria 1 to 4.

‘Tie – Breaker’ If there is an insufficient number of places to accommodate all children then ranking will be applied within all categories’: Children living closest to the school, measured by the shortest walking distance. This is determined as the shortest distance from their home (or the main entrance to any communal building) to the front door of the school, using a commercial package that supplies National Grid map references to 1 metre or greater claimed accuracy. In the event of applicants living an equal distance or in a block of flats, available places will be offered randomly selected by drawing lots.

Child’s Home Address

Parents are asked to provide their child’s home address, i.e. the usual place of residence on weekdays and nights.

Please note that the addresses of childminders will not be accepted. This applies to both formal childminders and relatives or friends acting in a childminding capacity.

The home address of a pupil is considered to be the permanent residence of a child in a residential property when the place is offered. The address must be the child’s only or main residence and is either:

- owned by the child’s parent(s), carer(s) or guardian(s)
- leased to or rented by the child’s parent(s), carer(s) or guardian(s) under lease or written rental agreement.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned. Acceptable proof of address includes:

- A copy of a current council tax bill;
- A copy of a recent utility bill (gas, electric, dated within the last six months);
- A solicitor’s letter stating that contracts have been exchanged and specifying a completion date;
- A copy of your Child Tax Credit or Working Tax Credit award letter (if you receive either of these benefits);
- A signed and dated tenancy agreement.

Where parents have shared responsibility for a child and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives for the majority of the school week.

If the child equally shares living with both parents, the parents must inform the School Admissions and Appeals Section which address should be used for admission purposes and which parent will make the application. Parents may be requested to supply documentary evidence to support the address used for the application.

Late Applications

Late applications will be dealt with in accordance with the City of Wolverhampton Council coordinated admissions scheme.

Notification of Places

Parents will be notified of the outcome on or as soon as possible after 16th April - National Primary Notification Day, and given the opportunity to have their child's name placed on a waiting list for their preferred Wolverhampton school or schools, which will be held until the end of the Autumn Term.

If a child is refused a place because of over-subscription, parents are informed in writing of how to access the LA and School's procedures in respect of their right of appeal and waiting lists. (see Waiting Lists and Admission Appeals)

Waiting lists

The Authority will maintain the waiting lists until 31 December 2024.

A child's position on a waiting list is not fixed. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

In Year Fair Access Protocol

The Governors of St Luke's Church of England Aided Primary School are committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

Fraudulent or Misleading Applications

The Governing Board, in conjunction with City of Wolverhampton Council, will follow up any reports they receive that allege that a fraudulent or misleading application has been made.

Multiple Births

We understand that parent/carers would like to keep twins, triples and other children of multiple births together. In the event that there is an insufficient number of places to allocate to twins, triplets, etc. all children will be allocated together.

Tie-Breaker for Oversubscription

If there are an insufficient number of places to accommodate all the children of a particular criterion, the next criterion will be used to assess the applications concerned in order to prioritise applications.

Applications for children to be admitted outside their normal age group

For parents who wish for their child to be considered for admission to a class outside of their normal age group, applications will be dealt with in accordance with the City of Wolverhampton Council coordinated admissions scheme. This will include parents of a "summer born child" that may choose not to send that 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.

Deferred Entry

A child's parents may defer the date at which their child, below compulsory school age, 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 first day of the summer term 2024. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reached compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

In-Year Admissions

An In-year admission is any entry to school other than at the normal point in Reception, for example, transferring school due to a move of house or personal reasons. Requests for places in Reception after the normal round of admissions or request for places in other Year Groups should be made directly to the City of Wolverhampton Council. With the exception of a child with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN), where applications should be made at www.wolverhampton.gov.uk/admissions following The City of Wolverhampton Council's co-ordinated in-year admissions in conjunction with St Luke's Church of England Aided Primary School Admission Policy.

All applicants must:

1. Complete the Common Application Form and return to the City of Wolverhampton Council
2. In addition, **where relevant** (as detailed in the oversubscription criteria) applicants must complete the Supplementary Information Form and return it direct to the Head Teacher of St Luke's Church of England Aided Primary School.

Admission Appeals

In the event of a place not being offered, notice of the intention to appeal to the Independent Appeals Panel, established under Section 94 of the School Standards and Framework Act 1998, must be made to the Chairman of Governors via the school office. In due course, Parents will be sent the necessary Appeal Form by the governing board. Once the Appeal form has been lodged, details as to when and where the Appeal will be held will be forwarded to the parents by the Local Authority.

Withdrawing Offer Places

Any allegations received by the admission authority of people providing false accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn:- See Child's Home Address for the definition of which home address should be provided for a child.

Nursery Admissions

The school has a separate policy for Nursery Admissions which is based on older siblings already on full-time role and then birth date order. It should be noted that attending the school Nursery does not give any guarantee or preference for a place in Reception year or give sibling rights to any older child/ren applying for place in the school.

Financial Implications

There is no charge or cost related to the admission of a child to St Luke's Church of England Primary School.