



Nether Alderley Primary School

## Admissions Policy 2018

Nether Alderley Primary School is an Academy, part of the Fallibroome (Multi-Academy) Trust and the Governing Body of the school is the Admissions Authority. The Admissions Policy has been designed to comply with the Schools Admissions Code 2014 and all relevant legislation, including that on infant class sizes and equal opportunities.

Parents and Carers considering applying for a school place at Nether Alderley Primary School are very welcome to visit the school. Please contact the school office to arrange an appointment and a member of staff will be happy to give you a tour of the school and answer any questions you may have.

### 1. Starting School - Admissions into Reception Class

Subject to the criteria set out below, children will be admitted in the September following their fourth birthday. Nether Alderley Primary School has an agreed admission number (the published admission number or PAN) of 15 pupils for entry into Reception. Nether Alderley Primary School will accordingly admit up to 15 pupils.

Places will be allocated by the Governing Body on the basis of applications received through the Cheshire East admissions system. This allows parents/guardians to apply for entry to any Cheshire East Primary School by means of the Cheshire East Primary School Common Application Form (CAF) available in the 'Applying for school Places' document published by Cheshire East Council (CEC) and on-line via the CEC website.

The school will offer places on a full time basis for all Reception children from the start of the Autumn Term.

All children whose statement of Special Educational Needs (SEN) or Education, Health and Care (EHCP) plan **names** the school will be admitted.

A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 that specifies the special educational provision required for that child.

An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

**Oversubscription criteria:**

Where more applications are received than there are places available, preferences for places remaining will be allocated based on the following assessed criteria.

i. **'Looked after children' and children who were previously 'looked after'.**

A 'looked after child' is a child who is in the care of a local authority or being provided with accommodation by a local authority (as defined in section 22 of the Children Act 1989) at the time of making the application to school. Children previously 'looked after' are children who were looked after as defined above, but immediately after being 'looked after' became subject to an adoption, child arrangements order, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children act 2002. A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. 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).

ii. **Siblings**

Pupils with elder brothers or sisters, stepbrothers or step-sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school (in years Reception through to Year 5) and expected to continue at the school in the following school year. (i.e. at the time of admission)

iii. **Children resident within the designated catchment zone of the school.**

Children will be classed within this category if they and their parents/carers are resident within the area served by the school on the closing date for applications.

iv. **Distance**

Measured using an Ordnance Survey address-point system which measures straight line distances in miles from the address point of the school to the address point of the place of residence.

All parents and carers will be required to **accept or decline** the school place offered by the published date. The School reserves the right to withdraw places not accepted by this date. Deadlines vary for each new primary intake, but are published each year by the local authority.

**Notes:**

Where a school cannot accommodate all pupils qualifying under one of the criteria stated above, the next criteria will also be applied to determine priority for admission. For example, if a school cannot accommodate all *children resident within the catchment area (criterion iii)*, the priority will be in the order of:

1. Resident in the catchment area (criterion iii)  
and
2. Distance (criterion iv)

All applicants within each criterion will be put into a distance order with priority being given to those that live nearest to the school, as stated in criterion iv above. Where it is identified that there are a limited number of places available and the Local Authority cannot differentiate between the applications using the distance criterion (criterion iv), a random allocation tie-breaker will be applied. This may be required for example, where applicants reside in the same block of flats or are children of a multiple birth living at the same address.

In the case of previously looked after children (criterion i), admission authorities may request a copy of the adoption order, child arrangements order or special guardianship order and a written correspondence from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

Children will be considered within criterion (iii) if they and their parents are resident on the date published for the receipt of supporting documentation. Supporting information may be requested to verify the place of residence. For children of UK service personnel (UK Armed Forces) a Unit postal address or quartering area address will be accepted in advance of removal into the area, subject to official written confirmation of the address and relocation date. Preferences for the catchment area school for the confirmed address will be considered under criterion iii, unless a higher criterion is applicable.

**Children of multiple births**

In relation to children of multiple births, exceptionally it may be necessary to offer places over the published admission number to ensure that, as far as possible, siblings (i.e. twins, triplets or children from other multiple births) can attend the same school.

**Parents with shared responsibility for a child**

Where parents have shared responsibility for a child the place of residency will be determined as the address where the child lives for the majority of the week (e.g. where the child wakes up between Monday and Friday). Full details must be submitted in writing to enable the Local Authority to determine which address will be used for the purpose of admission. A panel of officers

will consider the information provided. Where the Local Authority is unable to reach a decision based on the information received, e.g. where the child lives equally with both parents, the address provided for claiming Child Benefit and where appropriate, Child Tax Credits will be applied to the admission application. In such circumstances, documentary evidence must be provided. Where care is shared jointly and it is not possible to determine which parent is the principle carer, and no Child Benefit is claimed, the LA will consider the primary residence as the address where the child is registered for GP purposes.

### **Moving house**

Parents must inform the Local Authority immediately of a change of address, even if details of a future change of residency were included on the application form. The Local Authority will require supporting evidence to show that the place of residency has changed as follows:

- a letter from the solicitor confirming the completion date;
- a signed rental agreement showing the start of the tenancy (in accordance with the arrangements set out in the Local Authority's Coordination Scheme)

In addition the Local Authority may request further information including copies of council tax and utility bills. Other information may be required, such as evidence of disposal of previous property. In respect of applications made as part of the normal admission round, (e.g. into the reception class in a primary school and into year 7 as a secondary transfer in September for the first time) information and supporting evidence must be received by the dates stated in part two of these arrangements. Satisfactory confirmation of residency at the property (as aforementioned) will result in the application being processed on the basis of the new address. Proof of residency received after the published dates will not be used to process the application, but will be used to send the decision letter/e-mail on the published offer date.

### **Waiting lists**

Waiting lists will only be held for the normal admission round (September admissions into the reception class and year 7) and only until the end of the autumn term. They will be held in criteria order and not on a 'first come, first served' basis. Placing a child's name on a waiting list does not affect the statutory right of appeal. Waiting lists for oversubscribed schools will consist of those children whose parents have specifically requested in writing (including e-mail) that they remain on the waiting list, along with new applicants and those for whom an appeal application has been received. Vacancies will be re-allocated to children held on the school's waiting list in line with the dates published in part two of these arrangements.

### **Late applications- normal admission round only**

Late applications will be considered after all on-time applications unless the Local Authority considers that there are good reasons for the application being late, which must be stated at the time of application, i.e. exceptional medical reasons preventing an earlier application, late removal

into the area. Supporting documentation **must** be provided. Where supporting documentation has been received by the dates specified in part two of the Local Authority's Coordinated Scheme and the Local Authority has accepted reasons stated for the late application, the application will be considered as if it had been received on-time. Late applications and supporting documentation received after the dates specified will be considered after all on-time

### **Attendance at a Nursery or Co-Located Children's Centre**

Attendance at a nursery school or a co-located children's centre does not guarantee admission to the school; parents of children who are admitted for nursery education will still need to apply for a place at the school and all applications will be considered in accordance with the relevant published admission arrangements.

### **Unsuccessful applications - Appeals**

Appeals must be submitted in writing and will be heard by an independent appeals panel appointed by the Governing body of the Fallibroome Academy Trust. Parents submitting appeals will be given more detailed information on the appeals arrangements as needed. There are different arrangements for appeals relating to school places for pupils with Statements of Special Educational Needs.

### **Timescales**

The timescales for processing in-year applications is in line with Cheshire East Council's current arrangements.

<http://www.cheshireeast.gov.uk/schools/schools.aspx>

## **2. "In Year" Admissions**

### **(Pupils joining in years 1 – 6 and any pupils joining Reception after the start of the school year).**

Parents will need to complete the on-line application form provided on the Cheshire East Council website: [www.cheshireeast.gov.uk/schools](http://www.cheshireeast.gov.uk/schools)

Hard copies of **In Year** application forms are available from the Council on tel: 0300 123 5012 or via the school office.

It is recommended that on-line applications are made where possible to avoid delays.

Alternatively you can apply for a place directly through the school but the above application form will need to be completed in hard copy before being passed to Cheshire East.

If completing an on-line application, the on-line request will automatically be forwarded to our school office.

We will process any applications received and if the relevant year group has a vacancy a place will be offered wherever possible. If there is not a vacancy in the relevant year group, you will be notified of your legal right of appeal.

If the school is oversubscribed with applications, preferences will be considered in line with the published oversubscription criteria of the Academy.

The timescale for processing in-year applications is in line with Cheshire East Council's current arrangements.

<http://www.cheshireeast.gov.uk/schools/schools.aspx>