



# SIR THOMAS BOTELER

CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE

## SCHOOL ADMISSIONS POLICY SEPTEMBER 2023

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**Committee:** Full Governing Body  
**Audience:** Staff, Governors, Students and Parents/Carers  
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This policy is available on our website or hard copies are available from the school office.



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# ADMISSIONS POLICY STATEMENT

Sir Thomas Boteler Church of England High School serves the Dioceses of Liverpool and Chester and is a member of The Challenge Academy Trust. Parents 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.

The school serves, in the first instance, children who have (or whose parent(s)/carer(s) have) a commitment to the life and worship of a Christian Church, that is a member of Churches Together in Britain and Ireland. Children are welcome from any faith or denomination. We are fully inclusive and welcome all young people.

There are many primary schools associated with Sir Thomas Boteler Church of England High School, but these are the main ones:

- Alderman Bolton Primary
- Latchford St James' Primary
- St Elphin's C of E Primary
- Oakwood Avenue Primary

Sir Thomas Boteler Church of England High School, as an Academy, within The Challenge Academy Trust (TCAT), is the admitting authority. However, admissions to our school for all who wish to apply to join us in Year 7 – Year 11 are administered on the school's behalf and coordinated through Warrington Borough Council Admissions Team. The Local Authority will inform parents/carers of the allocation decisions on the school's behalf. Sir Thomas Boteler Church of England High School will follow the rules set out School Admissions Code and the School Admission Appeals Code for Warrington Borough Council.

We openly welcome visits from prospective parents, carers and students. Please contact the school for a convenient appointment. Our school website and handbook contain further information about our school [www.boteler.org.uk](http://www.boteler.org.uk)

# ADMISSIONS PROCEDURE

## Oversubscription Criteria

The governors will admit up to **165** children in Year 7 in September 2023. If there are more than 165 applications, places will be allocated according to the following criteria in the order of priority stated.

1. Looked after children and previously looked after children, including those 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 (or become subject to a child arrangements order or special guardianship order).
2. Siblings of children currently attending the school and expected to continue to attend the school in the following 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 who have (or whose parent(s)/carer(s) have) a strong and dedicated commitment to the life and worship of a Christian Church, that is a member of Churches Together in Britain and Ireland (their website is <http://www.ctbi.org.uk/>), shown by worship at least twice per month for at least two years confirmed by the local minister on the application form.
4. Children who have (or whose parent(s)/carer(s) have) a reasonable commitment to the life and worship of a Christian Church, that is a member of Churches Together in Britain and Ireland (their website is <http://www.ctbi.org.uk/>), shown by at least monthly worship for at least two years confirmed by the local minister on the application form.
5. Children attending primary schools associated with Sir Thomas Boteler Church of England High School, which are:
  - Alderman Bolton Primary
  - Latchford St James' Primary
  - St Elphin's C of E Primary
  - Oakwood Avenue Primary
6. Children who have (or whose parent(s)/carer(s) have) some commitment to the life and worship of a Christian Church, that is a member of Churches Together in Britain and Ireland, shown by worship at least twice per year confirmed by reference from the local minister.
7. Any other applicant

Please note that, in addition to these criteria, section 1.6 of the school admissions code 2012 states that all children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan name the school, must be admitted.

## Tie Breaker

A tie breaker must be applied to decide which application will be offered the last place at a school when two or more applicants cannot otherwise be separated.

Where the school reaches its published admission number from children within one of the categories listed above, those children to be admitted from within that category will be those whose permanent place of residence is closest to the school. This will be measured as a direct distance from the child's permanent place of residence to the school using a Geographical Information Address Point system based on local land and property gazetteer. This measures straight line (direct) distance in miles from the address point of the permanent place of residence, in miles, to the address point of the school.

In order to apply for a place in Year 7 at the school for September 2023 admission, you must complete the local authority's online common application form. This is available on the Council's website at [www.warrington.gov.uk/admissions](http://www.warrington.gov.uk/admissions). Before submitting your application, you are strongly advised to read the Parent's Information Booklet which includes useful information about the application process. A copy of the booklet can be viewed or downloaded by accessing the Council website at [www.warrington.gov.uk/admissions](http://www.warrington.gov.uk/admissions). Hard copies of the booklet are also available to view at all primary schools in Warrington and Contact Warrington on Horsemarket Street, Warrington.

**Parents are also required to complete the school's own supplementary form in addition to the Local Authority Application Form. This form can be obtained direct from the school or is available to view or download from the Council's website.**

It is not possible to change the order of your preferences for schools after the closing date unless there is, in the opinion of the admissions authority, a genuine reason for doing so, for example if you have moved address.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority in March 2024. If you have chosen to receive the offer information via email, you should receive this in March 2024 in addition to the letter. Parents of children not admitted will be informed of the reason why and offered an alternative place by the Local Authority.

In September 2021 the Planned Admission Number was 165 and the number of children admitted was 156 (including 4 DP students):

Criterion 1:	2	Criterion 5:	70
Criterion 2:	29	Criterion 6:	8
Criterion 3:	2	Criterion 7:	40
Criterion 4:	1	Designated Provision:	4

0 children under Criterion 7 were refused places.

**Parents/Carers**

A parent/carer is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent/carer to attend

**Address of Student**

For allocation purposes the home address is defined as the address where the child normally lives, not a childminders or Grandparent's address. Where a child lives with parents with shared responsibility the address given on the form should be the address of the parent/carer who is in receipt of the child benefit and/or child tax credit. Proof may be required. For

children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

### **Multiple Births**

In respect of applications for twins, triplets etc. the school will apply the oversubscription criteria in the normal way but will oversubscribe if a family would otherwise be split.

### **In-Year Admissions**

These will be co-ordinated by the Local Authority in accordance with their Co-ordinated Admissions Scheme.

### **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, which will be held until the end of the Autumn Term. 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.

### **Exceptional Circumstances on Medical Grounds**

Places at the school will be offered in accordance with the school's oversubscription criteria. However, the Governors may consider applications on medical grounds outside of the oversubscription criteria. Parents/carers who wish their child to be considered on these grounds must provide proof from a medical practitioner or psychologist at the time of application in support of admission to a particular school. The governing body will consider the evidence and decide whether it justifies admission to the preferred school. The governing body, if it is considered appropriate, will seek the views of the local authority inclusion team or educational psychologist in the event of parents requesting admission on medical or psychological grounds.

### **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 students 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.

### **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/carer (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.

### **Right of Appeal**

Parents/carers who are not offered a place for their child have the right of appeal to an independent panel. Appeals should be submitted to the Clerk of the School Admission Appeal Panel, Town Hall, Warrington WA1 1UH within 21 days of the date of notification of decision.

For students who have a statement of special educational needs any appeal with regard to the school named in the statement would be to the Special Educational Needs and Disability Tribunal rather than the Independent Appeals Panel.