

ADMISSIONS POLICY FOR SEPTEMBER 2026



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

Ratified by Governing Board: February 2025 Due for Review: February 2026

Mission Statement:

Our mission at Hartford Church of England High School is to provide an outstanding, inclusive and ambitious education for all. Children develop and thrive both within and beyond the classroom. They are known, with their talents embraced and promoted. They develop into young people who will make a substantial contribution to the world. They enjoy an education rooted in a shared set of Christian values that radiate the love and truth of Jesus Christ.

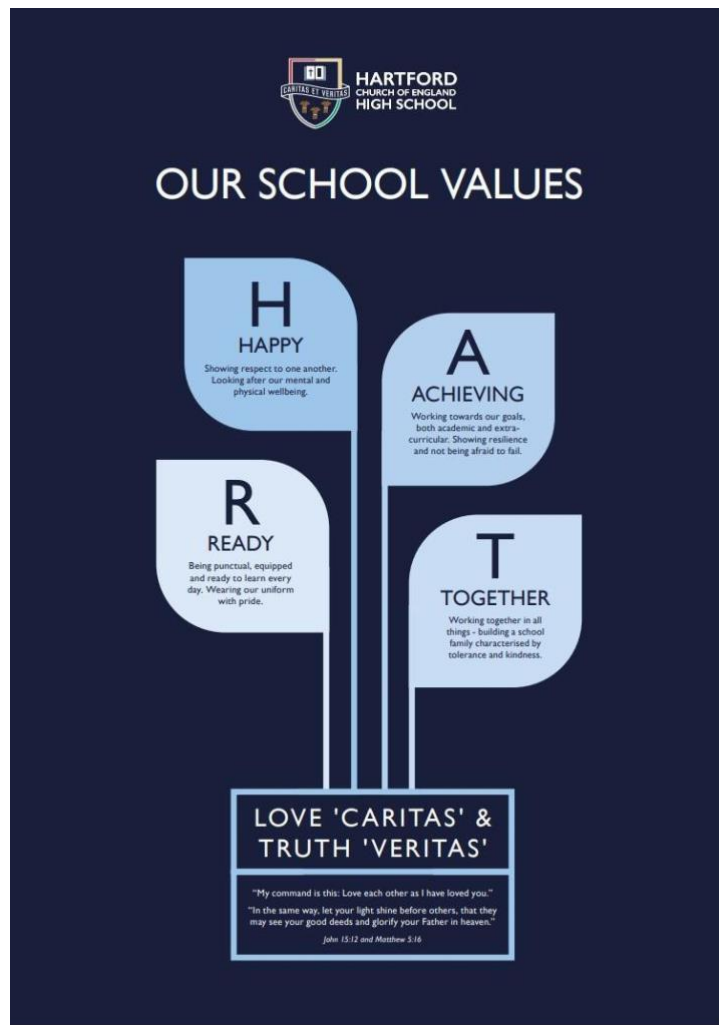
Everything we do at Hartford Church of England High School as students, staff, Governors and wider stakeholders, centres on the core values of our school:

Happy: Showing respect to one another. Looking after our mental and physical wellbeing.

Achieving: Working towards our goals, both academic and extra-curricular. Showing resilience and not being afraid to fail.

Ready: Being punctual, equipped and ready to learn every day. Wearing our uniform with pride.

Together: Working together in all things - building a school family characterised by tolerance and kindness.



"My command is this: Love each other as I have loved you."

"In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven."

John 15:12 and Matthew 5:16

Equally, the educational offer at Hartford Church of England High School is based on the Church of England's four key principles for education:

- Educating for wisdom, knowledge and skills
- Educating for hope and aspiration
- Educating for community and living well together
- Educating for dignity and respect

The implementation of this policy ensures the vision of the school, and the Church of England is fulfilled through the management of admissions.

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I. Welcome

Governors' Admissions Policy School Year 2026 to 2027

We welcome applications for places at Hartford Church of England High School from children of all faiths and none. We believe that all members of our school community, whatever their faith background, be this a deep-rooted Christian belief, or no faith at all, can aspire to fulfil and live by our values. We want all students to be good people who love and care for one another. As an educational community, we bring out the best in one another on a daily basis by being Happy, Achieving, Ready and Together.

Hartford Church of England High School is a voluntary-aided school. The Governing Body is the admission authority for the school and the school is required to act in accordance with the school admission code. The admissions process is coordinated by Cheshire West and Chester Council (the Local Authority) and the school liaises with the Local Authority on admissions issues.

The school admits students to Year 7 in September each year. All students of secondary transfer age are eligible for admission into Year 7. All students are admitted to Year 7 without reference to ability and aptitude. In September 2026, there will be 240 places available in years 7 to 10 at Hartford Church of England High School. In Year 11 there will be 230 places for students, this will increase to 240 places in September 2027. We welcome applications from students who live within our local community as well as those who live further afield but wish to travel to Hartford for a high-quality church school education. Children with Education Health Care Plans where Hartford Church of England High School is named, are legally entitled to a place. All applicants are welcome to apply for their chronological age group.

2. Applying for a place in Year 7

Applying at Hartford Church of England High School for September 2026

Applications for Year 7 places will open on 1st September 2025. There will be 240 places available in the Year 7 cohort at Hartford Church of England High School. The school welcomes applications from children of all faiths and none. Within the 240 allocated places, 35 places will be offered to children of the Christian faith where they or their parent(s)/carer(s) are regular worshippers in a Christian Church or where the child attends a local Church of England partner primary school; these are called foundation places.

The parents of **all** children applying for a Year 7 place at Hartford Church of England High School must make an application using their local authority secondary school admissions form which is usually completed online. In addition, any parents applying for a foundation (Christian) place, should also complete the school's supplementary information form (Appendix 1); hard copies can be collected from Hartford Church of England High School reception.

The local authority admissions form should be completed by 31st October 2025. The supplementary information form should be completed and returned to Hartford Church of England High School by 31st October 2025.

Parents will be notified of the outcome of their Year 7 application on 1st March 2026 or the next working day.

Where there are more than 240 first-choice applicants for places in Year 7 at Hartford Church of England High School, over-subscription criteria will be applied.

2a. Over-subscription criteria

If the school is over-subscribed, after the admission of students with an Education Health Care Plan in which Hartford Church of England High School is named, the following over-subscription criteria will be applied, in the order of priority shown, to determine the allocation of remaining places.

- i. Looked after children and previously looked after children (See note A)

- ii. Children of the Christian faith – Foundation Places (See note B)
- iii. Children who have a sibling in the school or where a sibling has attended the school during the previous three years (See note C)
- iv. Children resident within the catchment zone of the school (See note D)
- v. Children not resident within the catchment zone of the school but attending one of Hartford Church of England High School's partner primary schools (See note E)
- vi. Children of parents who have been directly employed by the school (See note F)
- vii. The proximity of the child's home address to the school (See note G)

2b. Notes - Key Information for Over-subscription Criteria:

- A. A looked after child is a child who is (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 (see the definition in Section 22(1) of the Children Act 1989). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole main purpose is to benefit society. Previously looked after children include those who, immediately after being looked after, became subject to an adoption, child arrangement, or special guardianship order 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.
- B. The governors have designated 35 places to be offered to children of the Christian faith in the following order of priority:
 - First, children who are regular worshippers in a Christian Church*. Regular worship means attendance at public worship at least 6 times in the last year.
 - Second, children whose parent(s)/carer(s) are regular worshippers in a Christian Church*. Regular worship means attendance at public worship at least 6 times in the last year.
 - Third, children who attend one of the following Church of England primary schools and therefore wish to continue their education beyond year 6 in their nearest Church of England high school.

Hartford Church of England High School's partner Church of England primary schools are:

- Antrobus St Mark's C of E Primary School and Great Budworth CE (A) Primary School
- Crowton Christ Church CE Primary School
- Davenham Church of England Primary School
- Delamere Academy
- Kingsley St Johns Primary School
- Lostock Gralam Church of England Primary School
- Lower Peover Church of England Primary School
- Norley Church of England Primary School
- Over St Johns Church of England Primary School
- Wharton Church of England Primary School
- Whitegate Church of England Primary School
- Witton Church Walk Church England High School

All applicants for Foundation places must complete the supplementary information form **as well as** the Local Authority's common application form.

*Christian church means any church which is designated under the Ecumenical Relations Measure nationally by the Archbishops of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England, or the Evangelical Alliance, or a partner church of Affinity. 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 admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

- C. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.
- D. Children will be classed as resident within the catchment zone of the school, which can be found at <https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-admissions/catchment-areas>, if they and their parents or carers live within the catchment zones of the following partner primary schools:
- Barnton Community Nursery & Primary School
 - Hartford Primary School
 - Hartford Manor Primary School & Nursery
 - Little Leigh Primary School
 - Winnington Park Primary School & Nursery
- E. Hartford Church of England High School's partner primary schools are:
- Barnton Community Nursery & Primary School
 - Hartford Primary School
 - Hartford Manor Primary School & Nursery
 - Little Leigh Primary School
 - Winnington Park Primary School & Nursery
 - Antrobus St Mark's C of E Primary School and Great Budworth CE (A) Primary School*
 - Lostock Gralam Church of England Primary School*
 - Over St. John's C.E. Primary School*
 - Whitegate CE Primary School*
- *These schools are both partner primary and partner Church of England primary schools. In the event any child wants to attend Hartford Church of England High School from one of these schools and does not qualify for a foundation place, they will be eligible for consideration under the partner primary school criteria.
- F. Where a parent is directly employed by Hartford Church of England High School this applies to all members of teaching and associate staff who have worked at the school for a period of 2 years or longer on 31st October 2025.
- G. The proximity of the child's home to the school will be measured in a straight line from the centrally plotted Basic Land and Property Unit point of the child's home address to the centrally plotted Basic Land and Property Unit point of the school as defined by local land and property gazetteer.

Additional Information

It may happen that there are not enough places to admit all children meeting any one criterion. In this case the school will apply multiple, subsequent criterion, in order of priority, to all these children.

In the event of a tie break, whereby despite using the over-subscription criterion the Admissions Authority cannot distinguish between two or more applications for the allocation of a place at Hartford Church of England High School, the final place(s) will be allocated on a first-come, first-served basis, identified by the date and time of the local authority application form being received.

2c. Late applications for admission

Late applications for places, i.e. applications not submitted to the local authority by 31st October 2025 will be considered after all on-time applications unless the local authority considers that there are good reasons for the application being late. Common reasons for late applications can be when there are exceptional medical circumstances preventing an earlier application or where a child has moved or is moving house to live in the local area. Reasons for a late application must be submitted with supporting evidence when the late application is made.

Where a late application has been made with supporting evidence and this has been received by

the local authority and the authority subsequently accepts the reasons stated for the late application, the application will be considered as if it had been received on time.

Late applications and supporting evidence received after 31st December 2025, will be considered after all on-time applications, even where the local authority accepts that there are good reasons for the late application. As such, these applications may be disadvantaged in the consideration of their preferences. These applications will be placed on the waiting list in order according to the oversubscription criterion.

Late applicants will be advised of the outcome of their application after the published offer date 1st March or the next working day.

2d. Waiting list

Where we have more applications than places, the over-subscription criterion will be used to allocate all Year 7 places at Hartford Church of England High School. Children who are not allocated a place will be placed on a waiting list. Any names on the waiting list will be rank ordered and this will be determined by the over-subscription criterion. 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 criterion. Thus, it is possible that a child who moves into the area later may have a higher priority than one who has been on the waiting list for some time. If a Year 7 place becomes available, 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.

This waiting list will operate until 31st December 2026.

3. In-year applications

For children who move into an area or who move schools outside of the normal admissions round for September starts in Year 7, the in-year application process applies.

For the in-year application process, parents should contact the school to enquire about if any places are available in their child's school year. Parents will then use the local authority online application system to apply for a place. If a place is available, the local authority will then contact the school to arrange for admission. If there are more applications than places available in any school year, parents have the opportunity to complete the supplementary information form if they wish to. In the case of no places being available, the over-subscription criterion will be applied as detailed in Sections 2a and 2b above and applications rank ordered as a result. Parents who have been unsuccessful in securing a place will have the right to appeal.

4. Appeals

Where Hartford Church of England High School is unable to offer a place because the school is over-subscribed, parents have the right to appeal to an independent admission appeal panel. Parents should notify the Admissions Officer at the school within 20 school days of receiving the letter refusing a place. Parents will have the opportunity to submit their case to an independent admission appeal panel in writing and to attend a hearing to present their case. Parents normally receive 14 days' notice of an independent admission appeal panel hearing. Decisions of the appeal panel are final and binding on both the appellant and the school.

Please note that this right of appeal against the school's decision does not prevent parents from making an appeal in respect of any other school if they made multiple school applications.

5. The child's address

The address used for the child on the local authority application form and, if applicable, the supplementary information form must be the current address at the time an application is submitted. If the address changes

subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will usually be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. utility bills of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the school reserves the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area, proof of the posting is all that is required. For families about to move address to a home within the school's catchment, a solicitor's letter detailing the new address and date of house move will be required. The house move date must be before the start of the academic year.

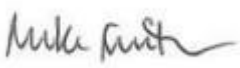
6. Fraudulent applications

Where the school 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 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 of the school is required to withdraw the offer of a place. The application will be considered afresh, and a right of appeal offered if a place is refused.

Appendix I

Supplementary Information Form 	
To be completed <u>ONLY</u> if applying for a <u>Foundation Place</u> . This form needs to be completed and returned to Hartford Church of England High School by the closing date, 31 st October 2025	
Please tick to confirm on what grounds you are making a foundation (Christian) place (you may tick more than one box)	
Child's attendance at a Christian place of worship	
Parent's attendance at a Christian place of worship	
Child's attendance at Church of England primary school	
Child Surname:	Child Forename(s):
Date of Birth:	Sex: Male/Female *Delete as appropriate
The applicant has an Education Health Care Plan	Yes/No *Delete as appropriate
The applicant is either Looked After (in public care) or Previously Looked After	Yes/No *Delete as appropriate
Name of Parent(s)/Carer(s):	
Parental Email:	
Parental Telephone Number(s):	
Address:	
Postcode:	
Name of Primary School:	
The name(s) of any sibling(s) in the school or where a sibling has attended the school during the previous three years Name(s):	
Parent/Carer Signature:	Date:

The remainder of this form must be completed by a vicar, minister or equivalent religious leader within the Church. For applications on the grounds of attendance at a Christian place of worship. Christian church means any church which is designated under the Ecumenical Relations Measure nationally by the Archbishops of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England, or the Evangelical Alliance, or a partner church of Affinity.	
Details of Church Leader:	
Name:	
Role:	
I can confirm that the child has attended church at least 6 times in the last year	
I can confirm that the child's parent/carer has attended church at least 6 times in the last year	
Details of Church or Place of Worship	
Name of Church:	
Address:	
Postcode:	
Any other additional information:	
Church Leader Signature:	Date:

Date approved by Governing Board: 10/02/2025 Applicable from: 10/02/2025 Signed by	
Headteacher: 	Date: 10/02/2025
Chair of Governors: 	Date: 10/02/2025