



Cinnamon Brow C of E Primary School

'For I know the plans I have for you... Plans to give you hope and a future.'

Jeremiah 29:11

Admissions Policy

2027-28

(Parents applying for Reception class and throughout school)

Presented to Gobs:	Spring 2026
Adopted by FGB/Committee:	Spring 2026

Introduction

This document sets out the admission arrangements of Cinnamon Brow C of E Primary School. For the purposes of this policy, the Governing Body is the admission authority.

Ethos Statement

'For I know the plans I have for you...plans to give you hope and a future.' Jeremiah 29:11

This verse was God's word to the Israelites given by the prophet Jeremiah. The Israelites were in a time of desperation as captives. In Jeremiah 29:10, Jeremiah speaks God's word to the Israelites. He specifies that God will fulfil his promise after 70 years of exile. They would have a real time of difficulty, but they had God's hope of a future to see them through. God gave the Israelites a hope that their future would be bright.

This is our aim for our school community: children, parents, governors, staff and local community. By providing an excellent well-rounded education, we will give our pupils, and their families hope for their future, by enabling them to flourish. Parents/carers should be aware before applying that in this school RE, collective worship and our whole ethos are based on the teachings of the Church of England.

Process

Applications for admission must be made online using the Warrington Borough Council's Local Authority common application form.

You must also complete a Supplementary Application Form available from the school or the school's website. It is not currently possible to complete the School's own form online.

Letters/emails informing parents/carers of whether or not their child has been allocated a place will be sent out by the Local Authority on behalf of the Governing Body on the national offer date 16 April or the next working day. Parents/carers of children not admitted will be informed of the reason why the application was refused and offered the statutory right of appeal.

The number of places available for admission to the reception class in the year 2027/28 will be a maximum of 45. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admission authorities in the area. The governing body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number. By law, normally no infant class may contain more than thirty children.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Governing Body allocates places according to its policy. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below.

In the event that there are more applicants than places, the governing body will allocate places using the following criteria, which are listed in order of priority:

1. **A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order 71.** A looked after child 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 (see definition in Section 22(I) of the Children Act 1989).
2. **Siblings of pupils attending the school during the academic year to which the child would be admitted.** Sibling means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or a child living in the same household who in any of these cases will be living with them at the same address at the date of their entry to the school.
3. **Regular attendance at public worship at any Church of England Church.** Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least eight times in the twelve months immediately prior to the date of application. *
4. **Regular attendance at public worship in any other Christian church.** For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at [here](#). *

Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least eight times in the twelve months immediately prior to the date of application

*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.

5. **Admission on social or medical grounds can be considered where the medical condition relates either to the child in question or a parent/carer, brother or sister or other relative/childminder.** Supporting evidence in the form of a letter from a doctor or social worker or other relevant qualified, independent professional, would be required.
6. **Children attending Cinnamon Brow CE Primary School Nursery at the time of application.**
7. **All other children.**

Notes

- a) "Resident" refers to the child's permanent home at the proposed date of admission.
- b) When deciding between candidates who have equal entitlement under the above criteria, the governing body will have regard to pupils living nearest the school defined as 'direct distance' measured using a geographical information address point system based on the Local Land and Property Gazetteer (LLPG) from the child's permanent place of residence to the school.
- c) 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 the school in question is the most suitable school and the difficulties which would be caused if the child has to attend another school.
- d) All children with birthdays between 1 September and 31 August of this admission period are admitted in September. For children with a birthday after Christmas or after Easter parents/carers may defer entry until later in the year and the headteacher should be consulted if this option is being considered.

Tie Breaker

A tiebreaker 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, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

Late applications for admission

Applications received after the closing date and before the school's admission meeting may be treated as 'on time applications' if it is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time. Supporting evidence, including that provided by the required Supplementary Information Form, must also be supplied by the closing date for applications, unless it is satisfied that there are exceptional circumstances which reasonably prevented it being submitted on time. In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

Waiting List

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. (i.e. 31st December 2027). This will be maintained by the local authority and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

Address of pupil

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/carers should notify the school and the local authority. Where parents/carers 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. Parents/carers will need to show evidence of the claim that is being made for the address, e.g. exchange of contracts or tenancy agreement where address changes or utility bill showing the child's address as the one claimed.

Appeals

Where the governors are unable to offer a place because the school is oversubscribed, parents/carers have the right to appeal to an independent admission appeal panel. Parents/carers will have the opportunity to submit their case to the panel in writing. Parents/carers will also be invited to attend in order to present their case.

In accordance with the Local Authority guidelines please follow this link for information on timings if you wish to make an appeal: [School admission appeals | warrington.gov.uk](https://www.warrington.gov.uk/school-admission-appeals)

If your child was refused a place in Reception or Key Stage 1 because of Government limits on infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable governing body would have made, or that your child would have been offered a place if the governing body's admission

arrangements had been properly implemented. Please note that this right of appeal against the governing body's decisions does not prevent you from making an appeal in respect of any other school.

In-Year Admissions

In year admissions are coordinated by the local authority. For more information, please visit [in-year transfers | warrington.gov.uk](https://www.warrington.gov.uk/in-year-transfers).

Fraudulent Applications

Where the governing body discovers that a child has been awarded a place as a result of an intentionally misleading application from a parent (for example a false claim to residence within the parish or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of a place prior to the child starting school. The application will be considered a fresh and a right of appeal offered if a place is refused.

Deferred Entry

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 request that their child takes up the place part-time until the child reaches compulsory school age.

Excepted Places incl. twins and children of multiple births

The school admission code 2012 allows additional children to be admitted above the published admission number under very limited exceptional circumstances even when this breaches the infant class size limit. This is known as excepted admission. Please contact the local authority or school for more information.

Admission of Pupils with Disability

In accordance with the Disability Discrimination Act pupils with disabilities are treated with equal rights with respect to admission. The school will make every practicable and reasonable alteration to buildings, learning environments, staffing and approach necessary to accommodate the admission of all pupils who request a place.

In most cases, there will be a liaison with outside agencies including the local authority. Funding may be sought for exceptional cases. The above admission policy will be adhered to in all cases.

To prevent a child with a disability being treated less favourably than other pupils we recommend the following:

- You contact the school's SEN Co-ordinator at the earliest opportunity to discuss inclusion and admission arrangements.
- You visit the school prior to admission
- You raise any concerns you may have at the earliest opportunity
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If you are unsure of any of the above procedures, please do not hesitate to contact the Headteacher or the school office at Cinnamon Brow C.E. Primary School via email: Office@cinnamonbrow.org.uk or telephone: 01925 821108.