



## Hanley St. Luke's Church of England Academy

### Admissions Policy 2025/2026

Hanley St Luke's Church of England Academy welcomes children from all background, faiths and no faith. The Governors of the school are committed to developing an inclusive school that reflects the diversity of the local community. Admission to the school is not dependent on being a member of a particular faith community.

As well as being an inclusive neighbourhood school, Hanley St Luke's has a distinctive ethos and character that reflects the teachings of Jesus Christ and Christian values. We ask all parents applying for a place here to respect this ethos and its importance to the school community. We expect that all children who come to the school will be able to participate (as appropriate) in the religious life of the school (including collective worship and religious education). This does not affect the right of parents who are not Christians to apply for a place. Indeed, through our commitment to inclusivity, we actively welcome families from other faiths and no faith.

The Governing Body is responsible for the admission of pupils to the School and admits 60 pupils to the Nursery and Reception classes each September. This admission limit has been agreed between the Governing Body and the Local Education Authority and applies to the year 2025/2026.

The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e., 30 pupils per class.

When there are more applications than there are places available, the governors will admit pupils according to the following criteria, applied in the following order of priority:

1. Children in public care (looked after children) whose carer(s) wish their child/children to attend Hanley St Luke's Cof E Academy.  
***Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), 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.***
2. Children who will have a sibling (**see note 3**) attending the school at the time of admission.
3. Children, at least one of whose parents (**see note 1**) is a faithful and regular worshipper (**see note 2**) at a Parish Church which is part of Hanley Team Ministry. Written evidence of the applicants' commitment to their place of worship (in the form of a clergy reference) will be required, using the supplementary information form.

4. Children, at least one of whose parents (**see note 1**) is, a faithful and regular worshipper (**see note 2**) of a church which is a member of Churches Together in Britain and Ireland or Churches Together in England and/or the Evangelical Alliance, and who lives within the Ecclesiastical Parishes which constitute the Hanley Team Ministry. Written evidence of the applicants' commitment to their place of worship (in the form of a minister's reference) will be required, using the supplementary information form.
5. Children living (**see note 1**) in the Ecclesiastical Parishes which constitute the Hanley Team Ministry. (A map of the parish is available at school).
6. Children, at least one of whose parents (see note1) is a faithful and regular worshipper (**see note 2**) of a church which is a member of Churches Together in Britain and Ireland (CTBI) or Churches Together in England and/or the Evangelical Alliance, and who lives outside the Ecclesiastical Parishes which constitute the Hanley Team Ministry. (A map of the parish is available at school.)
7. Any remaining places will be given in order of distance (see note 4), the nearness of the home to the school, measured along shortest safe walking route from the home to the school's main gate.

### **Tie-breaker**

In the event that two or more applicants have equal right to a place under any of the above criteria, the Governing Body will apply the following tie breaker scenario to these applicants:

*If offering places within any one of the criteria would cause the school's admission number to be exceeded, then children living nearest will be offered first. Places will be given in order of distance (see note 4), the nearness of the home to the school, measured along shortest safe walking route from the home to the school's main gate. However, if two or more applicants share the same distance to a school and only one place is available, the applicant to whom the place will be offered will be determined by the Local Authority by random selection (unless this involves multiple births, in which case, this is explained on page 3 of this policy).*

### **Notes**

- (i) For admission purposes a parent is defined as the 'Prime Carer'.
- (ii) Applications on faith grounds  
 "Faithful and regular worshipper" is defined as worshipping at least twice a month for two years prior to application.  
  
 Parents applying for a place on faith grounds must complete the supplementary information form (which can be obtained from the school) **and return this form directly to the school, signed by an appropriate faith leader.**
- (iii) Sibling  
 "Sibling" refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

(iv) Distance

Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main gate of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

(v) Waiting Lists

Waiting lists will be held where in any year the school receives more applications for places than there are places available. The waiting list will operate until a month after the admission date. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

(vi) Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the school and return this. The form/letter should be sent to reach the Clerk to the Appeal panel, care of the school, within 14 days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances

(vii) Multiple-birth applications

Where parent(s)/guardian(s) are seeking to place twins, triplets etc, they must submit separate applications for each child. When considering twins, triplets or larger number of siblings, which are the product of a multiple birth, where there are insufficient spaces for all siblings, the remaining place(s) will be offered to the sibling(s) in order of time of birth and the parent(s)/guardian(s) may decide either (a) they will accept the place(s) or (b) they will decline the place(s) which will be offered to the next person(s) in the allocations after the twin/triplet/multiple birth then the unsuccessful sibling(s) will be considered as first priority on the waiting list, for one term, if a space becomes available and the parents(s) or guardian(s) confirm in writing that this is their wish when accepting the original place(s).

- ❖ Pupils with a Statement of Special Educational Needs or an Education, Health & Care Plan are considered by a separate procedure and must be accepted by the school named on their Statement or Plan. They will count towards the school's admission number. This will reduce the number of places available to other applicants.



## HANLEY ST LUKE'S CHURCH OF ENGLAND ACADEMY

### SUPPLEMENTARY INFORMATION FORM

*Application for a place on faith grounds*

<b>1 Full Name of Child</b>	<b>Date of Birth (dd/mm/yy)</b>
<input type="text"/>	<input type="text"/>

**2 Name and Address of Church/Place of Worship attended**

**3 How long have you/the child worshipped here?**

<input type="text"/>	Years	<input type="text"/>	Months
----------------------	-------	----------------------	--------

**4 How many times per month (including weekday services) do you worship?**

<input type="text"/>	x per month
----------------------	-------------

**5 If you have moved within the last two years, give details of previous place of worship and length/frequency of attendance**

**6 Name of Minister/Faith Leader of your current place of worship**

**7 Declaration**  
I certify that these details are, to the best of my knowledge, correct.

Signed: (Parent/Guardian)	Date
------------------------------	------

Signed (Minister/Faith Leader)	Date
-----------------------------------	------

**THIS FORM MUST BE RETURNED DIRECT TO THE SCHOOL AT THE ADDRESS SHOWN BELOW BY [DATE] AT THE LATEST**

**PLEASE RETURN to: The Headteacher, Hanley St Luke's CofE Academy,  
Wellington Road, Hanley Stoke on Trent, ST1 3QH**