

The Ellesmere Port C of E College



Admissions Policy 2026-27

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Approved by Principal:

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Approved by Chair of Governors:

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Our Vision

To act justly, to love with mercy and to walk humbly with our God - Micah 6:8

At Ellesmere Port Church of England College, we seek to build a community of faith where our students have the cultural capital to follow unlimited ideas and dreams. Above all else, we want our students to experience the fullness of life, where the sort of person they become is of paramount importance.

To **BE MORE** is to be a community which aspires to act justly in all situations; to be kind towards those inside and outside the College; and to be open to God's guidance in all areas of our lives.

Principles

The College is committed to ensuring that school places are allocated and offered in an open and fair way and in compliance with relevant legislation and the School Admissions Code.

Prospective applicants for places at the College will be able to look at the admission arrangements for the college and understand easily how places for that college will be allocated.

The College will ensure that their admission arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs from applying for a place at the college.

Making an Application

Applications for admission to the college must be made on the common application form enclosed with the Local Authority's brochure. Applications may also be made electronically.

The Common Application Form should be completed and returned by 31st October 2025.

Applications may also be made on-line by using both the common application form (available from the LA/school website). It is not normally possible to change the order of your preferences for schools after the closing date.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on 2nd March 2026 or the next working day. Parents of children not admitted will be informed of the reason, offered an alternative place by the Authority and be made aware of their right to appeal.

Procedure for admitting students to the college

Admission Number(s)

1. The Academy Trust has agreed an admissions number of 150 students to Year 7 for the College for the year 2026-27. No restrictions will be placed on admissions unless the number of children for whom admission is sought exceeds this number.
2. In any specific year, the Academy Trust may set a higher admission number than the College's agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, The Academy Trust will consult with the relevant stakeholders. Students will not be admitted in any year group above the published admission number for that year group unless exceptional circumstances apply.

Consideration of Applications

3. The Academy Trust will consider all applications for places at the College. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy Trust will offer places at the College to all those who have applied.

Procedures where the College is oversubscribed

Admissions to Year 7

4. Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with Education Health and Care Plans (EHCP) – [see note (i)], where the College is named on the EHCP, the criteria will be applied in the order in which they are set out below:
 - a) Looked after child or a child who was previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order, or special guardianship order) [see note (ii)]. 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 the definition in Section 22(1) of the Children Act 1989). 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 main purpose is to benefit society.

- b) Children with special medical or social circumstances affecting the child where these needs can only be met at this school. Professional supporting evidence from eg a doctor, psychologist, social worker, is required that sets out the particular reasons why the school is question is the most suitable school and the difficulties which would be caused if the child had to attend another school
- c) Children with a sibling attending the school at the time of application. 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.
- d) Children who attend Little Sutton Primary or Christchurch Primary
- e) Children of staff who have been employed at the school for more than 2 years at the time of application.
- f) Other children by distance from the school, with priority for admission given to children who live nearest to the school as measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG).

Random allocation will be used as a tie-break in the final category above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified. If a tie-break is required in earlier categories to decide who has priority for admission between two children, distance from the school will be used to decide as measured above.

Operation of waiting lists

5. Where we have more applications than places, the admissions 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 admissions 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 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.

This waiting list will operate until the 31st December of the year of admission.

Late Applications for Admission

6. Where the Local Authority accepts that there are extenuating circumstances for an application being received after the last date for applications, and it is before the list of

pupils to be admitted has been established then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and where applicable, placed on the waiting list in order according to the criteria.

Address of Pupil

7. 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. 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.

Arrangements for admitting students to other year groups, including to replace any students who have left the college.

8. Local authorities will no longer co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect Academies' right to determine which applicants have priority for admission.
9. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy Trust will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria in paragraph 18 shall apply. Parents whose application is turned down shall be notified in writing of their legal right to appeal.
10. Parents/Guardians may seek to apply for their child's admission to the College outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health.

These parents/carers will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the College who will take into account the circumstances of the case and views of the Principal of the College. Parents do not have the right to insist that their child is admitted to a particular year group.

Fair Access Protocol

11. The College is committed to admitting its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission found the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Academy Trust has the power, even where admitting the child would mean exceeding the published

admission number.

Appeals

12. Where the governors are unable to offer a place because the school is oversubscribed , parents have the right to appeal to an independent admission appeal panel. Parents should fill in an appeals form and return it to Mrs Ireland , Clerk to the Governors by 30th March -2026. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14days notice of the place and time of the hearing.

Children Educated Outside of Their Normal Age Group

13. Parents whose children have been educated outside of their normal age group because of being a summer born child will need to apply once again for an outside normal year group place alongside an application for a school place and should do so when their child's 'correct' cohort are making applications for a school place. This means that for a summer born child who started in reception a year later than is usual, parents will need to apply for a secondary school place and for an out of year group place when the child is in year 5 rather than year 6.
14. These requests will be considered based on the best interests of the child and will take into account the fact the child has been educated in a different year group up until this point.
15. For many children, it will be right for them to remain with their adopted year group but it is possible that others may be better off joining their normal year group. All decisions will be made taking the circumstances of the case into account and considering all of the child's needs, including their social and emotional needs.
16. Unless there are sound educational reasons to do otherwise, the assumption would be that children remain outside their normal year group (that is, in the year which they have been educated so far).
17. Similarly if the parents of a gifted and talented child wish to apply for a place outside of their child's normal age group they should speak to the school and the Local Authority. Any application will be considered to ensure any decision is in the best interests of the child and parents informed of the outcome.

Special Educational Needs

18. 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).