

Cabinet Member for Children and Family Services

Agenda

Date: Monday, 4th April, 2011
Time: 9.00 am
Venue: Committee Suite 1 & 2, Westfields, Middlewich Road, Sandbach CW11 1HZ

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT

1. **Apologies for Absence**
2. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any personal and/or prejudicial interests in any item on the agenda.

3. **Public Speaking Time/Open Session**

In accordance with Procedure Rules Nos.11 and 35 a period of 10 minutes is allocated for members of the public to address the meeting on any matter relevant to the work of the meeting. Individual members of the public may speak for up to 5 minutes but the Chairman or person presiding will decide how the period of time allocated for public speaking will be apportioned where there are a number of speakers. Members of the public are not required to give notice to use this facility. However, as a matter of courtesy, a period of 24 hours' notice is encouraged.

Members of the public wishing to ask a question at the meeting should provide at least three clear working days' notice in writing and should include the question with that notice. This will enable an informed answer to be given.

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4. **Determination of Local Authority Coordinated Scheme and Admission Arrangements** (Pages 1 - 34)

To consider the outcome of consultations held during the Spring Term 2011 on proposed changes to the Council's co-ordinated scheme and admission arrangements for Cheshire East.

(There are no Part 2 items)

CHESHIRE EAST COUNCIL

Cabinet Member for Children and Family Services

Date of Meeting:	4 th April 2011
Report of:	Barbara Dale, School Organisation, Admissions and Appeals Manager
Subject/Title:	Determination of Local Authority Coordinated Scheme and Admission Arrangements
Portfolio Holder:	Councillor Hilda Gaddum

1.0 Report Summary

- 1.1 This paper reports on the outcome of the consultations held during the Spring Term 2011 on proposed changes to the Council's coordinated scheme and admission arrangements for the area of Cheshire East Council, in order that arrangements can be determined by 15 April 2011, in accordance with statutory requirements.
- 1.2 The Coordinated Scheme, once determined, will apply to applications for places in maintained schools, Free Schools and Academies received for the relevant age group i.e. at the normal point of entry into reception at 4+ and secondary transfer at 11+ for the school year 2012-13 and to 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) with effect from September 2011. This scheme will apply to subsequent years, subject to any review,
- 1.3 The proposed admission arrangements for Cheshire East community and controlled schools will apply with effect from September 2012, subject to any review.

2.0 Recommendation

- 2.1 That the Cabinet Member for Children and Family Services approve
 - (1) the proposed admission arrangements (Appendix 1) for community and controlled schools, which are the overall procedure, practices, criteria and supplementary information to be used in deciding on the allocation of school places;
 - (2) the proposed coordinated admission scheme (Appendix 2), which all local authorities are required by section 88M of the School Standards and Framework Act 1998 and the Co-ordination Regulations to have in place; and
 - (3) notification of the determined arrangements to all consultees within 14 days of determination.

3.0 Reasons for Recommendations

- 3.1 The recommendation will enable the Local Authority to meet its statutory duty to determine by 15 April 2011 a coordinated scheme and admission arrangements, as stated in paragraph 1 above, and to notify all consultees of the decision, in accordance with legal requirements.

4.0 Wards Affected

- 4.1 Once determined,

- the coordinated scheme will apply to all Cheshire East maintained primary and secondary schools, Free Schools and Academies;
- the determined admission arrangements will apply to all Cheshire East community and voluntary controlled schools.

5.0 Local Ward Members

- 5.1 see 4.1 above.

6.0 Policy Implications including - Climate change - Health

- 6.1 Policy once determined will apply for three admissions years, unless further changes are proposed, which will be subject to further consultation. The changes proposed to the admission arrangements and particularly the oversubscription criteria, have no implications for the current school transport policy, which provides for assisted home to school transport for pupils attending the local school; defined as the school in which catchment area the pupil lives, or closest available school and the distance by the shortest available walking route exceeds two miles (primary school) or three miles (secondary school).

7.0 Financial Implications (Authorised by the Borough Treasurer)

- 7.1 Members should note that the costs of School Admissions are charged to the Dedicated Schools Grant within the element for central expenditure.

8.0 Legal Implications (Authorised by the Borough Solicitor)

- 8.1 The Authority has a duty to comply with the mandatory requirements imposed by all relevant legislation including the School Admissions Code (or by statutory provisions). The Code is made under section 84 of the School Standards and Framework Act 1998 as amended by section 40 of the Education and Inspection Act 2006. This Code also reflects changes to the law made by the Education and Skills Act (ESA) 2008 and Regulations. The Regulations that apply for the purpose of this report are:

- **The School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008**, which

requires that all local authorities formulate and determine a scheme for coordinating admission arrangements for maintained schools within their area by 15 April.

- **The School Admissions (Admission Arrangements) (England) Regulations 2008**, in relation to consultation on admission arrangements, which must also be determined by 15 April.

9.0 Risk Management

- 9.1 As changes are proposed, if the Local Authority does not determine its admission arrangements and coordinated scheme before 15 April 2011, it will be in breach of its statutory duty to comply with the provisions of the School Admissions Code.

10.0 Background and Options

- 10.1 **Admission Arrangements:** Requests have been received from some governing bodies for changes to published admission numbers for September 2012 and beyond and these are subject to consultation. (Attached as Appendix 3). It is not proposed that any other changes are made, with the exception of very minor changes to dates to accommodate weekends and holiday periods.
- 10.2 **Coordinated Scheme:** Following requests received from some schools, a minor review of the agreed scheme has been carried out in order to address the concerns raised:
- *Timing of admission* - some schools feel that if there is a vacancy in the year group at the time of application the Local Authority should arrange immediate admission with the school and not delay admission until the beginning of term/half term as stated in the agreed scheme. The scheme has therefore been revised to show that admission will take place within 10 school days from the date of offer for primary admissions and within 20 school days for secondary schools.
 - *Informing the current school* - some schools feel that the current school of attendance should receive notification from the LA if a parent is applying to transfer schools for reasons other than a house move. The LA currently notifies parents in writing that they should inform the current school confirming that the LA will do this at the time of offer. The scheme has therefore been revised to state that, 'parents and carers offered Cheshire East school places for reasons other than a house move will be informed at the offer stage that the current school will be notified that a place has been allocated at an alternative school'.

- 10.3 On 3 November 2010 the Admissions Forum considered the proposed changes to published admission numbers and the Local Authority's coordinated scheme. It was recommended that consultation on admission arrangements be implemented in accordance with statutory requirements, and that consultation on the proposed changes to the coordinated scheme be undertaken with ECaph and CEASH, followed by wider consultation with Cheshire East schools.
- 10.4 Consultation on proposed changes to existing *admission arrangements* were notified as follows:
- Schools were advised in the Schools Bulletin of 13 December that consultation had started. A reminder was issued in the Bulletin on 14 February 2010.
 - E-mails were circulated to schools, which could potentially be affected by the proposals to revise published admission numbers, i.e. to nearby schools;
 - Information about the consultation was included as an agenda item in the Spring Term report to Governing Bodies, with full details being made available on Cheshire East Council's website.
 - Notification was sent out to all neighbouring and diocesan authorities at the end of December 2010.
 - Notices were published at the end of December 2010 in newspapers across Cheshire East to inform relevant parents and carers and local groups with an interest of the consultation on proposed admission arrangements and inviting feedback, in accordance with the mandatory provisions of the School Admissions Code.
- 10.5 The proposed changes to the Council's *coordinated scheme* were presented at the meeting of the Admissions Forum in November before presentation to ECaph on 13 January, CEASH on 20 January and circulation to all Cheshire East schools inviting feedback. The outcome of this consultation was then presented to the Admissions forum on 14 March.

Responses to Consultation

- 10.6 Consultation on the proposed changes to admission arrangements was completed on the statutory date of 1 March and a total of 6 responses have been received. This includes 3 submitted by schools, 1 from a parent and 2 unknown. Whilst this is a very small number of responses, this is not surprising as no major changes have been proposed this year. As a comparison, last year 34 responses were received providing feedback on the change proposed to the oversubscription criteria to give siblings a higher priority over local children for all community and voluntary controlled schools.

- 10.7 The responses that have been received in relation to the proposed changes to admission numbers include 2 confirming support, 3 against and 1 expressing no view. Of the three that have indicated opposition, one of these is an objection to the proposed increase from 50 to 55 for Mossley Primary school due to the potential impact on admissions to nearby Daven Primary School. The other two objections raise general concerns about falling pupil numbers and impact on nearby schools but have not objected specifically to one of the schools listed on the attached appendix 3.
- 10.8 Full details about the proposed changes and the feedback received during consultation were presented to the Admissions Forum on 14 March. Forum Members received a map showing nearby schools, information about the number of school places in the area and pupil forecasting data.
- 10.9 Discussion took place in particular about the proposed increase for Mossley Primary School from 50 to 55 with Forum Members exchanging views about popular schools being allowed to expand and the potential adverse effect of this on nearby schools with surplus places and in particular Daven Primary School, which was reduced from a two-form to a one-form of entry primary school under the Cheshire County Council review of school places.
- 10.10 After very careful consideration, the Forum resolved to recommend to the Council's Cabinet Member that approval be given to the proposed admission arrangements, including the proposed increase in the published admission number with effect from 2012 to Mossley Primary School. The Forum recommended to officers that further assessment of the provision of school places in the Congleton area should be undertaken, and particularly in light of any changes introduced by the Government in the revised School Admission Code (due out for consultation this summer), which will apply to arrangements for 2013 and subsequent years.
- 10.11 In relation to the proposed changes to the Local Authority's coordination scheme, it was reported to the Forum that no further feedback had been received. Consideration was given to the minor changes proposed.
- 10.12 The Forum resolved to recommend to the Cabinet Member that the proposed coordinated scheme be approved.
- 10.13 This paper, together with its appendices and an oral update, was presented to the Children and Families Midpoint Scrutiny Committee on 15 March. The report was accepted.

11.0 Overview of Year One and Term One Issues

- 11.1 The coordination scheme will be implemented with effect from September 2011 for all Cheshire East home residents making 'in year' applications for schools in Cheshire East and for schools maintained by other English authorities. Once determined, the Scheme will also apply to applications made for admission into primary and secondary schools from September 2012 i.e. at the normal point of entry. For future years, the Local Authority must consult the Admission Forum every year, and admission authorities for schools affected by the scheme and other local authorities every three years as a minimum. If the Admission Forum advises that the scheme has changed substantially since the previous year, the local authority must consult school governing bodies and other local authorities on it, even if that is less than three years since the last consultation.

12.0 Access to Information

The background papers relating to this report can be inspected by contacting the report writer:

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ADMISSION ARRANGEMENTS 2012- 2013

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 2012-13 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 Council Common Application Form.

As required by law, Cheshire East 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

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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

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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 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.

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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 only be held until the end of the autumn term for the normal year of admission.

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.

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 showing the start date of the tenancy (in accordance with the arrangements set out in the Local Authority's Coordination Scheme).

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.

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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

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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 2011	1 September 2011
Closing date for applications	31 October 2011	15 January 2012
Deadline for receipt of supporting documentation	16 December 2011	20 February 2012
Allocations to be finalised	17 February 2012	31 March 2012
Offers released – (letters posted 2nd class post) 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	1 March 2012*	27 April 2012
Deadline for accepting or declining places. The Local Authority reserves the right to withdraw places not accepted.	16 March 2012	14 May 2012
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 10 school days .	After 16 March 2012	After 14 May 2012
Deadline for application for Appeals against LA/governing body decisions	30 March 2012	14 May 2012
Appeal hearings (on time applications) (as far as possible)	By 6 July 2012	By 16 July 2012
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 within 10 working days of this date or receipt of application (whichever is the later), as far as possible	After 16 March 2012	After 14 May 2012

**In accordance with regulations which state that offers must be posted out on 1st March except when the 1st 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.

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- (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.

Sixth Form Admissions Community and Controlled Secondary Schools	September 2011
Eaton Bank School	10
Knutsford High School	10
Poynton High School And Performing Arts College	50
Sandbach School	50
Tytherington High School	20
Wilmslow High School	50

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.

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CO-ORDINATED ADMISSIONS SCHEME

STATUTORY BASIS

1 BACKGROUND

- 1.1 Applications for school places 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) and for the normal admission round into the relevant age group (i.e. reception at 4+ and secondary transfer at 11+) shall be determined in accordance with the provisions set out in this scheme.
- 1.2 This scheme meets the requirements for a scheme for co-ordinating admission arrangements under the School Admission (Co-ordination of Admissions Arrangements) (England) Regulations 2008, made under the School Standards and Framework Act 1998, for the area of Cheshire East Council.
- 1.3 This scheme applies to normal admissions in the school year 2012-2013 and to 'in year' admissions for 2011-2012 and subsequent years, subject to any review.
- 1.4 Under its scheme of co-ordination for schools in Cheshire East, the Authority will be responsible for managing the admission of all pupils who are resident within its administrative area.
- 1.5 This co-ordination scheme applies to all schools maintained by Cheshire East Council, excluding special schools, and to admissions to **Academies** and Sandbach School, and to preferences expressed by Cheshire East resident parents and carers for maintained schools, **Academies or Free Schools** in other English local authorities. Admissions to other schools with independent status will not be covered by this scheme.
- 1.6 Parents and carers making applications as part of the normal admission round for schools maintained by other authorities with a different age of transfer (i.e. middle and upper schools) will also be included within these arrangements.

THE CO-ORDINATION SCHEME

2 GENERAL INFORMATION

- 2.1 Cheshire East Council, as the admission authority for its community and voluntary controlled schools, will be responsible for determining who can be allocated a place at these schools in accordance with the Council's published admission arrangements.
- 2.2 For schools not maintained by this Council, the relevant local authority will be responsible for determining who can be offered a place.
- 2.3 For Academies and schools with voluntary aided, foundation or Trust status, decisions on applications will normally be made by the governing body. The exception to this will be where the governing body has made arrangements for

another body (including the maintaining authority) to consider the application and to determine by reference to the school's admission criteria if a place can be allocated.

- 2.4 The admission arrangements for schools maintained by Cheshire East Council, and for Sandbach School, are published on the Council's website and in its information booklets in line with the requirements set out in the School Admissions Code (2009). Admissions arrangements are also available from each school on request.
- 2.5 All parents and carers **resident** in the area administered by Cheshire East Council will be asked to make their application on the common application form provided by this authority (as the 'home' authority). Parents and carers making applications on a maintaining authority's application form will be advised to contact their 'home' authority. Parents and carers seeking places at independent (i.e. fee paying) schools must apply direct to the school.
- 2.6 Applications for places sent direct by parents and carers to individual schools cannot be accepted and will be sent back to the local authority for inclusion within these arrangements.
- 2.7 The common application form will invite parents and carers to express 3 school preferences ranked in order of priority.
- 2.8 Parents and carers will be provided with the opportunity to give reasons for their preferences and can, if appropriate, provide any additional documents in support of their preference/s.
- 2.9 Parents and carers will be asked to provide details, where applicable, of any siblings attending the preferred school at the time of application and who will be attending at the time of admission, details of the current school attended and the length of time resident at the address provided.
- 2.10 If a parent or carer expresses a preference for a school designated as having a religious character (faith school) they will be asked to state the religious denomination of their child on their application form. Parents and carers will be advised to contact the school as they may also be required to complete a supplementary information form. Forms will be available on the Council's website or direct from the school. Supplementary information forms (SIFs) will request information in addition to that provided on the common application form. Such request must be made in accordance with paragraphs 1.78 and 1.86 of the School Admissions Code (2010). Examples of additional information that can lawfully be requested include membership of, or relationship with the church, or a reference from a priest or other religious minister as proof of religious commitment.
- 2.11 Where a school receives a supplementary information form, this LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Application Form, in accordance with paragraph 3.7 of the School Admissions Code. Supplementary information forms should be returned direct to the school concerned.
- 2.12 When a parent or carer has submitted their application on the common application form but has not also submitted a supplementary information form (where relevant), the admission authority must nevertheless consider the application in accordance with legal requirements (Para 4.3 of Section 86(2) of the School Standards and

Framework Act 1998). In circumstances where a SIF has been received the admission authority must be proactive in ensuring that there is an application, in order for the preference to be considered.

- 2.13 In circumstances where a SIF has not been completed the application will be assessed on the basis of the information submitted to the governing body on the home local authority's common application form.
- 2.14 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 relevant published oversubscription criteria **only**, i.e. without reference to the preference ranking. Thereafter, 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 by the parents or carers.
- 2.15 Preference ranking will not be shared with admission authorities in accordance with paragraph 1.76 of the School Admissions Code 2010 as this cannot lawfully be used when applying oversubscription criteria.
- 2.16 All preferences made in accordance with the Council's arrangements will be met except where this would prejudice efficient education or the efficient use of resources e.g. where the year group in question is full. The duty to comply with parental preference is, however, removed for a period of two years where the child has been permanently excluded from two or more schools from the date on which the latest exclusion took place.
- 2.17 For admission as part of the normal admission round places will normally only be offered up to the published admission number, which applies to the normal year of entry. A child cannot be refused admission to the normal year of entry on the grounds of prejudice to the provision of efficient education and efficient use of resources unless the published admission number has been reached. In respect of admission to year groups other than the normal point of entry, it is expected that the admission number will continue to be applied. However, if circumstances have changed since the year of entry, a place may be refused even if the admission number has not been reached.
- 2.18 In some circumstances the local authority may agree with the school that admitting further pupils (i.e. above the published admission number) 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 ensure, where relevant, that the duty to comply with infant class size legislation is not compromised.
- 2.19 In the case of in-year admissions, a place will be considered to be available at a preferred school if the number on roll in the relevant year group is not in-line with, or in excess of the published admissions number.
- 2.20 In respect of applications made during the course of the year (i.e. outside the normal admission round) children may also be admitted above the published admission number as part of the Authority's 'In Year Fair Access Protocol' or as a transitional measure in the case of a closing school.

- 2.21 The Department for Children Schools and Families (DCSF) has confirmed that the operation of *In Year Fair Access protocols* is outside the arrangements of coordinated admissions and as such the statutory duty to comply with parental preference does not apply in those circumstances. Therefore, this scheme does not apply to children who fall under the Authority's 'In Year Fair Access Protocol'; such children will continue to be considered for admission in accordance with the procedures outlined in the Authority's agreed Protocol.
- 2.22 If the pupil is a Cheshire East resident and Cheshire East Council is not able to offer any of the preferences stated on the application form a place will **normally** be allocated at the nearest Cheshire East school with a vacancy 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 **Academies**, voluntary aided and foundation schools in liaison and agreement with the governing bodies of these schools.
- 2.23 The exception to paragraph 2.22 above will be in respect of 'in-year' applications received for reasons other than a house move. In all such cases parents and carers will be informed of the decision on their application and advised to contact the Local Authority to discuss their options, including alternative schools with vacancies.**
- 2.24 Where a preference has been received from a parent or carer resident in another authority and a place cannot be offered, Cheshire East Authority will not allocate a place.
- 2.25 Offers will be made by Cheshire East Council, in its role as the home authority, on behalf of the admissions authority for the school allocated as follows:
- | Admissions authority | Category of school |
|------------------------------|---|
| Cheshire East Authority | All community and voluntary controlled schools in Cheshire East and Sandbach School |
| Maintaining Local Authority | All non-Cheshire East community and voluntary controlled schools. |
| Governing Body of the school | All voluntary aided, foundation and Trust schools and Academies and Free Schools |
- 2.26 Schools must not notify parents or carers that a place has become available but must inform their maintaining local authority in order that an offer can be made by the home authority.
- 2.27 In accordance with statutory requirements, a governing body, in its role as the admission authority for a school, **must** comply with the following procedures:
- Forward to their maintaining authority details of any application made to the school direct, together with any supporting information provided by the parent (regardless of whether the parent who made the application resides in that authority's areas)

- b) Determine or make arrangements for another body (including the maintaining authority) to determine by reference to the school's admissions criteria the order of priority in which each application for the school is ranked
- c) To notify their maintaining authority of their determination, or arrange for the body appointed by them to notify the Authority on their behalf.

- 2.28 Parents and carers will be informed in writing of their legal right of appeal against any decision not to offer them a place at a school stated as a preference on their application form and their right to be supported by a friend or adviser, including a local authority Choice Adviser. Further information on the appeals process will be available on the Council's website and by contacting officers of the Local Authority, including Choice Advisers.
- 2.29 Parents and carers can submit an appeal in respect of each school for which admission has been refused. All appeal applications should be sent to the admission authority for the school for which admission has been refused (**paragraph 2.25**).
- 2.30 'In year' admission appeal hearings and appeals against decisions on sixth form applications will be heard within 30 school days of the appeal being lodged. The timetable for appeals against decisions on applications made during the normal admissions rounds is listed in paragraph 11.
- 2.31 Waiting lists, **where held**, will be 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.
- 2.32 Waiting lists will be held **for all schools** until the end of the autumn term in the normal year of admission **as a minimum**.
- 2.33 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.

NORMAL ADMISSION ROUND

3 APPLICATION PROCESS

- 3.1 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.
- 3.2 Parents can request that the date their child is admitted to the primary school 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.

- 3.3 To help younger children adjust to school, schools may phase full-time admission, admitting these children on a part-time basis. Arrangements are decided at school level.
- 3.4 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.
- 3.5 The application process will commence on **1 September** in the year preceding the admission year.
- 3.6 For secondary transfer only, the Council will have records for all children resident within its area who attend Cheshire East primary schools. In order to make sure that all resident pupils are included in the co-ordinated admissions process, this Authority will also request data from neighbouring authorities and from independent schools in the area at the end of the summer term in the year preceding admission for details of resident pupils who attend their schools.
- 3.7 The Authority's information booklets will be available electronically on the Council's website from the 1 September. Hard Copies will be available in primary schools, or will be obtainable by request from the Local Authority at the start of the autumn term.
- 3.8 Booklets will include information on the application process including key dates, a copy of the common application form, details of Cheshire East schools and allocation data relating to applications for the previous year, in compliance with School Information (England) Regulations 2008.
- 3.9 Parents/carers will be asked to submit the completed application form directly to this Council by the statutory closing dates as follows:

31 October - Secondary Transfers

15 January - Primary Admissions

4 CHANGING PREFERENCES

- 4.1 After the closing date for applications, the Local Authority will not accept a change of preference unless it is satisfied that there is a genuine reason for doing so, such as a recent house move.
- 4.2 Any parent wishing to change a preference after the closing date for applications without a genuine reason for doing so in the opinion of the Local Authority will be advised that the application will be treated as a late application.
- 4.3 Full details must be provided to the Authority for consideration by the following dates:

16 December - Secondary Transfers

20 February – Primary Admissions

- 4.4 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 of the tenancy will be required. Further confirmation may also be required including evidence of disposal

of previous property and recent utility bills to confirm the actual place of residency. *A signed rental agreement must cover the relevant date stated in 4.3 above and the date the offer is made as stated in paragraph 6 below.

- 4.5 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.

5 PROCESSING APPLICATIONS

- 5.1 Cheshire East Council will exchange applications for schools in other authorities with all relevant local authorities electronically around:

14 November - Secondary Transfers

31 January - Primary Admissions

- 5.2 Cheshire East Council will provide reports containing details of applications to its voluntary aided and foundation schools for consideration by governing bodies in accordance with the school's own published admission arrangements by,

18 November - Secondary Transfers

20 February - Primary Admissions

- 5.3 Cheshire East voluntary aided and foundation schools will inform the Local Authority of the pupils eligible for a place under its admissions criteria and provide lists of pupils in criteria order who cannot be offered places by:

16 December - Secondary Transfers

2 March - Primary Admissions

- 5.4 Cheshire East Council will inform other local authorities of offers to be made to pupils resident within their boundaries and request details of offers they will be making to Cheshire East residents by (or as soon as possible thereafter):

16 January - Secondary Transfers

16 March - Primary Admissions

- 5.5 Schools that intend to make representations to the Authority to request admission over the published admission number, where it is considered that a further admission/s would not have a detrimental effect on the school, should submit their requests by the dates stated below. Further requests can also be made after the published/National offer day. The local authority, as the strategic commissioner of school places, will consider the affect on the school in the longer term and the potential detriment to neighbouring schools before reaching a final decision.

23 January - Secondary Transfers

23 March - Primary Admissions

- 5.6 The Local Authority will finalise allocations on the basis of equal preferences in line with the following dates, as far as possible:

14 February - Secondary Transfers

31 March - Primary Admissions

6 NOTIFYING PARENTS and CARERS of DECISIONS

- 6.1 Cheshire East Council will send the parents and carers of pupils who reside in Cheshire East a decision letter confirming offers of places. This will include places in Cheshire East schools and schools in other local authorities. Offer letters will be sent out by second class post on:

1 March*- Secondary Transfer

27 April - Primary Admissions

**The Regulations state that the prescribed day shall be 1st March...except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.*

- 6.2 Where online applications have been received, the parent or carer making the online application can logon to their online account on the published date to view the school place offered and can also request to receive their offer by e-mail.

7 LATE APPLICATIONS

- 7.1 Applications received after the closing date will be recorded as 'late' and considered after all on-time applications unless the Local Authority accepts that the reasons stated for the lateness of the application justify the application being treated as on-time e.g. exceptional medical reasons preventing an earlier application or late removal into the area. Reasons must be presented at the time of application and supporting documentation **must** be provided. Supporting documentation must be received by:

16 December - Secondary Transfer

20 February - Primary Admissions

- 7.2 In the case of a recent house move, the Authority will require supporting evidence to show that the place of residency has changed:

- A letter from the solicitor confirming the completion date;
- A signed rental agreement showing the start date of the tenancy. The rental agreement must cover the relevant date stated in paragraph 7.1 above and the date the offer is made as stated in paragraph 6.

- 7.3 The Local Authority may also 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 to confirm the actual place of residency.

- 7.4 In respect of medical reasons preventing an earlier application, a letter of confirmation from a medical practitioner will be required.
- 7.5 Where supporting documentation has been received by the published date and the Authority has accepted reasons stated for a late application the application will be recorded as an on-time application.
- 7.6 Application forms and supporting documentation received after the published date 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.
- 7.7 Parent and carers making new applications after the published offer date (paragraph 6.1) will be advised of the outcome of their application after

16 March - Secondary Transfer

14 May - Primary Admissions

8 MOVING HOUSE

- 8.1 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:
- A letter from the solicitor confirming the completion date;
 - A signed rental agreement showing the start date of the tenancy. This must cover the relevant date stated in paragraph 8.3 below and must cover the offer date (paragraph 6) for the new address to be used for allocation purposes.
- 8.2 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.
- 8.3 Information and supporting evidence must be received by the following dates:

16 December - Secondary Transfers

20 February - Primary Admissions

- 8.4 The completion date or tenancy start date must be no later than the dates stated in paragraph 8.3 above.
- 8.5 Proof of residency received after the published dates will not be used to assign a higher criterion for admission, but will be used to send the decision letter on the published offer date.

9 ACCEPTING AND DECLINING PLACES

- 9.1 Parents and carers will be required to **accept or decline** the school place offered by the published dates below:

16 March - Secondary Transfers

14 May - Primary Admissions

- 9.2 The Local Authority reserves the right to withdraw places not accepted by this date.
- 9.3 For applications processed after the dates stated in paragraph 7.5, parents and carers will be required to accept the place offered within **10 working days** of the offer date.

10 WAITING LISTS

- 10.1 Waiting list will be administered in accordance with the arrangements set out in paragraphs 2.31-2.32
- 10.2 For the normal admission round, 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.
- 10.2 Vacancies will be re-allocated to children held on the school's waiting list in line with the dates published in the 'Key Dates' section of this scheme.
- 10.3 The LA will hold the waiting list until the beginning of the school term in September. Waiting list will then be handed over to schools.

11 ADMISSIONS APPEALS

- 11.1 The decision letter will explain the parents' right of appeal and how appeals may be made.
- 11.2 The closing dates for the submission of appeals (those relating to decisions sent on the published offer date) are:

30 March - Secondary Transfer

14 May - Primary Admissions

- 11.3 Parents and carers can submit an appeal in respect of each school for which admission has been refused. Appeal hearings will be heard:

By 6 July - Secondary Transfer (statutory date)

By 16 July - Primary Admissions

- 11.4 Appeals for late applications (i.e) those not relating to decisions sent on published offer date) will be heard within 30 school days of the appeal being lodged.

- 11.5 All appeal applications should be sent to the admission authority for the school for which admission has been refused (paragraph 2.25)

'IN YEAR' ADMISSIONS

12 APPLICATION PROCESS

- 12.1 'In year' applications are those made during the school year into any year group other than the normal point of entry (i.e. normal admission round). This will include applications from parents and carers of children moving into the authority from another authority's area, moving within the authority, or seeking to transfer to an alternative school for other reasons.
- 12.2 Parents/carers seeking places 'in year' will be advised to complete the 'home' local authority's common application form stating up to three school preferences ranked in priority order and will be invited to provide additional information in support of their application, including any supporting documents.
- 12.3 Information about Cheshire East schools and leaflets explaining the coordinated application process together with a copy of the common application form will be available on the Council's website. Hard Copies will be available on request from local offices and schools.
- 12.4 Completed application forms and any supporting documentation must be returned to the 'home' local authority.
- 12.5 For parents and carers moving into Cheshire East from another authority, this authority will accept an application on its own common application form provided that the parent or carer can provide evidence that contracts have been exchanged on the purchase of their new place of residence or that a tenancy agreement has been signed. Parents will need to notify this authority of the date agreed for removal into the area. Cheshire East Council will notify the 'home' authority in such circumstances.
- 12.6 Parents and carers of children who are seeking a transfer to an alternative school for reasons other than a house move will be strongly advised to discuss the proposed transfer with the current school before submitting an application.
- 12.7 Applications will not be accepted more than 6 school weeks prior to the intended date of admission.**

13 PROCESSING APPLICATIONS

- 13.1 The process for considering preferences will commence on the next working day following receipt of the application.
- 13.2 If the relevant year group has a vacancy a place must be allocated unless one of the statutory reasons for refusing admission applies, as stated in paragraphs 3.30-3.33 of the School Admissions Code 2010.
- 13.3 Where more applications are received for a particular year group than there are places available, the relevant body will determine the order of priority for admission by reference to the school's oversubscription criteria.

- 13.4 All applications received for 'in-area' schools, i.e. those schools maintained by the home authority, will be processed within no more than **10 working days** from receipt of application.
- 13.5 Where preferences are received for 'out-of-area' schools, i.e. for schools maintained by another local authority, applications will be processed within no more than **20 school days**.
- 13.6 Cheshire East Council will forward preferences received for its schools where the governing body is the admission authority to the relevant body, together with any supporting documentation, within 5 school days from receipt of application.
- 13.7 The request **must** be considered by the relevant body and a written response **must** be provided to the maintaining local authority. For Cheshire East maintained schools, the response must be returned to the Local Authority within **5 school days**. If the relevant body is refusing admission then the reason for refusal must also be provided in writing (preferably e-mail), following which the Local Authority will write to the parent advising them that the application has been refused, explaining the reasons for refusal and informing the parent of the legal right of appeal against the decision.
- 13.8 Where applications are received for out-of-area schools, Cheshire East Council will forward details of the application to the relevant maintaining local authority, including any supporting documentation within 5 school days from receipt of the application.
- 13.9 Where applications from non-Cheshire East residents are made to the home authority for places in Cheshire East schools, the relevant (home) local authority will forward details of the application to Cheshire East Council.
- 13.10 In the event that a place can be offered for a school ranked as a higher preference, the home local authority will notify the maintaining authority that a higher preference can be allocated.
- 13.11 Where relevant, the home local authority will send any determination granting or refusing admission to the maintaining authority or the governing body where it is the admission authority.
- 13.12 Cheshire East Council as the home local authority will finalise allocations for its residents on the basis of equal preferences.
- 13.13 This Council will endeavour in all cases to process applications as quickly as possible to ensure that admission to school is not delayed unnecessarily.

14 NOTIFYING PARENTS and CARERS of DECISIONS

- 14.1 Cheshire East Council will send parents and carers of pupils resident in Cheshire East a decision letter confirming the single offer of a school place. This will include offers of places for Cheshire East schools and for schools in other local authorities' areas. Offer letters will be sent out by second-class post or by e-mail if requested and will confirm the date the child will attend the school as agreed by, or notified to the receiving school.

14.2 Admission will normally take place for primary school admissions within 10 school days from the date of offer and for secondary school admissions within 20 school days from the date of offer.

14.3 Home resident parents and carers who are unsuccessful with an application will be **normally** be offered a place at the nearest Cheshire East school with a vacancy as stated in paragraph 2.22.

14.4 Parents and carers will be required to **accept or decline** the school place offered **before the agreed admission date** or within 10 school days of the offer being made. **Telephone and e-mail responses will be accepted.** The Local Authority reserves the right to withdraw places not accepted within the timescale specified.

14.5 Parents and carers offered Cheshire East school places for reasons other than a house move will be informed at the offer stage that the current school will be notified that a place has been allocated at an alternative school.

15 WAITING LISTS.

15.1 Where waiting lists are held, these will be administered in accordance with the arrangements set out in paragraphs 2.31-2.32

15.2 For 'in year' waiting lists only, children who are subject of a direction by a local authority to admit, are part of a managed transfer from a closing school or who are allocated to a school in accordance with the In Year Fair Access Protocol will take precedence over those on the waiting list.

16 ADMISSIONS APPEALS

16.1 In year admission appeals will be administered in accordance with the arrangements set out in paragraphs 2.28-2.30.

NORMAL ADMISSION ROUND KEY DATES for 2012-2013

Process	Secondary Transfers	Primary Admissions
Application process starts – letters to parents and carers, online application form and composite prospectus available.	1 September 2011	1 September 2011
Closing date for applications	31 October 2011*	15 January 2012*
Preferences forwarded to other LAs	14 November 2011	31 January 2012
Preferences forwarded to Academies, VA & Foundation Schools	18 November 2011	20 February 2012
Deadline for receipt of supporting documentation	16 December 2011	20 February 2012
Academies, VA and Foundation Schools to respond	16 December 2011	2 March 2012
Provisional allocations of places at Cheshire East schools sent to other LAs for their residents	16 January 2012	16 March 2012
Responses to other LAs on potential offers of places in their schools for Cheshire East residents (so far as possible)	16 January 2012	16 March 2012
Representations from schools re admission numbers	By 27 January 2012	By 23 March 2012
Allocations to be finalised	17 February 2012	31 March 2012*
Offers released – (letters posted 2nd class post)	1 March 2012*	27 April 2012
Deadline for accepting or declining places	16 March 2012	14 May 2012
Waiting Lists Prepared and vacancies re-allocated	After 16 March 2012	After 14 May 2012
Deadline for application for Appeals against LA/governing body decisions	30 March 2012	14 May 2012
Appeal hearings	By 6 July 2012	By 16 July 2012

* Statutory Requirements

PROPOSALS for REDUCTIONS/ INCREASES in PUBLISHED ADMISSION NUMBERS to apply in SEPTEMBER 2012

The Local Authority has received a number of requests from governing bodies for changes in published admission numbers (PANs) to apply in September 2012.

Any changes to published admission numbers are subject to consultation within the relevant area, which is the Cheshire East administrative boundary. Consultation also takes place with neighbouring authorities due to cross border movement of pupils.

The Local Authority is therefore seeking your views on the following proposed changes.

PROPOSED REDUCTIONS IN PUBLISHED ADMISSION NUMBERS -

School	Indicative Admission Number based on Net Capacity Assessment	Current Published Admission Number	Proposed Published Admission Number for 2012
Shavington High School	170	194	170

PROPOSED INCREASES IN PUBLISHED ADMISSION NUMBERS –

School	Indicative Admission Number based on Net Capacity Assessment	Current Published Admission Number	Proposed Published Admission Number 2012
Black Firs Primary	34	38	40
Warmingham CE Primary	8	8	10
Mossley Primary	50	50	55
Lindow Primary School	22	21	24

Before arrangements can be determined, which must be by 15 April 2011, all **feedback received by 1 March 2011** will be considered.

Please send your comments to admissions@cheshireeast.gov.uk by 1 March.

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consultee	Proposals to vary published admission numbers	Submitted Comments	School
Anonymous Respondent	Do Not Support	Concerns with a large number of primary schools in a relatively small area. Could this impact upon other local schools. Are there schools with a larger PAN that are not filling all their places. They have quite large PAN already.	Not known
Anonymous Respondent	Do Not Support	Concerns that other local schools have places and these should be filled first, other schools have a catchment area and have fewer houses and therefore are disadvantaged.	Not known
Alderley Edge (Headteacher)	No View	I think the proposed PAN change for Lindow primary is fine.	Lindow Primary School
Daven Primary (Chair of Govs)	Do Not Support	As Chair of Governors at Daven Primary School in Congleton, I am writing to express my Governing Body's concern about the proposed application by Mossley Primary School to increase its PAN from 50 to 55 from September 2012. Inevitably, with the reduction to our PAN, pupil numbers have fallen, and in September 2011, two members of the teaching staff at Daven are facing redeployment or redundancy. This situation is not good for morale - or indeed the education budget, and we do not want to be in a similar position in future.	Mossley CE Primary School
Eaton Bank Governors	Support	No comments	
Parent	Support	Fully support the increase. It will lead to greater stability in the admission of numbers and help staff and governors in their strategic management of the school	Mossley CE Primary School

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