

# Hutton Church of England Grammar School Admission Arrangements 2023

## Making an application

Applications for admission to the school **must** be made online at <https://www.lancashire.gov.uk/childreneducation-families/schools/apply-for-a-school-place/> between 1 September 2022 and 31<sup>st</sup> October 2022 for admission to the school in September 2023. It is not normally possible to change the order of your preferences for schools after the closing date.

Those applicants wishing to be considered under faith criteria **must** complete the Diocesan Church of England supplementary form. If the school is oversubscribed, a failure to complete the supplementary form may result in your application for a place in this school being considered against lower priority criteria as the Governing Body will have no information upon which to assess the worship attendance. These supplementary forms can be obtained directly from the school. The diocesan supplementary form must be completed and sent to Hutton Church of England Grammar School by Monday 31<sup>st</sup> October 2022.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on 1 March 2023. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

## Admission procedures

Arrangements for admission have been agreed following consultation between the Governing Body, the Diocesan Board of Education, Local Authorities and other admission authorities in the area.

**The number of places available for admission to Year 7 in the year 2023 will be a maximum of 149.**

The Governing Body will not place any restrictions on admissions to Year 7 unless the number of children for whom admission is sought exceeds their admission number. The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. In the event that there are more applicants than places, after admitting all children with a statement of educational need/Educational Health and Care Plan naming the school, the Governing Body will allocate places using the criteria below which are listed in order of priority.

**1 (a) Children in public care and previously looked after children.** This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was (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. This criterion also includes looked after children and all previously looked after 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.

**(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 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 had to attend another school. Alternatively the school should be named in an Education and Health Care Plan.

2. **Boys who have a sibling attending the school at the date the application is made and on the date of admission.** Siblings include step, half, foster or adopted siblings who are living at the same address.
3. **Boys whose parents/guardians worship in a church in membership of Churches Together in England or the Evangelical Alliance and:**
  - a) **live within the ecclesiastical parishes of Penwortham (2), Longton, New Longton, Farington Moss, Lostock Hall and Hoole**
  - b) **live outside the area**

The list of Churches can be found on the Churches Together in England website at [www.cte.org.uk](http://www.cte.org.uk) and the Evangelical Alliance website at [www.eauk.org](http://www.eauk.org) and is taken as that on 1st September 2021. Churches in membership of the equivalent bodies in Northern Ireland, Scotland and Wales are accepted. **Parental worshipping is normally taken to mean a minimum of monthly attendance at church at public worship for over at least six months. The date on which this is judged is 1st September 2021.** The governors will request confirmation of this from the relevant member of the clergy or church officer. 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.

4. **Boys whose parents live within the ecclesiastical parishes of Penwortham (2), Longton, New Longton, Farington Moss, Lostock Hall and Hoole.** This is defined by the Church of England parishes of St Mary's Penwortham, St Leonard's Penwortham, St Andrew's Longton, All Saints New Longton, St Paul's Farington Moss, St James Lostock Hall, and St Michael's Hoole. A map showing the boundaries is available in school.
5. **Boys whose parents live outside the area:**
  - a) **whose parents/guardian show evidence of being active members of a faith other than Christian which is associated with the UK Inter-Faith Network**

Parental worshipping is normally taken to mean a minimum of monthly attendance at public worship for over at least six months. The relevant date is 1st September 2021. The governors will request confirmation of this from the relevant faith leader. In the event that during the period specified for attendance at worship the relevant place of worship 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 relevant place of worship or alternative premises have been available for public worship.

- b) **other boys on the basis of distance of home from school**

Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the

body of the property and usually located at its centre. Where the cut off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

### **Late applications for admission**

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, 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 placed on the waiting list in order according to the criteria.

### **Waiting list**

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 if they have notified Lancashire County Council that they wish to do so. 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 31 December of the relevant year.

### **Address of pupil**

The address used on the school's admission form must be the current one at the time of application, i.e. the family's main residence. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP, Council Tax Office, Electoral Registration Officer, utilities provider. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

### **Non-routine admissions**

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of permanent address e.g. exchange of contracts or tenancy agreement with rent book.

Please note that you cannot re-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

## **Appeals**

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify both the clerk to the governors at the school and the Pupil Access Team at Lancashire County Council by 31<sup>st</sup> March 2023.** 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 14 days' notice of the place and time of the hearing.

Appeals which are received after the deadline will be slotted into the schedule where this is possible. There is no guarantee that this will happen and late appeals may be heard after the stipulated date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venues and the number of appeals for each school (which will vary year on year)

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of another school.

## **Fraudulent applications**

Where the governing body 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 body 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.

**Twins/Triplets etc.** Where there are twins wanting admission and there is only a single place left within the admission number, then the Governing Body will exercise as much flexibility as possible. If places for twins or all triplets, etc cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group. If only a single place can be offered for twins, then the Local Authority's system for a random draw will decide which pupil receives an offer.

**Supplementary form - Admission to Hutton Church of England Grammar School –  
September 2023**

Child Surname ..... Child Forename(s) .....

Date of Birth .....

Name of Parent(s) / Carer(s) .....

Address .....

Post Code ..... Telephone .....

Are you applying for a place because of: (Please read the attached admission criteria descriptions for details before completing this section of the form. You may tick more than one box. If you tick the box for **Special social/medical needs** you must also attach **professional supporting evidence** or your application cannot be considered in this category.)

Living in local area  Special social/medical needs

Sibling in school  Parental faith commitment

If you are applying on grounds of parental faith commitment, you must complete the following sections: Place of worship one of parent(s) / carer(s) regularly attends:

Name of place of worship .....

Address .....

Name of vicar / priest / minister / faith leader / church officer:

Address .....

Post Code ..... Telephone .....

E-mail Address .....

Hutton Church of England Grammar School will use the information provided on this form only in connection with your application for admission. It will only be used in order to place students in appropriate admission categories including assessment by governors of supporting evidence for category 1b and in order to obtain confirmation of parental faith commitment from the place of worship listed above for categories 3a, 3b and 5a.

A copy of this form will be shared with the individual named at the place of worship to enable them to respond appropriately and to show them that you consent to this information being provided to us for this purpose. Please sign below to indicate that you consent to this being shared and that you wish for the individual named to provide confirmation of parental attendance at worship. **In the event that during the period specified for attendance at worship the church (or relevant place of worship) 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 relevant place of worship) or alternative premises have been available for public worship.**

Signed: \_\_\_\_\_ (Parent/Carer)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Hutton Church of England Grammar School**

Please be aware that these responses may be required by Lancashire County Council in the event of an appeal hearing. Thank you.

**CHURCH .....**

**Our criteria require the parent to have attended their place of worship at least once a month for six months prior to 1<sup>st</sup> September 2023. Please confirm the pattern for the parent.**

Name of child	Attendance <b>Please State: Monthly/Fortnightly/ Weekly as determined in the Admission Arrangements of the school</b>	Parent and/or child attends

Signature .....

Name .....

Position in church .....

This church is a part of (please tick):

Churches Together in England     Evangelical Alliance    Please return this form

to Mrs L Waddell (Clerk to the Governors)

By .....