HIGHFIELD ST. MATTHEW'S C.E. PRIMARY SCHOOL

Billinge Road, Pemberton, WIGAN, WN3 6BL

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Executive Headteacher: Mrs A Barron

HIGHFIELD ST. MATTHEW'S C.E. PRIMARY SCHOOL
ADMISSION ARRANGEMENTS 2026 - 2027

This note advises parents and guardians of the Admission Arrangements that Highfield St. Matthew's C.E. Primary School Governors use. It is correct at the time of issue, but parent(s)/guardians should be aware that it could change prior to their child's admission being considered.

Parents who make an application to Highfield St. Matthew's C.E. Primary School should also complete the Supplementary Information Form, available as an appendix to this document, or from School, as detailed in the booklet for parents 'Admissions to Primary Schools 2026-2027'. Parents who apply on-line should complete the Supplementary Information Form and return it to Highfield St. Matthew's C.E. Primary School.

The school's Admission number is 60. When school receives more applications than places available, the following oversubscription criteria will be applied, once places have first been allocated to pupils who have a statement of special educational needs or education health and care plan, which names the school.

1. Looked after children and all previously looked after children. **[See note 1]**
2. Children and/or parents who regularly attend St. Matthew's Church, Highfield **[See note 2]**
3. Children who have a brother or sister attending the school, who will still be there at the time of admission. **[See note 3]**
4. Children and/or parents who regularly attend an Anglican Church or Sunday School other than St. Matthew's Church, Highfield. **[See note 2]**
5. Children and/or parents who regularly attend a Christian Church or Sunday School other than St. Matthew's Church, Highfield. **[See note 2]**
6. Children living closest to school. **[See note 4]**

Notes

1 Looked after children and all previously looked after children, including those 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. Applications under this criteria must be supported with an appropriate evidence i.e. a copy of the adoption order, residence order or special guardianship order.

2 Regularly for this purpose is defined as "attends a Church service or Sunday School at least once per month, for the previous six months", at the time of application.
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 arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

3 Brother or sister includes step, half, foster and adopted brothers and sisters living at the same address and full brother or sister living apart.

4 Wigan Council measures distance using a Geographical Information System (GIS) which is based on information from an Ordnance Survey. In the event of over-subscription in any one criterion, priority will be given to those children living nearest the school, measured in a straight-line.

Information

a. Baptism is not one of the criteria.

b. The length of time a child's name has been registered at the school is not one of the criteria.

c. All admissions are subject to proof of the applicant's address.

d. In the event of a child being refused a place, parent(s)/guardians have the right of appeal. In the first instance they should write to the Chair of Governors of Highfield St. Matthew's C.E. Primary School, setting out their grounds for appeal.

Deferred entry

Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, the place will be held open and not offered to another child. Parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Part-time attendance

Parents can request that their child attends part-time until the child reaches compulsory school age.

Nursery Classes

The admission criteria for schools are different than those for nurseries. Attendance at the nursery or a co-located children's centre does not guarantee admission to the school. Parents must submit an application for a place in Reception class by the closing date.

Tie-breaker

If more children fall into any one category than the number of places left, the Governors will offer places to the children who live nearest to the school. Distance will be measured in a straight line from the child's home address to the front door of the school, using Wigan Council's measuring system.

In cases where there are two or more children with the same distance measurement (for example if more than one child lives in a block of flats), and where to admit another child would breach the infant class size regulations, a system will be used to randomly pick who will be offered a place. Please contact Wigan Council, School Places Team (01942 489013), if you would like more information about this.

If we offer the last place available to one of twins (or triplets and so on) we will offer the place to the other twin, triplet, etc.

Child's home address

You must give the correct permanent home address. This is where the child and parent, or the person who has care of the child or parental responsibility, normally live. If you are separated and your child spends time at each parent's address, the address we use for admission to school is that of the main carer. We use the address of the parent who is in receipt of the Child Benefit.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, to a higher year group if the child is gifted and talented or to a lower year group if the child has experienced problems such as ill health.

The parents of a summer born child (born between 1 April and 30 August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

A decision is made on the basis of the circumstances of each case. The process is a follows:-

Stage 1 – request

Parents make a formal request to the Local Authority School Organisation Team in writing with any supporting evidence they wish to be considered.

- A request for early entry into Year 7 should be made before 31 October in the previous academic year in order to give sufficient time for the case to be considered prior to the offer of school places on 1 March.
- A request for delayed entry to Reception class should be made at the same time as applying for a place for normal entry (i.e. by the closing date of 15 January) in order to give sufficient time for the case to be considered prior to the offer of school places on 16 April.
- A request for in year admission outside of the normal age group should be made on the normal in year transfer form.

We do not accept requests for early entry to Reception class for children who will not be of statutory school age.

Stage 2 – decision

Requests for Voluntary Aided, Foundation and Academy schools will be referred to the school to be considered. We will look at the following factors but these are not exhaustive:

- Parent's views
- The needs of the child and the possible impact on them of being educated out of year group
- The child's medical history and views of medical professionals if appropriate
- In the case of children born prematurely the fact they may have naturally fallen into the lower age group if they had been born on their expected date of birth
- Whether delayed academic, social, emotional or physical development is adversely affecting their reading for school
- Any other information which the parent requests the Local Authority to consider

Stage 3 – outcome

Parents are notified of the decision in writing by the School Organisation Team.

Request agreed – If the request is agreed the application will be considered for the year group requested and ranked alongside any other applications. There is no guarantee that a place will be offered at the preferred school. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

When a child has been educated out of their normal age group, the parent may again request admission out of the normal age group when they transfer to Secondary school. It will be for the admission authority of that school to decide whether to admit the child out of their normal age group.

Request refused – There is no statutory right of appeal against the refusal of a request for admission outside the normal age group. However, if the parents are dissatisfied they have the right to complain through the Council's complaints procedure for decisions made by the Local Authority or under the school's complaint procedure where the decision has been made by the school.

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SUPPLEMENTARY INFORMATION FORM

Full Name of Child				
Date of Birth		Gender		
Home Address				
Postcode		Telephone No		

Please state YES / NO in the boxes below

	Does your child have a Education Health Care Plan / Statement of Special Educational Needs which names the School? *(This will have been provided by the LA)*	
1	**Is your child a looked after (i.e. in public care) or a previously looked after child** *(Please provide the name of the Authority responsible for the child's care and, where possible, the name of the Social Worker attached to the child).*	
2	**Have you or your child attended a Church service or Sunday School at St Matthew's for at least once per month, for the previous six months?** *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 arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.* *(If YES, the form must be signed by the incumbent of West Hub or a member of the leadership team of St Matthew's Church, Highfield)*	
3	**Do you have any brothers/sisters attending the school, who will still be there at the time of admission?** *(Please give names and current class).*	
4	**Have you or your child attended an Anglican or Sunday School at any other Christian Church for at least once per month, for the previous six months?** *(If YES, the form must be signed by the Vicar or an appointed representative of the Vicar).*	
5	**Have you or your child attended a Church service or Sunday School at any other Christian Church for at least once per month, for the previous six months?** *(If YES, the form must be signed by the Vicar or an appointed representative of the Vicar).*	
6	Wigan Council confirms all distances from school once proof of address has been provided.	

Parental Confirmation

I confirm that the information given above is correct to the best of my knowledge.

Name of Parent: _____ Signature: _____

Date: _____

Vicar/Minister/Appointed Representative

I confirm that the information given re Church/Sunday School attendance is correct to the best of my knowledge.

Signature: _____

Name of Vicar/Minister or appointed representative: _____

Church/Sunday School Address: _____

Telephone No: _____