

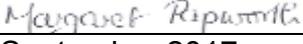
ADMISSIONS POLICY

Last reviewed: September 2015
Date for next review: September 2017



Ashton Hayes Primary School
Church Road, Ashton Hayes, Chester, Cheshire CH3 8AB



In Consultation With		
Date Agreed	Name	Position
September 2015	Matthew Hover 	Headteacher
September 2015	Margaret Papworth 	Chair of Governors
Date for Review:	September 2017	

Ashton Hayes Primary School Admissions Policy

ADMISSION ARRANGEMENTS CHESHIRE WEST AND CHESTER COMMUNITY AND CONTROLLED

Applications for school places received 'in year' (i.e. into any year group outside the normal admission round) and for the normal admission round into reception at 4+ and secondary transfer at 11+ shall be determined in accordance with the provisions set out below.

These admission arrangements apply to all **community and voluntary controlled schools** in the school year 2015-16 and for subsequent years, subject to any review.

APPLICATION PROCESS

Applications for admission are normally considered in relation to the availability of places in the child's chronological age group, other than in exceptional circumstances.

Children reach compulsory school age at the beginning of the term following their 5th birthday. Under the Local Authority's Policy, children may start school in the reception class in the September following their 4th birthday.

Parents can request that the date their child starts school in the reception class is deferred until later in the school year or until the child reaches compulsory school age in that school year. Applications for deferred admissions must be made by the published closing date. Parents will not however, be able to defer admission beyond the academic year for which the original application was accepted or beyond the beginning of the term after the child's fifth birthday.

To help younger children adjust to school, schools may phase full-time admission during the reception year, admitting these children on a part-time basis. Arrangements are decided at school level.

Applications from Cheshire West and Chester residents for places in local authority maintained schools and Academies, including applications for schools maintained by other local authorities, must be made on the Common Application Form.

As required by law, Cheshire West Council makes arrangements for parents and carers resident within the Authority's administrative area to express up to three preferences, ranked in order of priority, using the Council's common application form and to give reasons in support of each preference, including any supporting documentation, before any places are offered.

Application Forms are available on-line at:

http://www.cheshirewestandchester.gov.uk/residents/education_and_learning/school_admissions.aspx or by telephone: 0300 123 70 39

CHILDREN WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS / EDUCATIONAL HEALTH CARE PLANS (EHCP)

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a **Statement of Special Education Needs / EHCP** that names their school.

PUBLISHED ADMISSION NUMBERS

The Council and the governing bodies of voluntary aided and foundation schools have set published admission numbers (PAN), which is the number of children that will normally be admitted into the relevant age group (e.g. into the reception year in a primary school in September for the first time). The PAN for Ashton Hayes Primary School is currently set at 22.

For applications received 'in year', (i.e. those received after the first day of the school year into the relevant age group or into any other year group) the published admission number will continue to be applied as the relevant age group progresses through school.

Published admission numbers for Cheshire West maintained schools are listed in the Authority's composite prospectus (Information booklet) which is available on the Council's website and from the Local Authority on request at the start of the application process.

All preferences made in accordance with the Council's arrangements will be met except where this would prejudice the provision of efficient education or the efficient use of resources i.e. where the year group in question is full. In some circumstances the local authority may agree with the school that admitting further pupils will not adversely affect the school in the longer term and will not have a detrimental effect on neighbouring schools. In such circumstances, a preference will be met, even where the year group is full. The local authority will not normally be able to agree admission over the published admission number where to do so would result in a breach of infant class size legislation. The law requires that infant classes (where the majority of children will reach the age of 5, 6, or 7) contain no more than 30 pupils with a single qualified teacher.

OVERSUBSCRIPTION CRITERIA

Where more applications are received than there are places available, preferences for, together with any supporting information, will be considered in accordance with the Local Authority's published oversubscription criteria:

i) Cared for Children

A 'cared for child' is a child who is in the care of a local authority or provided with accommodation by that authority (as defined in section 22 of the Children Act 1989) at the time of application and who the local authority has confirmed will still be looked after at the time of admission to the school.

(ii) Children for whom there are particular medical or social reasons which, in the Local Authority's view, justifies admission to a particular school

Supporting evidence from a registered professional, such as a medical practitioner, psychologist or social worker, must be provided which sets out the particular reasons why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school. A panel of officers will consider the information presented and will determine whether the evidence is sufficiently compelling to apply this criterion to the application. The Local Authority, if it is considered appropriate, will seek the views of the School Doctor or Educational Psychologist in the event of parents requesting admission on medical or psychological grounds. This criterion cannot be considered if the required documents have not been received. Few applications fall within this category

(iii) Siblings

Pupils with elder brothers or sisters, step-brothers 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 10*) and expected to continue at the school in the following school year. (i.e. at the time of admission)

(iv) **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.

(v) **Children** not resident within a school's designated catchment area but **attending a school nominated as a feeder/partner primary school for admissions purposes**, as out-of-zone pupils.

(vi) **Pupils living nearest to the school** 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.

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 *siblings* for whom an application has been received, all sibling applicants will be prioritised in the order of:

- Siblings (criterion iii) who live within the school's designated catchment area (criterion iv)
- Siblings (criterion iii) who do not live within the school's designated catchment area (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 (v) 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 nearest school criterion (criterion v) 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.

EQUAL PREFERENCES

All preferences will be considered on the basis of the **equal preference model** for allocating places, in accordance with legal requirements. This means that in the first instance, all preferences will be considered against the school's published oversubscription criteria **only**, i.e. without reference to the preference ranking. Where a pupil can potentially be allocated more than one school place stated on the application form, the **single offer**, determined by the home authority, will be for the school ranked highest on the application form by the parents or carers.

If the pupil is a Cheshire West resident and the Council is not able to offer any of the preferences stated on the application form a place will be allocated at the nearest Cheshire West school with vacancies using the Authority's Ordnance Survey address point data system for measuring straight line distances from the address point of the home to the address point of the school in miles. This will include allocating vacancies at voluntary aided and foundation schools in liaison and agreement with the governing bodies of those schools.

Where an application has been received from a parent resident in another authority and a place cannot be offered, Cheshire West Authority will not allocate a place.

CHILDREN OF MULTIPLE BIRTHS

In relation to children of multiple births, exceptionally it may be necessary to offer places over the published admission number. This is to ensure that, as far as possible, siblings (i.e. twins, triplets or children from other multiple births) can attend the same school. The Local Authority will not normally be able to agree admission over the published admission number where to do so would result in a breach of infant class size legislation, which requires that infant classes (where the majority of children will reach the age of 5, 6, or 7) contain no more than 30 pupils with a single qualified teacher.

PARENTS AND CARERS WITH SHARED RESPONSIBILITY FOR A CHILD

Where parents or carers 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 to 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.

MOVING HOUSE

Parents and carers must inform the Authority immediately of a change of address, even if details of a future change of residency were included on the application form. The 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 for example, copies of council tax and utility bills or any other information considered relevant to the application, including 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 in September for the first time) Information and supporting evidence must be received by the dates stated in part two of these arrangements. 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 on the published offer date.

CHANGING PREFERENCES – NORMAL ADMISSION ROUND ONLY

For the normal admission round, the Local Authority will not accept a change of preference after the closing date for applications unless it is satisfied that there is a genuine reason for doing so, such as a recent house move. Full details must be provided to the Authority for consideration by the dates set out in part two of these arrangements.

In the case of a recent house move, a letter from the solicitor confirming the completion date or a signed rental agreement showing the start date of the tenancy.

Any parent wishing to change a preference after the closing date without, in the opinion of the Local Authority, a genuine reason for doing so will be advised that the application will be treated as a late application.

LATE APPLICATIONS – NORMAL ADMISSION ROUND ONLY

Late applications for places at Cheshire West community and voluntary controlled schools, i.e. applications not submitted to the Authority by the relevant statutory closing date 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 these arrangements and the 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 applications even where the Authority accepts that there a good reasons for the late application and as such these applications may be disadvantaged in the consideration of their preferences.

Parent and carers making new applications after the published offer date will be advised of the outcome of their application after the date specified in part two of these arrangements.

ACCEPTING AND DECLINING PLACES

All parents and carers will be required to **accept or decline** the school place offered by the published date as stated in part two of these arrangements. The Local Authority reserves the right to withdraw places not accepted by this date.

RIGHT OF APPEAL

Applications for admission appeals are normally considered in relation to the child's chronological age group, other than in exceptional circumstances.

Parents and carers who are not offered a place for their child at a school stated as a preference have a right of appeal to an independent appeals panel. Parents can submit an appeal in respect of each school for which admission has been refused.

Application forms to appeal against a decision by the Local Authority to refuse admission to a community or voluntary controlled school can be obtained from the Council's School Admissions Service. All appeal application forms must be returned to the relevant admission authority.

REPEAT APPLICATIONS

Repeat applications will not be considered within the same school year, unless the parent's/carer's or the school's circumstances have changed significantly since the original application was made. Full details of the change of circumstances must be provided for consideration by the Local Authority.