

PEWITHALL PRIMARY SCHOOL

ADMISSIONS POLICY (2026/27)

(Community School – Halton Local Authority is the Admissions Authority)

1. Aims

This policy aims to:

- Explain how to apply for a place at Pewithall Primary School.
- Set out the school's arrangements for allocating places.
- Explain how to appeal a decision not to offer a place.

2. Legislation and Statutory Requirements

This policy adheres to the following statutory instruments and guidance:

- **School Admissions Code 2021** (statutory guidance applying to admissions in England). [gov.uk]
- **School Admission Appeals Code 2022** (mandatory for all appeals lodged on/after 1 October 2022). [gov.uk]
- **School Standards and Framework Act 1998** (legal basis for admissions and appeals).
- **The School Admissions (Admission Arrangements & Co-ordination…) Amendment Regulations 2024**, applying from 2025–26 onwards. [legislation.gov.uk]
- The DfE statutory guidance collection confirming the above Codes remain current as of November 2025. [gov.uk]

Halton Local Authority (LA) is the **admissions authority** for Pewithall as a community school.

3. Definitions

Normal admissions round
The period in which parents apply for Reception places using the Halton LA application process.

Looked-after children
Children in the care of a local authority or provided with accommodation under social care functions.
Includes **previously looked-after children** and children adopted from state care **outside England**. [gov.uk]

Compulsory school age
Begins on the prescribed day following a child's fifth birthday (or on that day if the birthday falls on a prescribed day): 31 December, 31 March, or 31 August.

4. How to Apply

For Reception admission:

- Applications must be submitted through **Halton Local Authority**, regardless of where you live.
- Applicants may express preferences for at least three state-funded schools in ranked order.
- Offers are issued directly by Halton LA in line with the coordinated admissions scheme (as required by the 2024 Regulations). [legislation.gov.uk]

5. Requests for Admission Outside the Normal Age Group

Parents may request delayed or accelerated entry.

Halton LA will consider:

- Parent views
- Child's academic, social and emotional development
- Medical or professional evidence
- Prematurity
- Whether previously educated out of normal age group
- Headteacher views

Requests are considered individually in accordance with the **School Admissions Code 2021**.
Parents cannot appeal purely on the basis of being placed in a non-preferred year group. [gov.uk]

6. Allocation of Places

6.1 Published Admission Number (PAN)

The PAN for Reception at Pewithall Primary School is **30**.

6.2 Oversubscription Criteria (Community School Criteria – determined by Halton LA)

Children will be admitted in this order of priority:

1. **Children with an Education, Health and Care (EHC) Plan** naming the school.
2. **Looked-after and previously looked-after children**, including those adopted from state care outside England. [gov.uk]
3. **Children with social or medical need**, supported by professional evidence.
4. **Siblings** attending the school at the time of admission (including step-/foster/adopted siblings living at the same address).
5. **Distance from school**, measured in a straight line from the home to the school gates (Halton LA method).

6.3 Tie-Break

Where several applicants meet the same criteria, places will be offered based on **nearest distance**.
If distances are identical, **independent random allocation** will be used.

6.4 Children Below Compulsory School Age

Parents may:

- Defer entry up to the term after the child turns five; or
- Request part-time attendance until that point.

This must not extend beyond the start of the summer term of the offered year group.

6.5 Challenging Behaviour

In line with the School Admissions Code:

- The school cannot refuse a child in the **normal admissions round** on behavioural grounds.
- In-year applications may be referred via **Fair Access Protocols** if challenging behaviour would impact provision (but not for looked-after/previously looked-after children or those with EHC plans).

6.6 Fair Access Protocol

Pewithall participates in Halton LA's Fair Access Protocol to ensure rapid placement for vulnerable or unplaced children, as required by the 2021 Code.

7. In-Year Admissions

Parents may apply at any time outside the normal admissions round.

- Halton LA coordinates all in-year admissions in accordance with the **2024 Regulations and the 2021 Code**.
- Decisions must normally be issued **within 15 school days**, reflecting strengthened timescales for timely in-year decisions.

If a place is unavailable:

- The child will be placed on a waiting list.
- Waiting lists follow oversubscription criteria (not first-come, first-served).
- Halton LA manages all waiting lists.

8. Appeals

If a place is refused:

- Parents will receive written reasons for refusal.
- Appeals are heard under the **School Admission Appeals Code 2022** (in force from 1 October 2022).
- Appeals are submitted to **Halton LA** via: schooladmissions@halton.gov.uk
- The appeals timetable is published on:

  https://www3.halton.gov.uk/Pages/EducationandFamilies/Schools/Appeals.aspx

9. Monitoring and Review

- Halton LA, as the admissions authority, determines arrangements **annually**, as required by the School Admissions Code and the 2024 Regulations.
- Pewithall Primary School will review this document each year to ensure accuracy and compliance with determined arrangements.
- Any proposed changes (other than increasing PAN) require statutory public consultation.

Policy Review Information

Reviewed: April 2026

Minuted & Adopted: 2nd November 2026

Date for review: 2nd November 2027

Signed: Mr N Burgess (Chair of the board of Governors



Signed: Mr D Baugh (Head Teacher)