



Admissions Arrangements for One Community Trust Schools Academic Year 2026/2027

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CHANGE RECORD FORM

Version	Date of change	Date of release	Changed by	Reason for change
1	01/12/24	24/02/25	GC	New Policy
2	02/09/25		SL/TR	Change to Locking Stumps PAN

One Community Trust includes the following schools:

- Birchwood Community High School
- Brook Acre Community Primary School
- Croft Primary School
- Culcheth Primary School
- Gorse Covert Primary School
- Locking Stumps Community Primary School
- Oakwood Avenue Primary School
- Woolston Community Primary School

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1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's 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 statutory requirements

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

[School Admissions Code 2021](#)

[School Admission Appeals Code](#)

As an academy, the school is required by its 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 the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children, as defined in section 22 of the Children Act 1989, 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 (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

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 is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

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

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

4. How to apply

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

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

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.

When considering any request for admission of children outside their normal age group, the admission authority will take full account of parent's views but will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. If a child is allowed a delayed admission to school and starts reception a year later, the general expectation is that the child will access the Early Years curriculum during the year leading up to the child starting reception class i.e., attendance at a nursery setting.

Initially, parents seeking to educate their child outside the normal age group (out of cohort request) should have a discussion with the Headteacher of their child's prospective school. The Headteacher may be able to allay any concerns parents may have about school readiness. The school should also be able to explain the provision on offer to children and how the needs of the youngest pupils are met. Following this if parents still wish to pursue an out of cohort request, they must write to the preferred school direct setting out the reasons why, in their view, the child will benefit from being educated outside their normal age group. 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

- The headteacher's 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.

Any formal request must be made at the same time as applying for a place for normal entry i.e. by the closing date of the 15 January 2025 to give sufficient time for the request to be considered. If the admission authority agrees a request to be taught outside the normal age group, this does not guarantee a place in the school's reception class for the following year. A further application will need to be made during the following year's normal admissions rounds.

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 at the school, but it is not in their preferred age group.

6. Allocation of places

6.1 Published admission number (PAN)

The published admission number (PAN) for Reception Class entry of pupils for One Community Trust primary schools in September 2026 are set out below:

Primary School	PAN for Reception Class Entry in September 2026
Brook Acre Community Primary School	30
Croft Primary School	30
Culcheth Primary School	30
Gorse Covert Primary School	30
Locking Stumps Community Primary School *on the 9 th April 2025, the DFE regional director approved the variation of Locking Stumps admission number from 60 to 30	30
Oakwood Avenue Primary School	90
Woolston Community Primary School	30

The published admission number (PAN) for Year 7 entry of pupils for the One Community Trust secondary school in September 2026 is set out below:

Secondary School	PAN for Year 7 Entry in September 2026
Birchwood Community High School	200

6.2 Oversubscription criteria

All children whose education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below for each of the One Community Trust schools, in order, until all places are filled.

The oversubscription criteria for one community trust schools are set out on Pages 6-11.

Brook Acre Community Primary School

1. 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 year. This includes full, half or stepbrothers and sisters and foster brothers and sisters who are living at the same address as part of the same family unit).
3. Children of Staff at the School.
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. Pupils registered at Brook Acre Primary Nursery.
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 land 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.

Where the 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 place of residence are closest to the school as defined in oversubscription criterion 6.

Croft Primary School

1. Looked after children and previously looked after children including those previously in state care outside of England.
2. Children of Staff at the School.
3. 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 stepbrothers and sisters and foster brothers and sisters who are living at the same address as part of the same family unit)
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. Pupils registered at Croft Tiny Acorns Nursery
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.

Where the 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 place of residence are closest to the school as defined in oversubscription criterion 6.

Culcheth Primary School

1. 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 year. This includes full, half or stepbrothers 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/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.
4. 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 land 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.

Where the 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 place of residence are closest to the school as defined in oversubscription criterion 4.

Gorse Covert Primary School

1. 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 stepbrothers 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/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.
4. 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.

Where the 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 place of residence are closest to the school as defined in oversubscription criterion 4.

Locking Stumps Community Primary School

1. 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 year. This includes full, half or stepbrothers 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/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.
4. 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 land 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.

Where the 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 place of residence are closest to the school as defined in oversubscription criterion 4.

Oakwood Avenue Primary School

1. Looked after children and previously looked after children including those previously in state care outside of England.
2. Children of Staff at the School.
3. Siblings (pupils with elder brothers or sisters already attending the preferred school and expected to continue at the school in the following year. This includes full, half or stepbrothers and sisters and foster brothers and sisters who are living at the same address as part of the same family unit).
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. Pupils registered at Oakwood Avenue Nursery.
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.

Where the 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 place of residence are closest to the school as defined in oversubscription criterion 6.

Woolston Community Primary School

1. 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 of staff at the school *
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. 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.

Where the 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 place of residence are closest to the school as defined in oversubscription criterion 5.

* Where the member of staff has been employed at the school for two or more years at the time which the application for admission to the school is made, and/or

The member of staff has been employed for less than two years but recruited to fill a vacant post for which there is a demonstrable skill shortage.

Birchwood Community High School

1. Children who are or have been in the care or interim care of a Local Authority pursuant to sections 31 and 38 of the Children's Act 1989, or children who are accommodated by a local authority pursuant to section 20 of the Children's Act 1989, or children who have previously been in the care of a local authority but have since been adopted alongside 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 (IAPLAC).
2. Admission of pupils whose siblings currently attend Birchwood Community High School and who will continue to do so on the date of admission. For the purpose of allocating places, sibling means:
 - full sibling living at the same address as the applicant
 - step sibling living at the same address as the applicant
 - half sibling living at the same address as the applicant
 - long term foster sibling living at the same address as the applicant
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. 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.

Where the 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 place of residence is closest to the school as defined in oversubscription criterion four.

6.3 Tie breaker for one community trust schools

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 Shared parental responsibility

For school admission purposes, the Academy Trust has agreed that when considering application forms from parents with 50/50 shared responsibility for their child, the address given on the application should be the address of the parent who is in receipt of the child benefit and/or child tax credit. Proof may be required.

If the care is not split 50/50, the address used for allocation purposes will be the address where the child sleeps on most nights of the week.

6.5 Waiting list

Waiting lists for one community trust schools are held by the local authority for the whole of the Autumn Term of the academic year of admission (until the 31 December of each school year of admission). Waiting lists must be held strictly in oversubscription criteria order.

If your application is unsuccessful, your child's name will be added to the waiting list. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria outlined in Section 6.2. Priority will not be given to children based on the date their application was received, or when their name was added to the list. This means children can move up or down a list.

Under the School Admissions Code, looked-after children, previously-looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol (see Section 7 below) must take precedence over those on the waiting list.

6.6 Children below compulsory school age (applicable to primary schools only)

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

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.

6.7 Fair Access Protocol

We participate in Warrington's Fair Access Protocol. This helps ensure 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 and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to the school for their child. Any application will be processed in accordance with the usual in-year admission procedures (see Section 7).

6.8 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. The exception to this is where 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 isn't the normal point of entry, in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13) apply.

6.9 Children of UK service personnel and crown servants

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

6.10 Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Applications for in-year admissions are administered by the local authority. Generally, a child will be admitted to another school if there is a place available with the exception of those children whose circumstances meet the requirements of the Fair Access Protocol.

Each local authority must have a fair access protocol agreed with the majority of schools in its area to ensure that unplaced children, who apply outside the normal admissions round, are offered a place at a suitable school as quickly as possible. The local authority must also ensure that no school, including those with unfilled places, is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour. A copy of Warrington's Fair Access Protocol can be viewed downloaded from in the 'useful links' section below.

Parents wishing to consider transferring their child from one school to another should read the local authority's in-year admissions information booklet for parents before completing a form. The in-year admissions information booklet and application form can be downloaded from the 'useful links' section below.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to schooladmissions@warrington.gov.uk or by post to the following address:

School Admissions Team

East Annexe
Town Hall
Sankey Street
Warrington
WA1 1UH

You can find details of the school's appeals timetable on the following webpage:

[School admission appeals | warrington.gov.uk](https://warrington.gov.uk/school-admission-appeals)

9. Monitoring arrangements

This policy will be reviewed and approved by One Community Trust every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the published admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years. Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangement are to apply.

10. Useful links

- [Moving schools | warrington.gov.uk](https://warrington.gov.uk/moving-schools)
- [Primary school admissions | warrington.gov.uk](https://warrington.gov.uk/primary-school-admissions)
- [Secondary school admissions | warrington.gov.uk](https://warrington.gov.uk/secondary-school-admissions)
- [Secondary admissions information | warrington.gov.uk](https://warrington.gov.uk/secondary-admissions-information)
- [Fair access protocol | warrington.gov.uk](https://warrington.gov.uk/fair-access-protocol)