

## **APPENDIX 2**

### **ADMISSION ARRANGEMENTS 2011- 2012**

#### **CHESHIRE EAST COMMUNITY AND CONTROLLED SCHOOLS AND SANDBACH SCHOOL**

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 and Sandbach School** admissions in the school year 2011-12 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 Council's policy, children may start school in the reception class in the September following their 4th birthday. For transfer to secondary, children will usually transfer at the beginning of the autumn term following their eleventh 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.

In exceptional circumstances requests can be made for early or late transfer to secondary school. Parents and carers considering such a request must in the first instance speak to the headteacher of the child's primary school.

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

As required by law, Cheshire East Borough 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.

## ACKNOWLEDGEMENTS

An acknowledgement confirming receipt of application can be provided on request from parents and carers. A stamped addressed envelope must be provided. Online applicants can request to receive an e-mail acknowledgement.

## CHILDREN WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS

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** that names their school.

## PUBLISHED ADMISSION NUMBERS

The Council and the governing bodies of voluntary aided and foundation schools have set published admission numbers, 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 and into year 7 as a secondary transfer in September for the first time).

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 East maintained schools and Sandbach School 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 community and voluntary controlled schools and Sandbach School, together with any supporting information, will be considered in accordance with the Council'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 Council'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 Council, 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 East 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 East 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 East 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 of at least 12 months showing the start of the tenancy.

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 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. 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.

## **WAITING LISTS**

Waiting lists 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 or carers 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.

Waiting lists will be held until the end of August in the normal year of admission.

Vacancies will be re-allocated to children held on the school's waiting list in line with the dates published in part 2 of these arrangements.

## **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 of at least 12 months showing the start of the tenancy will be required. Further confirmation may also be required including evidence of disposal of previous property and recent utility bills. A panel of officers will consider information presented in support of the late change of preference. The parent or carer will be notified of the decision.

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 East community and voluntary controlled schools and Sandbach School, 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 are 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.

## PART TWO - TIMETABLE FOR APPLYING FOR PLACES

Process	Secondary Transfers	Primary Admissions
Application process starts – letters to parents and carers, online application form and composite prospectus (admissions information booklet, including hard copy application form) available.	1 September 2010	1 September 2010
<b>Closing date for applications</b>	<b>31 October 2010</b>	<b>15 January 2011</b>
<b>Deadline for receipt of supporting documentation</b>	<b>15 December 2010</b>	<b>28 February 2011</b>
Allocations to be finalised	14 February 2011	31 March 2011
<b>Offers released – (letters posted 2nd class post)</b> A letter will be posted out (by second class post) to advise of the school offered. Online applicants can request to receive the single offer by e-mail and online accounts can be viewed on this day	<b>1 March 2011*</b>	<b>29 April 2011</b>
Deadline for accepting or declining places. The Local Authority reserves the right to withdraw places not accepted.	15 March 2011	16 May 2011
Waiting Lists Prepared and vacancies re-allocated. Waiting lists will be held in criteria order. Parents and carers offered places on this basis will be required to accept or decline the place offered within <b>10 school days</b> .	After 15 March 2011	After 16 May 2011
Deadline for application for Appeals against LA/governing body decisions	25 March 2011	16 May 2011
Appeal hearings (on time applications) (as far as possible)	By 6 July 2011	By 15 July 2011
Appeal Hearings – late and in year applications	Within 30 school days of appeal being lodged	Within 30 school days of appeal being lodged
Parent and carers making new applications after the offer day be advised of the outcome of their application after this date and <b>within 10 working days</b> of this date or receipt of	After 15 March 2011	After 16 May 2011

application (whichever is the later), as far as possible		
--	--	--

*\*In accordance with regulations which state that offers must be posted out on 1st March except when the 1<sup>st</sup> March is a Saturday or Sunday and offers must be posted on the next working day*



## PART THREE - ADMISSIONS TO YEAR 12 OF SCHOOLS WITH SIXTH FORMS

Applications for admission to the Sixth Form of a Cheshire East school are dealt with by the school in accordance with the published admissions arrangements and not by Cheshire East Council.

Children already in the school are **not** required to apply formally for places in Year 12 but should have reached the minimum entry requirements for admission into the sixth form. Minimum entry requirements are the same for internal and external applicants.

Schools will not interview pupils or their families for entry to year 12, although meetings may be held to provide advice on options and entry requirements for particular courses.

### SIXTH FORM MINIMUM ENTRY REQUIREMENTS

- The minimum entry requirement for admission to the sixth forms of Cheshire East community and voluntary controlled schools to study primarily at A level is **5 GCSEs grade A\* to C (or equivalent)**. Individual subjects may require a specific level of attainment. Further information will be provided by the school.
- Minimum entry requirements for admission onto specific vocational courses vary and a full list of requirements can be obtained from the school. Parents are advised to contact the school for further information.

### COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS - OVERSUBSCRIPTION

In the event that the number of eligible applicants exceeds the number of places available, the oversubscription criteria to be applied are:

- i) **‘Cared for Children’**  
A ‘looked after 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).
- (ii) **Children for whom there are particular medical or social reasons which, in the Council’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 Council, 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) **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) **Pupils living nearest to the school (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.

## **PUBLISHED ADMISSION NUMBERS – EXTERNAL CANDIDATES ONLY**

This number relates to the admission of **external candidates only**. The admission numbers included in the table are based on an estimate of the minimum number of external candidates likely to be admitted, although it would be acceptable to exceed this if demand for available courses can be met.

<b>Sixth Form Admissions Community and Controlled Secondary Schools</b>	<b>September 2010</b>
Alsager School	<b>20</b>
Congleton High School	<b>20</b>
Eaton Bank School	<b>10</b>
Knutsford High School	<b>10</b>
Poynton High School And Performing Arts College	<b>50</b>
Sandbach School	<b>50</b>
Tytherington High School	<b>20</b>
Wilmslow High School	<b>50</b>

## **SIXTH FORM ADMISSION APPEALS**

Any applicant refused a place in Year 12 is entitled to make an appeal to an independent appeal panel, whether the child is already attending the school or is an external candidate.

Parents or children\* refused admission to a sixth form in a Cheshire East community or controlled school will be advised to contact the Cheshire East Authority for an admission appeal application form and details on the appeals process.

\*The Education and Skills Act 2008 made changes to the law relating to admissions and appeals placing a new duty on local authorities to make arrangements:

- a) for children to express a preference as to the school at which they wish to receive sixth-form education (i.e. secondary education suitable to the requirements of pupils who are over compulsory school age); and
- b) for children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school, to express a preference as to the school at which they wish to receive education other than school sixth-form education.

Regulations have also been amended to give a corresponding right of appeal to a child who expresses a preference for a school place in relation to applications for admission for the academic year 2010-11 and subsequent years.

These new children's rights are **in addition** to the rights of parents to express a preference as to the school at which they wish their child to receive education.