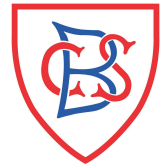


Bowdon C.E. Primary School Admissions Policy for September 2027



'I have come that they might have life and have it in abundance'

John 10:10

'Loving, learning and growing together'

Bowdon Church School aims to provide a nurturing community and rich curriculum to guide children on life's journey: fostering a love of learning, cultivating spiritual, social, moral and cultural wellbeing, and strengthening them with a growing trust and knowledge of God.

Love – Respect – Hope – Forgiveness – Wisdom - Koinonia

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 (including St Luke's Bowdon Vale), St. Peter's Hale (including St. Elizabeth's, Ashley) and St. Mark's, Dunham Massey. Parish boundaries can be found here: <https://www.achurchnearyou.com/>

The following policy has been agreed by the Governing Body for admissions to the school after September 1st 2027 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.

Making an Application for September 2027

For admission to Reception classes, there are two application forms:

- **Form 1** – is the **Trafford Primary Application Form** which is completed online (at <https://parentportal.trafford.gov.uk/web/portal/pages/parents/admissions>) and must be received at Trafford by the date published in the Local Authority co-ordinated Admissions scheme (**15th January 2027**). This form is used to record parent's preferences and other information that will be used by Trafford to allocate places to children. It is not usually possible to change the order of your preferences for schools after the closing date.
- **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 applications into rank order for **Foundation Places**, according to the agreed over-subscription policy.

If you include Bowdon C. E. Primary School as one of your preferences your child will be included on 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.

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 (2027). Parents will be informed of the outcome on **16th April 2027** or the next working day.

Admission Procedures

Criteria for the Admission of Students 2027

There are 90 places available for admission in 2027.

Where a child has an education, health and care plan (EHCP) which names the School, then that child will be admitted to the School following consultation and the number of available places in the PAN will reduce correspondingly. Admission of children with an EHCP is dealt with by the home Local Authority (LA) (which is where you reside). You can find more information about this process from your SENAS practitioner or your SENCO in your current educational setting.

Of the remaining places, **up to 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, **a minimum of 20 places are allocated openly and are termed Open Places.**

Foundation Places

The Governors have designated **up to 70 places** for the children of families who are involved in worship within Christian Churches.*⁵

People applying for Foundation Places need to complete an Additional Admissions Form, paper copies available from the school office, or download from the school website here: <https://www.bowdoncs.org.uk/Admissions>. 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.

Where the number of applications for a **Foundation Place** exceeds the number of foundation places available, the following over-subscription criteria will apply, stated in order of priority:

1. **Looked after children and children who were previously looked after**, whose parent/s worship*¹ in a Christian Church *² and who reside either within the ecclesiastical parish boundaries of the following churches or benefices: St. Mary's, Bowdon (including St Luke's); St. Peter's, Hale; St. Elizabeth's, Ashley; or St. Mark's, Dunham Massey

A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

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). Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

This includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted.

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.

2. **Children with special medical or social circumstances affecting the child where these needs can only be met at Bowdon C of E School**, whose parent/s worship*¹ in a Christian Church*² and who reside either within the ecclesiastical parish boundaries of the following churches or benefices: St. Mary's, Bowdon (including St Luke's); St. Peter's, Hale; St. Elizabeth's, Ashley; or St. Mark's, Dunham Massey; or within Trafford.

Professional supporting evidence from e.g. a doctor, psychologist, social worker, is required that sets 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.

3. **Children of staff employed by the Governing Body who work 16 hours per week or more** and whose parent(s)/carer(s) whose parent/s worship*¹ in a Christian Church *² and who reside either within the ecclesiastical parish boundaries of the following churches or benefices: St. Mary's, Bowdon (including St Luke's); St. Peter's, Hale; St. Elizabeth's, Ashley; or St. Mark's, Dunham Massey; or within Trafford.
4. **Children with a sibling already attending the school and expected to continue at the school in the following academic year** and whose parent(s)/carer(s) whose parent/s worship*¹ in a Christian Church*² and who reside either within the ecclesiastical parish boundaries of the following churches or benefices: St. Mary's, Bowdon (including St Luke's); St. Peter's, Hale; St. Elizabeth's, Ashley; or St. Mark's, Dunham Massey; or within Trafford.

Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

5. **Children whose parent(s)/carer(s) worship*¹ at St. Mary's, Bowdon (including St Luke's); St. Peter's, Hale; St. Elizabeth's, Ashley; or St. Mark's, Dunham Massey; and who reside within the ecclesiastical parish boundaries of these churches or benefices**
6. **Children whose parent(s)/carer(s) worship*¹ at St. St. Mary's, Bowdon (including St Luke's); St. Peter's, Hale; St. Elizabeth's, Ashley; or St. Mark's, Dunham Massey; and who do not reside within the ecclesiastical parish boundaries of these churches or benefices. but do reside within Trafford (determined by the LA application received by the school).**
7. **Children whose parent(s)/carer(s) are involved in the worship*¹ of a Christian church*² and who reside either within the ecclesiastical parish boundaries of the following churches or benefices: St. Mary's, Bowdon (including St Luke's); St. Peter's, Hale; St. Elizabeth's, Ashley; or St. Mark's, Dunham Massey; or within Trafford**

Where two or more candidates are equal considering categories 3 and 4, categories 5 and 6 will be used to order applicants, followed by straight line distance of the child's primary residence to the school (see 'Supplementary Information for Foundation Places and Open Places' below)

Where two or more candidates are equal considering categories 1,2, 5, 6 and 7, straight line distance of the child's primary residence to the school will be used. (see 'Supplementary Information for Foundation Places and Open Places' below)

Supplementary Information for Foundation Places

*1 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. 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. Where admission arrangements refer to the 'parent's attendance at church' it is sufficient for just one parent/carer (with parental responsibility) to attend. It is the responsibility of parents/carers to ensure that their church attendance is recorded to be used as evidence.

Attendance cards are available in the parishes of St. Mary's, Bowdon (including St Luke's); St. Peter's, Hale; St. Elizabeth's, Ashley; or St. Mark's, Dunham Massey.

*2 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.

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.

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 a minimum of 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 applicants than available Open Places, they 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.

A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

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). Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

This includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted.

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.

2. **Children with special medical or social circumstances affecting the child where these needs can only be met at Bowdon C of E School**, whose parent(s)/carer(s) reside either within the ecclesiastical parish boundaries of the following churches or benefices: St. Mary's, Bowdon (including St Luke's); St. Peter's, Hale; St. Elizabeth's, Ashley; or St. Mark's, Dunham Massey; or within Trafford (*determined by the LA application received by the school*).
Professional supporting evidence from e.g. a doctor, psychologist, social worker, is required that sets 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.
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** who reside within the ecclesiastical parish boundaries of the following churches or benefices: St. Mary's, Bowdon (including St Luke's); St. Peter's, Hale; St. Elizabeth's, Ashley; or St. Mark's, Dunham Massey; (Ecclesiastical parishes can be found here <https://www.achurchnearyou.com/>)
5. **Children whose principal address is within 0.5 miles** (*defined by co-ordinates held in Trafford's Local Land and Property Gazetteer (BS7666)*) of the school.
6. **Children with a sibling already attending the school and expected to continue at the school in the following academic year** whose parent(s)/carer(s) reside within Trafford (*determined by the LA application received by the school*).
7. **Other children by distance from the school, with priority for admission given to children who live nearest 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.

Where two or more candidates are equally ranked in categories 3 and 4, categories 5 and 6 will be used to order applicants, followed by straight line distance of the child's primary residence to the school

Where two or more candidates are equally ranked in categories 1, 2, 5, 6 and 7, straight line distance of the child's primary residence to the school will be used to order applicants.

Supplementary Information for Foundation Places and Open Places

To determine the school's catchment area, Ecclesiastical parishes can be found here:

<https://www.achurchnearyou.com/>

The distance from the home address will be calculated from the seed point of the property, which is defined by co-ordinates held in Trafford's Local Land and Property Gazetteer (BS7666), and are available for each individual property on request from Trafford's School Admission Team.

For applicants resident outside Trafford, the seed point data will be provided by the Home Authority. Royal Mail Postal Address Information may be used in some instances. The co-ordinates used for each school are held in Trafford's School Admissions and Transfer system and are listed in the [Directory of Primary Schools](#).

If two or more applications for the last place cannot be separated by distance, the final place will be determined through a random draw, conducted and scrutinised by persons independent from the School, and from the Children's Services Directorate (in line with Trafford Policy)

Right of Appeal

Where the governors are unable to offer a place because the school is oversubscribed, parents have the right to 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 go to

<https://www.trafford.gov.uk/residents/schools/school-admissions/Primary/primary-school-admissions-appeals.aspx>, and download an appeal form for Voluntary Aided Primary Schools. Complete and return this form either by email at school.appeals@trafford.gov.uk or by post to: School Appeals Section, Governance Services, Trafford Council, Trafford Town Hall, Talbot Road, Stretford M32 0TH.

Additional Notes

A. INFANT CLASS SIZE LIMITS :It is the duty of Governors to comply with class size limits at Key Stage One.

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/ HOME ADDRESS: 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. Where parents share equal care the address where the child is registered with the General Practitioner (GP) will be used. 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. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required

The School Admissions Code states that only one offer per child must be made by the Local Authority. Therefore, only one address can be used to determine the outcome of an application. In the event where two applications are received from different addresses, the authority will use the address of the parent who is in receipt of child benefit to determine the outcome of the application. Where child benefit is not claimed, the authority will use the address where the child is registered with the General Practitioner (GP).

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.

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 ADMISSION: Children are eligible for a reception place from the beginning of the school year in which they become 5 years old. However they do not become of compulsory school age until the start of the term after their fifth birthday. After a place has been allocated and accepted parents may defer the school place until later in the school year and if they do this the place will be held for the child. They cannot however defer entry beyond the beginning of the term after the child's

fifth birthday, nor beyond the summer term. Parents may also choose that their child attends on a part time basis until the child reaches compulsory school age.

F. CHILDREN EDUCATED OUT THEIR NORMAL AGE GROUP: Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. or summer born children (those between 1st April and 31st August), must contact the school and Local Authority as soon as possible as this this would involve either an in-year application for year 1 or a new application for reception in the following year. Parents should submit the request for admittance outside of the chronological year group to the headteacher and Trafford as soon as possible in addition to submitting the normal application. The decision as to which year group the child will enter will be made taking into account information from the parents and headteacher and should be in the best interests of the child. Information that parents could include in their request may include details of medical conditions or reports from professionals to support their request. Parents of summer born children should be aware that agreement by the school to allow a child to enter reception in the following year does not guarantee a place in the class. Parents must apply to the school in the normal co-ordinated 21 round and the application will be considered in the normal manner following the oversubscription criteria. Parents may also choose to apply in-year for admittance to year 1 and the child's normal age group.

Parents will be required to submit an on time application and to approach all the preferred schools in Trafford to discuss their child's circumstances, by 15 January.

Each school will complete a Delayed Entry Request Form with the parent. Each school will consider the information provided and complete the Decision Outcome Section of the Delayed Entry Request Form. 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/Primary/primary-application-guidance.aspx>

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

G. WAITING LIST: Where we have more applications than places, the oversubscription 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 oversubscription 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. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the planned 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. Admission authorities must maintain a clear, fair and objective waiting list for at least the first term of the academic year of admission. Waiting lists for the School will run throughout the year for every year group. Each added child will require the list to be ranked again in line with the published oversubscription criteria.

H. SPECIAL EDUCATIONAL NEEDS (SEND): Where a child has an education, health and care plan (EHCP) which names the School, then that child will be admitted to the School and the number of available places in the PAN will reduce correspondingly. Admission of children with an EHCP is dealt with by the home Local Authority (LA) (which is where you reside).

Fraudulent Applications

Where the Governing/Trust Board 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/Trust Board 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.

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>



Bowdon C of E Primary School

Additional Admissions Information Form For Reception Places



Please complete the following which will enable us to categorise applicants for the relevant year group in line with the Admissions Policy

Please contact Trafford to complete an application for a school place and then refer to the school's agreed Admissions Policy before completing this form, which is specific for this school.

A separate form should be completed for each child.

Child's Information:		
Child's full name		
Date of Birth		
Parental Details:		
Name of Parent/Carer		
Permanent address (Please incl postcode) <i>Where parents live at different addresses, the current 'at the time of application', normal address of the child will be the one used. This will be the one where the child wakes up for the majority of Monday to Friday mornings.</i>		
Local Council	Trafford / Cheshire East / Other (please state):	
Email address:		
Parent/Carer signature		
Date		
Is your child's primary residence within any of the following parishes: https://www.churchofengland.org/resources/achurchnearyoucom	<ul style="list-style-type: none"> ● St. Mary's, Bowdon (including St Luke's, Bowdon) ● St Peter's, Hale ● St. Elizabeth's, Ashley ● St. Mark's, Dunham Massey 	Yes / No

To be considered for a Foundation Place, please complete the section below and obtain a countersignature from your Vicar/Minister to verify information.

Place of worship	
Name of Vicar/Priest /Faith Leader	
Telephone / email of Vicar/Priest/Faith Leader	
<p><i>'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. 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. Where admission arrangements refer to the 'parent's attendance at church' it is sufficient for just one parent/carer (with parental responsibility) to attend. It is the responsibility of parents/carers to ensure that their church attendance is recorded to be used as evidence.'</i> Attendance cards are available in the parishes that are listed above.</p> <p><i>In the last twelve months, have you attended worship an average of at least twice a month? Yes / No</i> <i>To be initialled by Vicar/Minster or evidence attached :</i></p>	

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

Signature of Vicar/Minister	
I confirm that all details are correct: Signature of Parent/Carer	
Date	



This form should be returned to:

The Headteacher, Bowdon Church School
 Grange Road, Bowdon, Cheshire WA14 3EX
 Telephone number 0161 928 8907

Applications for Reception Classes – September 2027

In addition to completing a Trafford application form, this completed Additional Information Form for reception children should be received by the school in line with the date set by Trafford Admissions. If you enclose a stamped, self-addressed envelope we will send confirmation that we have received this form. Written acceptance of a place is necessary within 14 days of the offer being made.

**Parents will also need to complete the
 Trafford Primary Admissions Form online.**

[Trafford Primary Admissions](#)