



# Bowdon C.E. Primary School Admissions Policy for September 2025



Bowdon C. E. Primary School is a Voluntary Aided School where the Governing Body is the Admissions Authority. Decisions about admission to the school are made by the School Governors, not the Local Education Authority or the headteacher. The Governors publish a prospectus to help parents to decide on their choice of schools and to give other important information about our school. Please look at this carefully before applying for admission.

As an Anglican Church Aided School, RE, collective worship and the whole ethos of the school are based on the teachings of the Christian Church.

The school's catchment area comprises the parishes of: St. Mary's Bowdon, St. Peter's Hale (including St. Elizabeth's, Ashley) and St. Mark's, Dunham Massey.

The following policy has been agreed by the Governing Body for admissions to the school after September 1<sup>st</sup> 2025 and applies to all classes at the school. The policy is published in the school prospectus and on the website following the latest Government legislation regarding admissions.

## School Applications for September 2025

All children with birthdays from 1 September 2020 until 31<sup>st</sup> August 2021 are eligible to be admitted in September 2025.

For admission to reception classes, parents **will need to complete two forms:**

- **Form 1** – is the Trafford Primary/Infant Application Form which is available from the school office or can be completed online (at [www.trafford.gov.uk/admissions](http://www.trafford.gov.uk/admissions)) and must be received at Trafford by the date published in the Local Authority co-ordinated Admissions scheme (January 2025). This form is used to record parent's preferences and other information that will be used by Trafford to allocate places to children. The school's planned admission number is **90**.

If you include Bowdon C. E. Primary School as one of your preferences on this form your child will be added to the list which is sent to the school to be put into rank order using the agreed over-subscription policy. The school will not be told where it has been placed on the preference form and so this information will not be used in deciding the rank order. If Bowdon C of E Primary School is your preferred school, then we would recommend that you place it first on the preference form.

- **Form 2** – is the school's Additional Admissions Information Form where parents must complete all sections in order for the school to have the information required to place the applications into rank order, according to the agreed over-subscription policy. This rank order will then be used by Trafford to offer places at the school. Applications for reception children should be received by the date published in the Local Authority's co-ordinated scheme (January 2025). Parents will be informed of the outcome on or around 16<sup>th</sup> April 2025.

## Criteria for the Admission of Students 2025

There are 90 places available for admission in 2025. Of these, 70 places are called **Foundation Places** and give priority to those who are involved in worship of a Christian church. As we serve our local community, 20 places are allocated openly and are termed **Open Places**.

### **Foundation Places**

The Governors have designated 70 places for the children of families who are involved in worship within the Church of England or a church that is a member of Churches Together in Britain and Ireland. <sup>\*7</sup>

People applying for Foundation Places need to complete an Additional Admissions Form, available from the school office, the school website or the Local Authority. The form should be completed, signed by a vicar, church leader or employed worker and sent directly to Bowdon C of E Primary School, Grange Road, Bowdon, Altrincham, Cheshire. WA14 3EX before the published closing date.

***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.***

If there are more than 70 qualifying applicants, places will be allocated using the following criteria, stated 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 and who worship in a church that is a member of Churches Together in Britain and Ireland
2. Children with special medical or social circumstances and whose parents/carers fulfill categories 4,5,6 or 7 <sup>\*3</sup>
3. Children of staff employed by the Governing Body who work 16 hours per week or more and whose parent(s)/carer(s) fulfill categories 5,6 or 7
4. Children with a sibling already attending the school and expected to continue at the school in the following academic year who fulfill the requirements of categories 5,6, or 7 <sup>\*8</sup>.
5. Children whose parent(s)/carer(s) is(are) involved in worship at St. Mary's Bowdon, St. Peter's Hale (including St. Elizabeth's, Ashley), or St. Mark's Dunham Massey and who live in the catchment area of the school <sup>\*2 \*4\*5\*6\*8</sup>
6. Children whose parent(s)/carer(s) is(are) involved in worship at St. Mary's Bowdon, St. Peter's Hale (including St. Elizabeth's, Ashley), or St. Mark's Dunham Massey and who do not live in the catchment area of the school <sup>\*2 \*4 \*5\*6\*8</sup> but do reside within Trafford.
7. Children whose parent(s)/carer(s) are involved in the worship of a church that is a member of Churches Together in Britain and Ireland <sup>\*2 \*4 \*5\*6\*7\*8</sup> and who reside either within the parishes of St. Mary's Bowdon, St. Peter's Hale (including St. Elizabeth's, Ashley), St. Mark's Dunham Massey or within Trafford

*Within categories 3 and 4, categories 5 and 6 will be used to order applicants. Where two or more candidates are equal considering categories 5 and 6, nearness of the home to the school will be used as a secondary measure*

*Within categories 1,2,5,6 and 7 nearness of the home to the school will be used to order applicants, measured in a direct line from the applicant's home to the school.*

*Unsuccessful applicants for Foundation Places will be considered for Open Places. Any unfilled foundation places will be designated as open places.*

### **Open Places**

The Governors have designated 20 places as Open Places, to be offered to applicants whose parents have chosen the school for the type of education it provides. Parents applying for an Open Place do so knowing that the Christian faith is at the heart of the school and comes into daily activities.

If there are more than 20 applicants, places will be allocated using the following criteria, stated 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.
2. Children with special medical or social circumstances \*<sup>3</sup> whose parent(s)/carer(s) reside either within the parishes of St. Mary's Bowdon, St. Peter's Hale (including St. Elizabeth's, Ashley), St. Mark's Dunham Massey or within Trafford
3. Children of staff employed by the Governing Body to work 16 hours per week or more
4. Children with a sibling already attending the school and expected to continue at the school in the following academic year\*<sup>1</sup> whose parent(s)/carer(s) reside either within the parishes of St. Mary's Bowdon, St. Peter's Hale (including St. Elizabeth's, Ashley), St. Mark's Dunham Massey \*<sup>5</sup>
5. Children whose principal address is within 0.5 miles (as detailed below) of the school gate \*<sup>5</sup>
6. Children with a sibling already attending the school and expected to continue at the school in the following academic year \*<sup>1</sup> whose parent(s)/carer(s) reside within Trafford \*<sup>5</sup>
7. The nearness of the home to the school. Distance will be calculated in a straight line from the applicant's home to the School using property coordinates provided through Trafford's Local Land and Property Gazetteer (LLPG) which complies with BS7666, coordinates provided from other home authority LLPG systems and Royal Mail Postal Address Information. \*<sup>5</sup>

## **Notes**

**A. INFANT CLASS SIZE LIMITS** :It is the duty of Governors to comply with class size limits at Key Stage One. Parents who are not offered a place for their child have the right of appeal under the 1998 Education Act and an Independent Appeals Panel has been set up specifically for this purpose. To exercise the right of appeal contact the Legal and Democratic Services Team, Town Hall, Talbot Road, Stretford, M32 0YT, telephone number 0161 912 4221, to obtain an appeal form.

A list for parents wishing to express interest in a place is kept by the school for each year group throughout the academic year. If the school is asked to admit a pupil outside the normal admission round, under the Fair Access Protocol, that child may have priority over pupils on the list. For Reception places a waiting list is kept until the end of the autumn term.

**B. 'IN YEAR' AND LATE APPLICATIONS:** will be administered by the Bowdon Church School admissions team. For 'In year' and late applications received outside the normal admissions round, if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places, then the published oversubscription criteria will be applied.

**C. ADDRESS OF APPLICANT:** The Governing Body of Bowdon C. E. Primary School reserves the right to withdraw the offer of a school place where false evidence is received in relation to sibling connections or permanent place of residence.

Home address refers to the child's permanent home at the proposed date of admission. 'Home' is defined as where a child wakes up in the morning before attending school. Where a child lives with parents with **equal** shared responsibility, the Governors will use the address of the parent whose residence falls within catchment, (if both residencies are in catchment, the nearest address to school, using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666) and Royal Mail Postal Address Information will be used).

**D. MULTIPLE BIRTHS:** In the event of one sibling (twin) being offered a place at the school and another not because the planned admission number has been reached, each sibling would be admitted even if this goes above the admissions number of the school.

**E. DEFERRED ENTRY:** Parents must contact the headteacher on application before consideration is given to deferring their child's application to the school on medical grounds. In most circumstances it is in your child's best interest to start in the usual admissions round. Deferring entry will not guarantee a place in the following year's admissions.

- F. SUMMER BORN CHILDREN:** Parents of summer born children may decide 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 Y1. However, it is strongly advised that parents contact the Headteacher before making this decision as there can be an impact on secondary transition. In most circumstances it is in your child's best interest to start in the usual admissions round. Delaying entry will not guarantee a place in the following year's admissions.

*Please see Trafford's Application Process and the Admission of summer born children section for local process for parents to submit requests.*

<https://www.trafford.gov.uk/residents/schools/school-admissions/composite-prospectus/Primary/Application-process.aspx>

- G. WAITING LIST:** A waiting list will be kept until 31st Dec. 2025, following which an application for in-year admission will need to be made.

### **Supplementary Information – Foundation Places**

***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.***

\*1 Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother 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.

\*2 By involved in the worship we mean attendance at worship averaging at least twice a month for the twelve months prior to the January of the year of admission <sup>+</sup>.

<sup>+</sup> In very exceptional circumstances (such as serious illness), when a family has a history of keen church involvement but has been unable to attend regularly in the preceding twelve months, clergy may use their discretion for this criteria.

\*3 Professional supporting evidence from e.g. A doctor, psychologist, social worker is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why Bowdon C. E. Primary School is the most suitable school and the difficulties which would be caused if the child had to attend another school.

\*4 A parent/carer is any person who has parental responsibility or care of the child. Where admission arrangements refer to the 'parent's attendance at church' it is sufficient for just one parent/carer to attend.

\*5 The child's principal address means the address where the child normally and permanently lives on a full time basis, not a temporary address or the address of a carer or relative. In the case of parents who are separated or divorced and where child care arrangements are shared between two addresses, the Governors will use the address of the parent whose residence falls within catchment, (if both residencies are in catchment, the nearest address to school, using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666) and Royal Mail Postal Address Information will be used).

\*6 People moving into the parish who are able to support their application demonstrating their commitment to leading or attending worship in their former Church can also be considered.

\*7 A Christian denomination is a church listed on the "Churches Together" website ( HYPERLINK "http://www.churches-together.net" [www.churches-together.net](http://www.churches-together.net)).

\*8 It is the responsibility of parents/carers to ensure that their church attendance is recorded to be used as evidence if necessary.

**If it is discovered that false or incorrect information has been used in order to secure a place, the place will be withdrawn.**

*Bowdon C of E Primary School is required to send a copy of this policy to other local admission authorities. In consultation with Trafford Admissions, the Governors have determined these admission authorities as follows: Trafford Education Admissions, Warrington Education Admissions and Cheshire East Education Admissions.*

For additional information regarding admissions to Voluntary Aided Church Schools, please visit the Chester Diocese Website at <http://www.chester.anglican.org>