



EMMAUS CHURCH OF ENGLAND AND CATHOLIC PRIMARY SCHOOL ADMISSION POLICY AND ARRANGEMENTS 2025/2026

Emmaus School is a joint Church of England and Catholic Primary School under the trusteeship of the Diocese and Archdiocese of Liverpool. It is maintained by Liverpool City Council. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority. For the school's year commencing September 2025, the Governing Body has set its admissions number at 60.

Our principal role as a joint Church of England and Catholic school is to participate in the mission of both the Church of England and Catholic Church by providing a framework which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Christians in society. The school asks all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the faith of this school to apply for and be considered for a place here.

ADMISSIONS TO THE SCHOOL will be determined by the Governing Body. Parents must complete a Local Authority Preference Form or apply online via the website www.liverpool.gov.uk/admissions. If you wish to have your application to be considered against the school's faith/denomination criteria then you should **ALSO** complete the Supplementary Form which is available from the school. All preferences listed will be considered on an equal basis and, where there are more applications than the number of places available, the following set of OVERSUBSCRIPTION CRITERIA will be applied:

1. Children in public care and previously looked after children.
2. Baptised Church of England and Catholic children living on the Croxteth Park Estate who have a sibling in the school at the time of admission.
3. Baptised Church of England and Catholic children living on the Croxteth Park Estate at the time of admission.
4. Other baptised Church of England and Catholic children who have a sibling in the school at the time of admission.
5. Other baptised Church of England and Catholic children.

6. Children from other Christian denominations living on the Croxteth Park Estate at the time of admission. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
7. Children of other faiths living on the Croxteth Park Estate. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
8. Other children on the Croxteth Park Estate.
9. Children whose parents/guardians have expressed a preference for the school.

If there are more applicants than places in criteria 2-9, the tie-break will be via a random allocation process. The random allocation process will be supervised by a person not otherwise involved in the admissions process. The process will be open to scrutiny by an appropriately qualified external consultant appointed by the school Governing Body.

The Governing Body intend that in following the admission process, equal numbers (30) will be allocated to each denomination. Therefore, the random allocation process will be done separately for both the Catholic and Church of England applicants. However, if there are less than 30 applicants from one denomination the remainder will be allocated to the other denomination.

Children with a Statement of Special Educational Needs or Education Health Care Plan that names a school will be offered place without using the admission criteria and will count as part of the school's published admission number.

Notes:

- a. All applications will be considered at the same time after the national closing date. Any applications received after this date will be treated as late applications and will not be considered until after the main application of places has taken place.
- b. Criteria 1. 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.
- c. For a child to be considered as a Catholic or Church of England evidence of a Catholic or Church of England Baptism is required. Baptism should take place before the closing date for applications.

A Baptised Catholic can also be defined as one who has been baptised by the Rites of Baptism of one of the various Churches in communion with the See of Rome (cf Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place.

Or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who after consulting with the Vicar General, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

- d. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.
- e. Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- f. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria. The waiting list will be retained until the end of the relevant academic year of the admissions process. If there are more applicants than places in criteria 2-9, the tie break will be via a random allocation process. The random allocation process will be supervised by a person not otherwise involved in the admissions process. The

process will be open to scrutiny by an appropriately qualified external consultant appointed by the school Governing Body.

- g. For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. Direct application to the school can now be made under this heading. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- h. If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- i. It is the duty of governors to comply with regulations on class size limits at Foundation Stage and Key Stage One. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the 30th child admitted. This also applies to in-year applicants who are looked after/previously looked after, children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.
- j. If a child is a "summer born child", parents can request that the date their child is admitted to school is deferred to later in the school year. However, the child has to start school before the end of that school year. If a parent wishes their child to be educated out of their normal school year (kept back a year), they must discuss this with the school before applying. However, the decision rests with the Governing Body, in consultation with the Headteacher (para 2.17 of the Admissions Code).
- k. Parents may request that their child attend school part-time until he/she reaches his/her fifth birthday.
- l. The school serves in the first instance baptised Church of England and Catholic children living on the Croxteth Park Estate. The governors define Croxteth Park Estate as all those properties on, enclosed by, off Fir Tree Drive North and Fir Tree Drive South and those properties off Abbeyfield Drive or directly off (map attached – all properties within the border).
- m. 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 on residence in the catchment area), which effectively denies a place to a child with a stronger claim, then the Governing Body is required to withdraw the place. The application will be considered afresh and a right of appeal offered if a place is refused.
- n. In the event that a child who is other than baptised Church of England or Catholic

is admitted under criterion 1 of the oversubscription criteria or by reason of having a Statement of Special Educational Needs or Education Health Care Plan that names the school, a place will be offered as required by the Admissions Code. The impact on the remaining number places available for baptised Church of England or Catholic children following any such admissions will be addressed on the basis of random allocation following each incidence of admission. Therefore, any such admission to the school will – by random allocation – account for one of the 30 places available to either baptised Church of England or Catholic children.

PARENTS MUST COMPLETE A LOCAL AUTHORITY PREFERENCE FORM/ON-LINE APPLICATION AND SHOULD, IF APPLYING UNDER ANY OF THE FAITH CRITERIA, COMPLETE AN ONLINE SCHOOL SUPPLEMENTARY FAITH FORM.

