EBOR ACADEMY TRUST

Alderman Cogan's Church of England Academy

Admissions Policy 2027 – 2028

Admissions Policy determined by the Admissions Authority Board (Ebor Academy Trust): November 2025

last full public consultation 5th December 2022 – midnight 16th January 2023

For publication on websites

Review Autumn 2026

2027-2028 Admissions Policy

Applications under this policy will generally be for a child born between 1 September 2022 and 31 August 2023 to start at the school in Reception in September 2027 as part of the normal admissions round.

However, this policy also covers in-year admissions and deferrals/delays to admissions and accelerated admissions.

Date of last consultation	December 2022
Next review due	Autumn term 2026

1. Introduction

Alderman Cogan's Church of England Academy is a Church of England school in the Diocese of York. It has been serving the young people of Hull and beyond for over 250 years, formerly as a maintained school and more recently as an academy. The school is part of the Ebor Academy Trust.

The school aims to serve its community by providing a primary education of the highest quality within the context of Christian belief and practice for children. It encourages an understanding of the meaning and significance of the Christian faith, and promotes Christian values through the experience it offers to all its children.

As a Church of England school, we welcome applications from Christian families and those of other faiths and none. We ask that all parents/carers applying for a place at the school respect the school's ethos and its importance to the whole community.

Ebor Academy Trust is the Admissions Authority for the school. The Trust is responsible for determining the school's admissions arrangements (including this policy) and deciding who can be offered a place in accordance with it.

This admissions policy has been determined having had regard to the York Diocesan Board of Education's guidance.

In relation to admissions in the normal admissions round, where applications are for children to be admitted into Reception on the first day of term in September 2027, admissions will be operated in accordance with Hull City Council's co-ordinated admissions schemes (on which please see further below). Details relating to the co-ordination of in-year admissions will be provided in due course in accordance with the Admissions Code.

All Admissions Authorities are required to act in accordance with the Department for Education's School Admissions Code and the relevant legislation and regulations.

For further details about how and when to apply, please see sections 2 and 5 below.

2. Application Procedures and Timetable

Please contact the school on 01482 376203 or admin.acs@ebor.academy and/or your home local authority if you need any help in applying.

(a) Local Authority co-ordination of normal admissions round

The admission process for the normal admissions round (i.e. for admission to Reception in September 2027) is always coordinated by local authorities.

You should apply for a place at school in the normal admissions round by completing the online application form[1] of the local authority (Unitary or County Council) in the area in which you live (your "home" local authority) by 15 January 2027. You should do this even if your "home" local authority is not Hull City Council, which is the relevant local authority area for the school.

The process will give you the ability to express ranked preferences for places at any state funded school/academy, whether or not they are within your home local authority area. This allows coordination to take place between your home local authority, the local authorities of the schools you have applied to (if different) and the Admissions Authorities for those schools. The Admissions Authority (in this school's case, the Trust) will rank the applications of all applicants naming the school as one of their preferences and provide this information to the local authority in which the school is situated to enable coordination (in this school's case, Hull City Council). You will then receive an offer, via your home local authority, for the highest ranking school where a place is available. This is so that parents/carers will receive only one offer of a place at a school for their child.

You will be sent your offer by your home local authority outlining your allocated school place on national offer day (16 April or the next working day) and should ensure that you carefully follow the instructions contained with that communication relating to taking up the place and any other relevant matters. The method of notification will depend on your home local authority processes. You will also be informed of any rights you have to appeal and the right to be placed on school waiting lists.

If your home local authority is Hull City Council, applications can be made online at http://www.hull.gov.uk/education-and-schools/applications-and-transfers/primary-school-applications. If you cannot complete an online application, please contact the Hull City Council's school admissions team on 01482 300 300 *for assistance. If Hull City Council is not your home local authority, you should contact the home local authority for details of how to access their admission processes.*

If parents disagree on an application made in the normal round only one parent can submit a school place application and we cannot resolve disputes between parents only a family court can do this. When you apply, you are confirming you have the consent of all other persons to make the application. If we (or the local authority) receive two conflicting applications, both applications will be placed on hold (and school places may have to be offered to other applicants) until the local authority has received (either):

- written evidence that everyone holding parental responsibility agrees the application
- a Court Order specifying who should apply

Your home local authority may be required to allocate a place at the closest school to the child's home with spaces remaining available if the child needs a school place offer.

(b) Supplementary Information Form

If you are applying for priority application to the school on the basis of one of the oversubscription criteria set out in section 4 below which states that a Supplementary Information Form is required, you will also need to complete and return the attached Supplementary Information Form. This is in addition to the requirement outlined above to submit your application to your home local authority. If you are not applying for priority on the basis of one of these oversubscription criteria, there is no need to complete a Supplementary Information Form (unless a Supplementary Information Form is required by your home local authority).

[1]

Please send the attached Supplementary Information Form to the school at Alderman Cogan's CE Primary Academy, Whitworth Street, Hull, HU9 3HJ marked for the attention of the business manager. (Please do not send this Supplementary Information Form to your local authority, as they will not be able to take account of the information you have provided.)

Where you are applying as part of the normal admissions round, the completed Supplementary Information Form must reach the school by 15 January 2027. **If the Supplementary Information Form has not been returned and fully completed by this date, you may lose the priority that you might otherwise have received** (please see further below in relation to late applications.) You should make sure you allow the time to get any necessary supplementary information/signatures required for the Form prior to the deadline for its return.
Where you are making an in-year application (see below), you should return the Supplementary Information Form at the same time as making the application.

(c) No automatic transition from nursery provision

The admission of children into Reception year is a completely separate process to nursery admissions, even if the school and nursery are located on the same premises or the nursery is run by the school itself. A separate application for Reception is required in all cases and will be assessed in relation to the oversubscription set out in this policy only. Our policy does not give any priority based on attending nursery save as set out in criteria [4].

(d) Late applications and changes

Applications received by your home local authority (or changed) after the national closing date (15 January 2027) are "late applications." Late applications and changes to applications made in the normal admissions round will be considered in accordance with the provisions of the relevant local authority's Co-ordinated admissions scheme.

Applications received after the local authority's period of co-ordination has ended will be considered as "in year" applications (please see section 6 on "in year" applications)."

3. Admission number

The school's Published Admission Number – that is the number of places available for admission to Reception at the school in September 2027 - is 60.

If, as part of the normal admissions round, no more than 60 applications are received, places will be allocated up to and including the Published Admission Number in accordance with Hull City Council's Co-ordinated admissions scheme.

The PAN only applies to Reception. The Trust will not refuse admission to other age groups on the grounds that the PAN has already been reached. The Trust may, however, refuse admission where it is of the view that admission of another child would prejudice the provision of efficient education or efficient use of resources, including in light of any current admission numbers set for year groups.

4. Allocation of places

The school will admit all children with an Education, Health and Care Plan (EHCP) which names the school. If your child has any such EHCP, please contact your home local authority who will advise you on your options.

If the number of preferences expressed for the school exceeds the number of places remaining available (after the admission of any children with an EHCP which names the school), priority will be awarded to applicants using the following oversubscription criteria, which will be applied in the order of priority shown.

1. Children who are looked after by a local authority and children who were previously looked after

A "looked after child" is a child who at the time of making the application to school is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England in exercise of their social services functions.

A "previously looked after child" is a child who:

(a) Was previously a looked after child in accordance with the above definition, but who immediately after being looked after was subject to an adoption, child arrangement or special guardianship order; or

(b) Appears to the Trust (having sought advice from the Local Authority) to have been in state care outside of England and who have ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside 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 or main purpose is to benefit society.

If you are making an application under the priority for a previously looked after child, you will need to complete/provide the relevant documentation/information specified by your home local authority in accordance with their specified requirements.

Note: An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A Child arrangement order is an order settling the arrangements to be made as to the person to whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. Children with exceptional social or medical needs where these needs can only be met at the school

To be given priority on this basis, the Trust would have to be satisfied that the child's social or medical needs were such that they can only be met at the school.

The Trust may liaise with any third parties as they may deem appropriate in making their assessment and may seek the advice of any relevant Local Authority Panel in reaching its decision.

3. Children who have a sibling in school at the time the application is made and who will have a sibling in Reception or Years 1-6 at the school at the proposed date of admission

"Siblings" for the purposes of this policy refers to (a) children with the same natural parents living at the same address; (b) children with the same natural parents living at different addresses (eg due to separation of natural parents); (c) half- brothers/sisters living at the same address (d) step – brothers/sisters living at the same address (e) children living as part of the same family unit with their parents/guardians at the same address.

4. Children eligible for the early years' pupil premium and Free School Meals Pupil Premium or service premium who attend the school's nursery

The Early Years and Free School Meals Pupil Premium is additional funding for publicly funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers . Your child will be eligible if they are registered as eligible for free school meals at any point in the past 6 years. The priority does include families who remain eligible for Free School Meals under the transitional arrangements related to Universal Credit and Covid.

The school's nursery is established and run by the school and is called Alderman Cogan's CE Nursery.
Children eligible on 28th February 2027 for the Early Years Pupil Premium who are attending the school nursery at the time of application or children who are eligible on 28th February 2027 for the Free School Meals Pupil Premium. This priority does not include children who have only been eligible to receive Universal Infant Free School Meals

If you meet this criterion and are not eligible for priority 1, 2 or 3, you must attach supporting evidence and a Supplementary Information Form. See Appendix 2. Ebor Academy Trust will initially confirm eligibility for this priority using an electronic checking service such as the LGFL or the DfE Electronic Checking Service (ECS). This will be assessed on the first school day after 28th February. If the ECS check reveals you are not currently eligible, you will need to provide further evidence to confirm eligibility.

5. **Children living within the Catchment Area** *(with priority given to children who regularly and frequently worship, or whose parent(s)/carer(s) regularly and frequently worship, at a Christian place of worship)*

The Catchment Area is the area shown on the map at Appendix 1.

Priority within this criterion is given as follows:

A. *Catchment Foundation Places - First priority will be given to those satisfying the requirements for a Catchment Foundation Place. In order to be eligible for a Catchment Foundation Place, the applicant must live in the Catchment Area and be able to demonstrate the required frequency of worship by the child or at least one parent/carer. The minimum level of worship will be attendance at worship an average of at least twice a month for the twelve months immediately prior to the date of application*[2]*. The worship must be at a regular public service at a Christian place of worship. A Christian place of worship is defined as a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England,*[3] *or affiliated to the Evangelical Alliance*[4] *or a Partner Church of Affinity.*[5] *The list of nationally designated churches can be found at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf.* ***In order to be eligible for consideration for a Catchment Foundation Place, you will need to submit a completed Supplementary Information Form as outlined in paragraph 2b above*** *which includes verification of attendance at worship from your minister of religion.*

B. *Other Catchment Places – After the admission of applicants eligible for a Catchment Foundation Place, priority will be given to all other children living in the Catchment Area.*

6. **Children living outside the Catchment Area (with priority given to children who regularly and frequently worship, or whose parent(s)/carer(s) regularly and frequently worship, at a Christian place of worship**

The Catchment Area is the area shown on the map at Appendix 1.

Priority within this criterion is given as follows:

A. *Out of Catchment Foundation Places - First priority will be given to those satisfying the requirements for an Out of Catchment Foundation Place. In order to be eligible for an Out of Catchment Foundation Place, the applicant must satisfy the requirements for a Catchment Foundation Place, save for the requirement that they must live in the Catchment Area.* ***In order to be eligible for consideration for an Out of Catchment Foundation Place, you will need to submit a completed Supplementary Information Form as outlined in paragraph 2b above*** *which includes verification of attendance at worship from your minister of religion.*

B. *Other Out of Catchment Places – After the admission of applicants eligible for an Out of Catchment Foundation Place, priority will be given to all other children living outside the Catchment Area.*

Tie- Breaker

If there are more applications within any given criterion (or sub-criterion) than there are remaining places available, the places will be allocated to children satisfying the relevant criterion (or sub-criterion) who live closest to the school.

[2] 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.
[3] For up to date information on membership of Churches Together In England, please visit their website at https://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx
[4] The Evangelical Alliance is the largest body serving evangelical Christians in the UK. Many members of the Evangelical Alliance are individual congregations or churches and therefore too numerous to list here. However they can be "searched for" on the Evangelical Alliance's website – www.eauk.org.
[5] Affinity is an umbrella organisation to which independent churches belong, similar to and including the Fellowship of Independent Evangelical (FIEC) Churches.

The measurement of **distance** is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to the main entrance of the school site is used. The measurement will be made using Route Finder, a computer mapping system used by Hull City Council to make measurements.

If the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school and the Trust.

Where the application of the above would lead to a place being made available for a child/children of multiple birth but not their sibling(s) who is/are of multiple birth, the Trust will work within the Admissions Code in order to seek to make a place available for the sibling(s) wherever reasonably possible and where they are legally permitted to do so.

Address – You should consult your "home" local authority's guidance on what is the child's address for the purposes of your application, including which address should be used in situations of shared care. The correct address to be used for the purpose of the local authority's co-ordinated application process will be used for the purpose of applying this oversubscription criteria and the tiebreaker in this policy. You may be asked to show evidence of any current or previous address and enquiries may be made to obtain verification, including of any third parties, should this be deemed necessary.

5. Time for admission

(a) Usual entry point

Children will normally be admitted into the year group relevant to their age and (save as outlined below) application should be made to that year group.

Save as outlined below, for those applying in the normal admissions round, offers will be made for a full time place in Reception commencing in September 2026, being the September following the child's fourth birthday.

(b) Deferred admission into year group relevant to child's age

Parents/carers receiving an offer for their child to start in Reception in September 2027 have the option to defer the date their child starts in Reception until later in the 2027/28 school year, as long as their admission is not deferred beyond the point at which they reach compulsory school age nor beyond the beginning of the final term in the year of admission (April 2028). A child reaches compulsory school age at the start of the term following their fifth birthday. There is an additional option for summer born children – on which please see (c) below.

The table below sets out the position:

Date of birth	Date reach compulsory school age	Latest date for admission to year group relevant to child's age
1 January 2022 - 31 March 2022	31 March 2027	Start of Summer Term - April 2027 - to join in Reception
1 April 2022 - 31 August 2022 ("summer born")	31 August 2027	Start of Summer Term - April 2027 - to join in Reception OR Start of Autumn Term - September 2027 - to join in year 1 – see section (c) below)

If you would like to defer your child's entry so they do not start in September 2027, you must still apply in the normal admissions round. If you are allocated a place, you will then need to advise the school in writing of the intended start date and keep in regular contact with the school regarding any changes to this intended date. The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child in the 20 school days before the intended start date. If you do not contact the school in the 20 school days before an intended and/or previously communicated start date, the school will make all reasonable efforts to contact you by telephone and in writing at any known physical address or email address. In the event that our attempts to contact you are unsuccessful, the school place may be withdrawn.

(c) Delayed admission: admission outside of normal age group

Parents/carers may seek to delay their child's admission to school so that they are admitted outside of their normal age group, for example if they have experienced problems such as ill health. In addition, the parents/carers of a summer born child (i.e. a child born between 1 April and 31 August) may choose not to send that child to school until 1 September 2028 (being the 1 September after they turn five and the date they reach compulsory school age) and may request that they are admitted out of their normal age group – to Reception rather than Year 1 (which would be their usual year group). Parents/carers considering requesting admission out of the normal age group are encouraged to contact the Hull City Council's school admissions team, (if different) their home local authority and the school at an early stage to discuss their intentions.

The Trust will make decisions on requests for admissions outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned and in accordance with any agreed coordinated Local Authority procedure in place from time to time. This will include taking account of:

- the parent's/carer's views;
- any information provided 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
- where applicable, whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Trust will also take account of the views of the headteacher in assessing the request. When informing the parent/carer of their decision on the year group the child should be admitted to, the Trust will set out clearly the reasons for the decision.

You should request such a delayed admission as part of the normal admissions round where possible. As such:

- parents/carers wishing to delay admission should still apply for a school place at the normal time – i.e. by 15 January 2027; and
- By the same deadline, the parent/carer should also submit a written request to delay admission to the headteacher of the school, together with any supporting evidence that the parent/carer wishes to be taken into account. You should also inform your home admission authority of your request in writing.

This will allow requests to be considered prior to National Offer Day.

If the request is approved, then the application and preferences originally submitted as part of your home local authority's application process will be withdrawn and no decision will be made on the basis of the original application. **Please note, a place will not be reserved for your child: where a delayed admission is granted, parents/carers must then reapply for a Reception place in the next admissions round (i.e. for a place in September 2028) alongside children who are one school year younger.** Parents/carers should make it clear in their fresh application that delayed admission has previously been agreed. The fresh application will be considered in accordance with school's 2028/29 admissions policy as part of the normal admissions round and on the basis of the admission arrangements outlined in the school's 2028/29 policy, including the application of oversubscription criteria. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

If a request is not approved, parents/carers will be notified by their home local authority of the result of their original application in the usual way.

We will endeavour to process requests for delayed admission received after 15 January 2027 within 20 working days from receipt. If the request is approved, any offer received as part of the normal admissions round will be withdrawn.

Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy: whilst parents/carers 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.

(d) Accelerated admission

Very exceptionally, applicants may seek a place for their child in a higher age group than their usual age group, for example if the child is gifted or talented. Parents/carers considering requesting admission to a higher age group should contact the school and the home local authority at an early stage to discuss their intentions and what the best approach might be. The request must be put in writing, addressed to the headteacher of the school, together with any supporting evidence that the parent/carer wishes to be taken into account. Ebor Academy Trust will make decisions on such requests 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 criteria set out in c above.

In order for the request to be considered prior to the normal admissions round, the request must be received by 3rd October 2026. If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy.

(e) Part time attendance

There may be some occasions where parents/carers feel their child is not yet ready to start full time education and the point they start school. Parents/carers considering part-time attendance should contact the headteacher as soon as possible to discuss this.

6. In-year admissions

In-year admissions are admissions outside the normal admissions round. Applications received after the local authority's period of coordination has ended will be considered as "in year" applications.

Parents/carers may apply for a change of school for their child at any time. Please call the school on 01482 376203 or email us at admin.acs@ebor.academy to find out about any in-year vacancies that may be available. Alternatively, you can contact Hull City Council for information regarding available places.

The oversubscription criteria outlined in section 4 apply to in-year applications.

(a) Application process

Details of how in-year applications will be dealt with for the 2027/8 academic year will be set out on the school's website by 31 August 2027. This will detail whether in-year applications are being coordinated by the school or by the local authority.

Whether in-year applications are being coordinated by the school or the local authority, if you are applying under one of the oversubscription criteria that requires the school's Supplementary Information Form to be completed, please complete and return this to the school at Alderman Cogan's CE Primary Academy, Whitworth Street, Hull, HU9 3HJ marked for the attention of the business manager at the same time as submitting your in-year application form.

(b) Determination of application

Whilst the school does have a published admissions number of 60, this number only applies for admission into Reception. Although a published admission number may help set class organisation in later years, decisions in relation to places in other year groups will be made primarily on class organisation. As such, a place may be refused even if the numbers on roll in the relevant year group are lower than the published admission number. In determining whether a place is to be offered, consideration will be given as to whether the admission of any additional child would prejudice the provision of efficient education or the efficient use of resources including in light of any current admission numbers set for year groups.

Where there is an available space and there are no other applications for this place, the place will be made available. Where there is an available space and there are more applications for a place than places available, priority is given in accordance with the oversubscription criteria set out in section 4 above. The oversubscription criteria will be applied as at the date the place becomes available.

You will be notified of the outcome of your application, normally within 10 school days but always within 15 school days. Where a place is offered, and the offer is accepted, arrangements will be made for the child to start as soon as possible, particularly where the child is out of school.

If the application is refused by the Trust, reasons for the refusal will be given and the applicant will be informed of their right to appeal and their right to be placed on the waiting list (on which please see section 7 below).

(c) Fair access

Please note that the operation of this policy is subject to the Hull City Council's Fair Access Protocol and the relevant regulations relating to children who have been permanently excluded from two or more schools. The Fair Access Protocol is agreed with schools within the authority to ensure that – outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. It also requires local authorities to ensure that no school is required to take a disproportionate number of children with challenging behaviour. The Fair Access protocol and relevant regulations will take priority over this policy.

7. Waiting List

If the school is oversubscribed, a waiting list will be established. (The waiting list may be held by Hull City Council on behalf of the Trust where this has been agreed.)

Normal admissions round – A waiting list shall be maintained until 31 December 2027, at which point it will be deleted. Applicants still seeking a place after this date should advise the school's business manager in writing.

In-year applications - Parents/carers who are not successful in obtaining a place following an in-year application received during the 2027/28 academic year will automatically be placed on the waiting list, which will be maintained until [July 2028], at which point it will be deleted. In the event that you would like your child to be re-added to the waiting list for the following academic year, you must advise the school's business manager of this in writing.

In each case, a child's position on the list will be determined by the oversubscription criteria above only and will reflect their current circumstances (where these circumstances have been provided to the Trust). Each additional applicant, or change in circumstances of an applicant which is notified to the school, will require the waiting list to be reordered in accordance with the oversubscription criteria. Should a place become available while the waiting list is in operation, a place will be made available to the applicant entitled to be on the top of the waiting list on the day the place becomes available. Where a tie breaker of random allocation is required to determine who is offered a place in accordance with section 4 above, a fresh round of random allocation will be used each time a child is to be offered a place.

Placing a child's name on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful application.

8. Appeals

Applicants refused a place at the school have a statutory right of appeal. If an application for a place at the school is refused, the applicant will be informed of the reasons and of their right to appeal. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

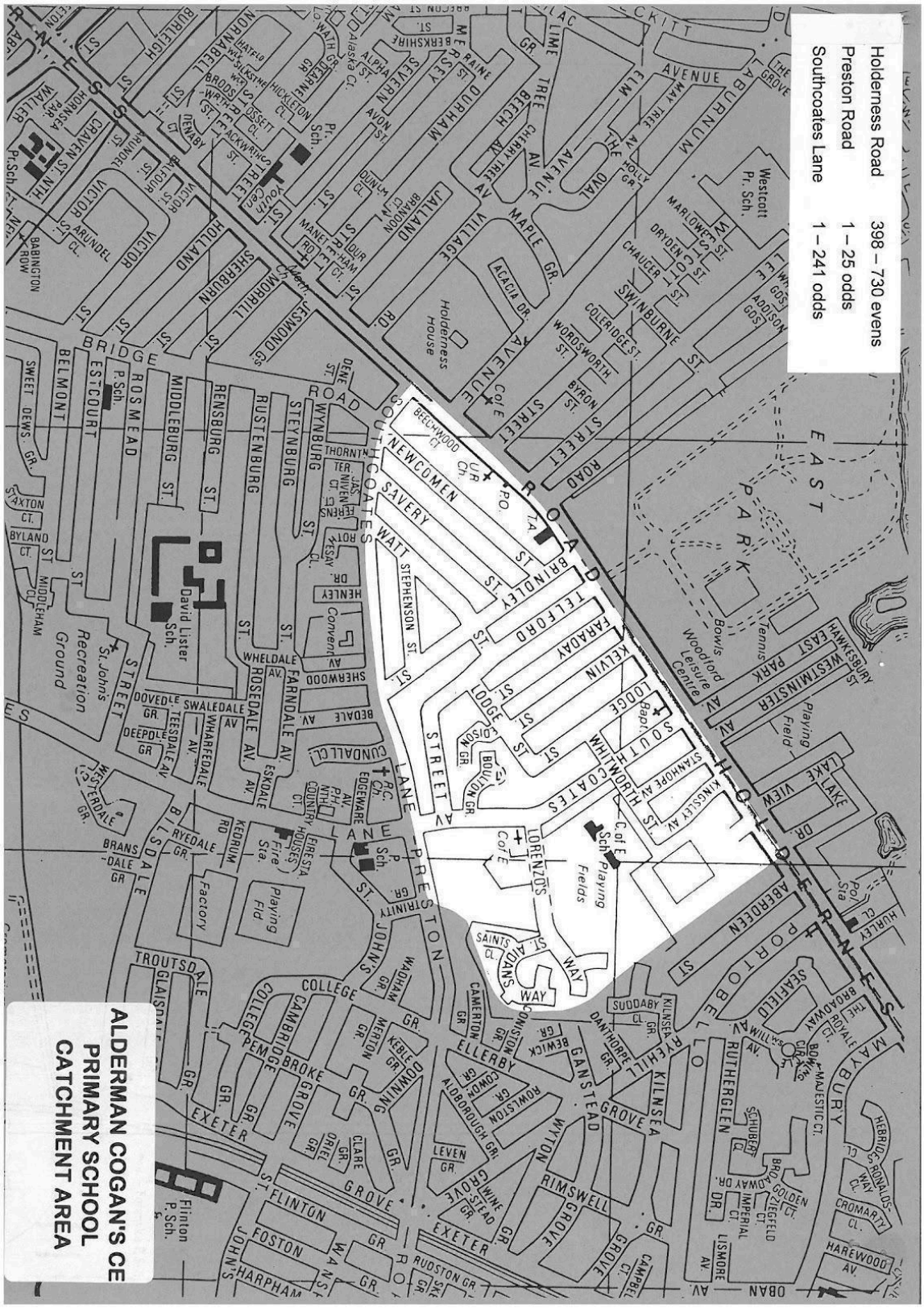
Appeals are heard by an independent appeals panel and in line with the School Admission Appeals Code. Further details will be provided in the event that your application is refused. We will also publish our appeals timetable on our website by 28 February 2027.

Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the Trust has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school, which has also been refused.

9. False Information

Applicants are strongly urged to complete the local authority's application and (if applicable) the school's Supplementary Information Form as accurately and fully as possible. Where an offer of a place at the school has been made on the basis of a fraudulent or intentionally misleading application which effectively denies a place to a child with a stronger claim, then under the School Admissions Code the school is able to withdraw the place even if the child has started school. In the event that a place is withdrawn, the application will be considered afresh.

APPENDIX 1: Map of Catchment Area



Appendix 2: Admissions Supplementary Information Form for use with Priority 4

This additional form is to be completed in addition to the Common Application Form (CAF) from your local authority if you wish your child to be considered under priority 4 of the over subscription criteria: Children eligible* to be registered for free school meals Pupil Premium or children in receipt of the Early Years Pupil Premium and attending the school nursery.

This does not include children who have only been eligible to receive Universal Infant Free School Meals. This form does not constitute a valid application for a place. This form must be sent direct to the school you are applying to by 15th January 2027.

Surname of child	
First name of child	
Date of birth of child	
Address	
Postcode	
Contact telephone number	
Name of Parent	
Parent's date of birth	
What pupil premium are you in receipt of?	*Early Years/ Free School Meals/ Looked after child*
National Insurance number of parent	
National Asylum Seeker support reference number (NASS)	

NI number will be used to check your child's eligibility to Pupil Premium using using an electronic checking service such as the LGFL or the DfE Electronic Checking Service (ECS)

DECLARATION:

I confirm that the details supplied are correct and agree that the school can use the information provided to process my application to be considered under priority 4 of the over subscription criteria: Children eligible to be registered for Free School Meals or Early Years' Pupil Premium, By signing this form I am confirming that I have read and fully understood the above declaration.

Signed:…….. Name of

parent:……Date…….

N.B. This form must be signed by the person who is in receipt of the qualifying benefit

If you use assistive technology (such as a screen reader) and need a version of this document in a more accessible format, please contact us. It will help us if you say what assistive technology you use.

***Free School Meals Pupil Premium eligibility for the purposes of the school's admission policy you are considered to be entitled to Free School Meals Pupil Premium if you or your child receive the following:**

- **Universal credit**
- **Income Support**
- **Income-based Jobseekers Allowance**
- **an Income-related Employment and Support Allowance**
- **support under part V1 of the Immigration and Asylum Act 1999**
- **Child Tax Credit (provided they are not entitled to Working Tax Credit) ;**
- **where a parent is entitled to the Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit);**
- **the Guarantee element of State Pension Credit**

Appendix 3: Admissions Supplementary Information Form for use with Priority 5A and 6A

Foundation Place

Please note that it is only necessary to complete this form where you are applying for priority under oversubscription criteria 5A or 6A (Faith) in the School's admissions policy.

Name of Child:	
Date of Birth:	
Address (as per Local Authority application form):	

Please indicate the relevant criteria that applies to your application and complete the relevant information:

Criterion summary (please see School Admissions policy for full details)		**Please tick**	**Additional Information Required**
5A	**Foundation Place** *(children living within the Catchment Area who regularly and frequently worship, or whose parent(s)/carer(s) regularly and frequently worship, at a Christian place of worship)*		*Please note that additional information is required as set out in section 4(5) of the school's admissions policy and that a signature is required from your minister of religion.**
6A	**Out of Catchment Foundation Place** *(children living outside the Catchment Area who regularly and frequently worship, or whose parent(s)/carer(s) regularly and frequently worship, at a Christian place of worship)*		*Please note that additional information is required as set out in section 4(6) of the school's admissions policy and that a signature is required from your minister of religion.**
**You should make sure you allow the time to get the necessary information/signature prior to the deadline for return of the form.*			

Name of person filling in the form (parent/carer):	
Relationship with child:	
Contact details:	
Signature:	

Please ensure the Confirmation of Regular Worship Form below is completed and submitted with this form.

Please return this Supplementary Information Form to the school address (Alderman Cogan's CE Primary Academy, Whitworth Street, Hull, HU9 3HJ).

Confirmation of regular attendance at worship

For completion by your minister of religion

I hereby confirm that the aforementioned child or at least one parent/carer of the aforementioned child:

1. Has attended worship at a regular public service an average of at least twice a month for the twelve months immediately prior to the date of application; and
2. That worship has taken place at a Christian place of Worship, being a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally designated churches can be found at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf.

***Note**: 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.*

Name and address of place(s) of worship attended:

Name	
Signature:	
Position: *(e.g. Vicar/Pastor/Minister/Priest)*	
Correspondence address:	
Telephone number:	

In the event that you have attended worship at different places of worship during the relevant period e.g. as you have moved areas, but taken together the attendance at worship at these places of worship would be sufficient to qualify for a Foundation place, please ask your Minister of Religion for each place of worship to complete this form specifying the relevant periods of attendance and frequency.