

ADMISSIONS 2027

POLICY



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

Ratified by Governing Board:	October 2025
Update Approved by Governing Board:	February 2026
Due for Review:	Spring Term 2027

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.

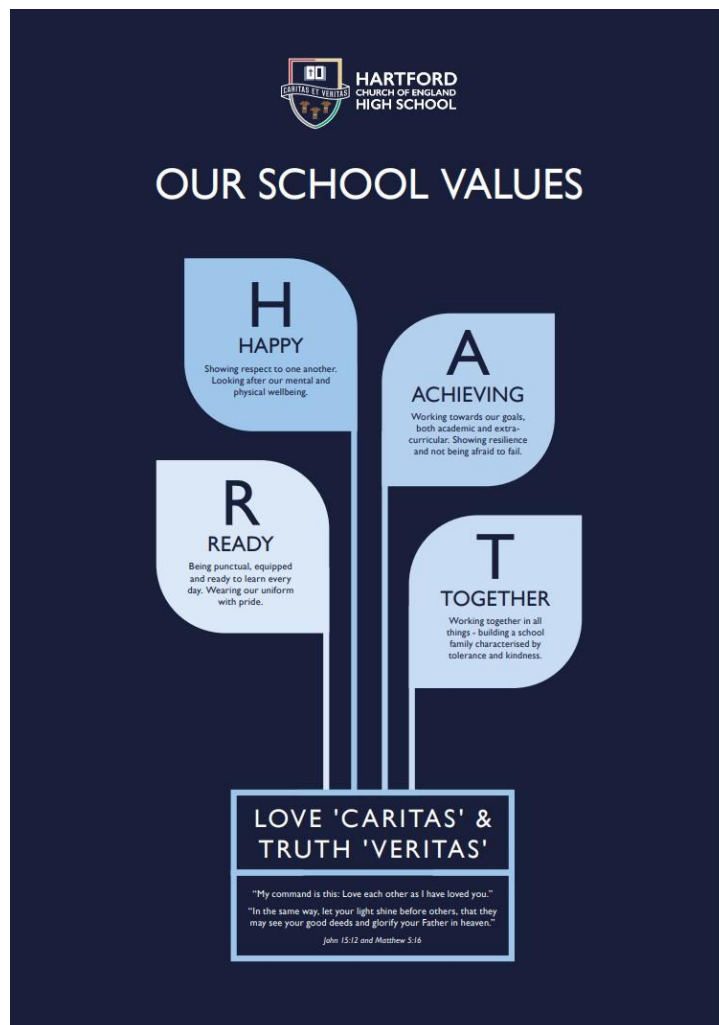
Everything we do at Hartford Church of England High School as students, staff, Governors and wider stakeholders, centres on the core values of our school:

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 Admissions Policy for Hartford Church of England High School fully embodies our values, our mission statement and the key principles for education set out by the Church of England.

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I. Welcome

Governors' Admissions Policy School Year 2027 to 2028

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 Board 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 2027, there will be 240 places available in years 7 to 11 at Hartford Church of England High School. 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 and, where there is justifiable reason, for out of normal age group admission.

2. Applying for a place in Year 7

Applying at Hartford Church of England High School for September 2027

Applications for Year 7 places will open on 1st September 2026. 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 2026. The Supplementary Information Form should be completed and returned to Hartford Church of England High School by 31st October 2026.

Parents will be notified of the outcome of their Year 7 application on 1st March 2027 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
- The Delamere Church of England Academy
- Kingsley St Johns Church of England Primary School
- Lostock Gramam 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 2026.
- 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 2026, 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 2027.

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. Admission for children outside of their normal age group

Parents may wish to apply for a place at Hartford Church of England High School for their child outside of their normal age group, for example, if their child is gifted and talented or has experienced problems such as ill health. The phrase 'normal age group' references the year group a child would have been in had they entered schooling in the September following their fourth birthday.

Hartford Church of England High School must make decisions regarding the admission of a child outside of their normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the views of a parent; information about the child's academic, social, and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

When informing a parent of the decision on the year group their child should be admitted to, the Headteacher, on behalf of the school, will set out clearly the reasons for the decision in writing.

Where the school agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and the school will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. Hartford Church of England High School will not give the application lower priority on the basis that a child is being admitted out of their normal age group.

Should their application be refused, parents have a statutory right to appeal against the refusal of a place. This right does not apply if a place is offered at the school, but it is not in their preferred age group.

As Hartford Church of England High School is its own admission authority, parents will need to ask the school to admit their child out of their normal age group again if their child transfers from another school. This applies if the child is moving, or is going to move:

- from a primary to secondary school
- to a new area and is changing schools

The request for an out of normal age group admission should be made alongside an application for a school place. If applying for a year 7 place, parents will need to ask the school to agree for their child to continue being educated outside of their normal age group before the normal admissions round closes for their child's normal age group. This will be on 31 October of the year their child starts year 5, rather than year 6. This is so they know the outcome of the decision in time to submit an application for their child's normal age group, should their request be turned down.

In deciding what is best for a child, the school will take into account the fact that a child is currently being educated outside of their normal age group and the benefits or costs to the child of refusing the request.

5. 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, using the school's Appeal Form (Appendix 2). Parents should notify the Admissions Officer at the school within 20 school days of receiving the letter refusing a place, by completing the school's Appeal Form (Appendix 2) and submitting the completed Appeal Form to the Admissions Officer, either by hand, by post or by email (admissions@hartfordhigh.co.uk). Hard copies of the Appeal Form can be collected from Hartford Church of England High School reception. 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.

6. 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.

7. 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.

8. Monitoring and Review

This policy will be reviewed annually by the Full Governing Board of Hartford Church of England High School and, for September 2027 admissions, will be available on the school website by the Spring Term of the 2025 to 2026 academic year.

Appendix I – Supplementary Information Form

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, 31st October 2026.		 HARTFORD CHURCH OF ENGLAND HIGH SCHOOL
Section A: To be completed on behalf of <u>ALL</u> Foundation Place applicants		
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:	

Section B: Only to be completed on behalf of Foundation Place applicants who are applying 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.

This section must be completed by a vicar, minister or equivalent religious leader within the Church.

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/carers 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:

Appendix 2 – Appeal Form

APPEAL FORM FOR VOLUNTARY AIDED SCHOOLS

Private and Confidential



Name of Child:

Male: ☐ Female: ☐

Date of Birth:

Current School:

Address:

Relationship to Child

Parent ☐

Carer ☐

Guardian ☐

Other ☐

Telephone Contact Numbers:

Email address:

Do you intend to be present at the appeal hearing?

Yes ✓

No ✓

Is the child 'Cared for' by a Local Authority (*in Public Care?*)

Does your child have an Educational Health Care Plan?

Is your child permanently excluded from school?

Parent/Carer 1

Name:

Address (if different from above):

Telephone Number:

Parent/Carer 2

Name:

Address (if different from above):

Telephone Number:

PARENTS STATEMENT TO THE APPEAL PANEL

I understand that my child has been refused a place at Hartford Church of England High School.

I would like to appeal for my child to go to this school for the following reasons:

Any additional sheets or evidence to support your appeal can be added to the rear of the form.

OTHER CHILDREN

Siblings (and any other children living at the same address) A siblings means the brother, sister, stepbrother or stepsister, half brother or half sister living together as part of one household

Sibling's Name:	School and Year Group:	Date of Birth: / /
Does the sibling reside at the same address as the applicant? If no, please provide details		Yes/No

If you are not currently residing in the area, please provide the address in Cheshire West and Chester to which you are moving:

Other Relevant Circumstances. Please include here any further information which you consider may be relevant:

AGREEMENT

I WISH TO APPEAL AGAINST THE DECISION OF THE ADMISSIONS AUTHORITY NOT TO ALLOCATE A PLACE FOR MY CHILD AT HARTFORD CHURCH OF ENGLAND HIGH SCHOOL. I CONFIRM THAT THE INFORMATION I HAVE PROVIDED IS ACCURATE AND CORRECT AND I UNDERSTAND THAT AT THE APPEAL HEARING I WILL BE OPEN TO CHALLENGE ON THE DETAILS AND EVIDENCE I HAVE PROVIDED

Signed:	Mr/Mrs/Miss/Ms/Dr/Other
PRINT NAME:	Date:

Data Protection Act: Hartford Church of England High School and Cheshire West and Chester maintains a Register Entry in respect of Education which includes the administration relating to pupils. Personal information provided on this form is treated in confidence and complies with the requirements of the Act. This information may also be shared with other local authorities and Primary Care Trusts.

Verification of Information: Hartford Church of England High School and Cheshire West and Chester may verify information you have provided on this form which could involve contacting other departments of the Local Authority. In instances where the information provided is different from that held by them they may use the information on this form.

Once completed, please return this form to:

HARTFORD CHURCH OF ENGLAND HIGH SCHOOL
HARTFORD CAMPUS
CHESTER ROAD
NORTHWICH
CHESHIRE
CW8 1LH

OR EMAIL: admissions@hartfordhigh.co.uk

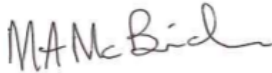
Date approved by Governing Board: 06/10/2025
(Update approved 09/02/2026)

Applicable from: 06/10/2025

Signed by

Headteacher: 

Date: 06/10/2025

Chair of Governors: 

Date: 06/10/2025