

Cabinet Member for Children and Families Agenda

Date: Monday, 30th January, 2017
Time: 11.30 am
Venue: Committee Suite 1,2 & 3, 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.

It should be noted that Part 1 items of Cheshire East Council decision making and Overview and Scrutiny meetings are audio recorded and the recordings will be uploaded to the Council's website

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 disclosable pecuniary and non-pecuniary 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 body in question. 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.

4. **Determination of Local Authority Co-ordinated Scheme and Admission Arrangements**
(Pages 3 - 44)

To approve the co-ordinated scheme and admission arrangements.

Please contact Cherry Foreman on 01270 686463
E-Mail: cherry.foreman@cheshireeast.gov.uk with any apologies or requests for further information or to give notice of a question to be asked by a member of the public

CHESHIRE EAST COUNCIL

Report to Portfolio Holder

Date of Meeting:	30 January 2017
Report:	Director of People
Subject/Title:	Determination of Local Authority Coordinated Scheme and Admission Arrangements
Portfolio Holder:	Councillor Liz Durham

1.0 Report Summary

- 1.1 Portfolio Holder is recommended to approve the coordinated scheme and admission arrangements (attached) for 2018 and subsequent years, subject to any review.
- 1.2 The coordinated scheme (**Annex 1**), which all local authorities are, under section 88M of the School Standards and Framework Act 1998 (SSFA), required to have in place, will apply to applications for places in all publicly funded mainstream primary and secondary schools (i.e. including academies) for the school year 2018-19.
- 1.3 The proposed admission arrangements (**Annex 2**) include the overall procedure, practices, criteria, published admission number (PAN) and supplementary information to be used in deciding on the allocation of school places. Current admission numbers and proposed changes for community and voluntary controlled schools for 2018 (which the Local Authority is responsible for as the admission authority for these schools) are set out in **Appendix 1**.

2.0 Recommendations

- 2.1 Portfolio Holder is recommended to approve
- The proposed **coordinated admission scheme**, which all local authorities are required by section 88M of the School Standards and Framework Act 1998 (SSFA) to have in place (**Annex 1**).
 - The proposed **admission arrangements** for Cheshire East 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 (**Annex 2**).

3.0 Reasons for Recommendations

- 3.1 The recommendation will enable the Local Authority to meet its statutory duty to determine by 28 February 2017 a coordinated admissions scheme and admission arrangements to apply for 2018 and subsequent years, subject to any further review.

4.0 Wards Affected

4.1 Once determined, the coordinated scheme will apply to all Cheshire East publicly funded mainstream primary and secondary schools, including academies and the admission arrangements will apply to all Cheshire East community and voluntary controlled schools.

5.0 Local Ward Members

5.1 All wards members.

6.0 Policy Implications

6.1 The Coordinate Scheme and Admissions Arrangements are key policy documents for the Council and are a statutory requirement. The process for applying for school places is contained within the coordinated scheme and this applies to all Cheshire East publicly funded schools. How parents' preferences are then considered is set out within an admission authority's admission arrangements. The policy on admission arrangements will apply to applications for community and voluntary controlled schools only, for which the Local Authority is the admission authority.

7.0 Implications for Rural Communities

7.1 The Local Authority's coordinated scheme will apply to all publicly funded schools across the Borough and the admission arrangements will apply to applications received for Cheshire East community and voluntary controlled schools. Determination will therefore benefit all communities equally by ensuring that arrangements are in place for families who will be applying for admission in the 2018-19 academic year.

8.0 Financial Implications

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

9.0 Legal Implications

9.1 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 School Admissions Code has been issued under Section 84 of the School Standards and Framework Act 1998 ('SSFA 1998') Chapter 1 of Part 3 of the School Standards and Framework Act (SSFA) 1998 contains the key provisions regarding schools admissions, including the statutory basis for the Code. The Code reflects changes to the law made by the Education Act 2011 and Regulations.

9.2 The Regulation that applies for the purpose of this report is the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2014.

10.0 Risk Management

- 10.1 The Local Authority must determine its coordinated scheme and admission arrangements by 28 February 2017 otherwise it will be in breach of its statutory duty to comply with the provisions of the School Admissions Code.
- 10.2 The Local Authority must inform the Secretary of State whether it has secured the adoption of a qualifying scheme by 28 February. The Secretary of State may impose a scheme where a scheme has not been adopted.
- 10.3 Objections to determined admission arrangements can be referred to the Office of the Schools Adjudicator by 15 May in the determination year. The Adjudicator must consider whether the arrangements comply with the Code and the law relating to admissions. Arrangements must therefore be compliant with the provisions set out in the School Admissions Code 2014. An Adjudicator's determination is binding and enforceable.
- 10.4 Community and voluntary controlled schools have the right to object to the Schools Adjudicator if the PAN set for them is lower than they would wish. There is a strong presumption in favour of an increase to the PAN to which the Schools Adjudicator must have regard when considering any such objection.
- 10.5 An Equality Impact Assessment is attached as **Annex 3**

11.0 Background and Options

- 11.1 The Local Authority's school admission arrangements and coordinated scheme are for implementation from September 2018.
- 11.2 If changes are proposed, consultation is required by 31 January (determination year) in accordance with the requirements set out in the School Admissions Code. Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period. Arrangements must nevertheless be determined by **28 February** every year, even if they have not changed from previous years and a consultation has not been required.
- 11.3 The **Coordinated Scheme**, once determined, will apply to applications for places in all Cheshire East publicly funded schools including Academies. The scheme planned for 2018-19 is the same as the current scheme (2017-18), which was adopted by the Local Authority in March 2016.
- 11.4 Governing bodies of community and voluntary controlled schools have the right to object to the Schools Adjudicator if the PAN set for them by the Local Authority is lower than they would wish. There is a strong presumption in favour of an increase

to the PAN to which the Schools Adjudicator must have regard when considering any such objection.

12.0 Access to Information

- School Admissions Code 2014
- School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2014

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

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Primary Schools	School Status	PAN 2017	Capacity Indicative Admission Number	PAN Change for 2018
Alderley Edge Community Primary School	Community	30	29	
Ashdene Primary School	Community	60	60	
Audlem St James' CE Primary School	Voluntary Controlled	30	27	
Beechwood Primary School and Nursery	Community	45	45	
Bexton Primary School	Community	60	60	
Bickerton Holy Trinity CE Primary School	Voluntary Controlled	20	20	
Bollington Cross CE Primary School	Voluntary Controlled	25	25	
Bosley St Mary's CE Primary School	Voluntary Controlled	8	8	
Brierley Primary School	Community	30	30	
Buglawton Primary School	Community	30	29	
Chelford CE Primary School	Voluntary Controlled	9	8	
Cledford Primary School	Community	60	60	
Daven Primary School	Community	30	30	
Dean Valley Community Primary School	Community	30	30	
Disley Primary School	Community	30	30	See note below
Edleston Primary School	Community	30	30	
Egerton Primary School	Community	30	30	
Elworth CE Primary School	Voluntary Controlled	45	45	
Elworth Hall Primary School	Community	30	30	
Gainsborough Primary & Nursery School	Community	60	60	
Gawsworth Community Primary School	Community	30	30	
Goostrey Community Primary School	Community	30	29	
Haslington Primary School	Community	45	45	
Havannah Primary School	Community	30	29	
High Legh Primary School	Community	25	25	
Hollinhey Primary School	Community	30	30	
Hurdsfield Community Primary School	Community	25	21	
Lindow Community Primary School	Community	30	30	
Little Bollington CE Primary School	Voluntary Controlled	15	15	
Lostock Hall Primary School	Community	24	21	
Lower Park School	Community	40	40	
Mablins Lane Community Primary School	Community	90	75	
Manor Park School and Nursery	Community	45	45	
Middlewich Primary School	Community	60	60	
Millfields Primary School and Nursery	Community	30	30	
Mobberley CE Primary School	Voluntary Controlled	30	30	
Offley Primary School	Community	60	60	
Puss Bank School	Community	60	60	
Rainow Primary School	Community	27	27	
Rode Heath Primary School	Community	30	30	
Scholar Green Primary School	Community	30	30	
*Sound and District Primary School	Community	19	19	see notes below
St Anne's Fulshaw, CE Primary School	Voluntary Controlled	19	19	
St Oswald's Worleston CE Primary School	Voluntary Controlled	15	15	
Styal Primary School	Community	17	17	
The Dingle Primary School	Community	50	50	
*Underwood West Primary School	Community	60	61	see notes below
Vernon Primary School	Community	50	52	see notes below
Vine Tree Primary School	Community	30	30	
Weaver Primary School	Community	30	30	
Weston Village Primary School	Community	38	38	
Wilmslow Grange Community Primary & Nursery School	Community	45	45	
Wrenbury Primary School	Community	20	20	

Secondary Schools	School Status	PAN 2017	Capacity Indicative Admission Number	PAN Change for 2018
Middlewich High School	Community	140	140	
Poynton High School	Community	246	246	
Ruskin Community High School	Community	140	133	
Wilmslow High School	Community	300	300	

Sixth Forms	School Status	PAN 2017	Capacity Indicative Admission Number	PAN Change for 2018
Poynton High School	Community	50	N/A	
Wilmslow High School	Community	50	N/A	

NOTE:

Schools with PAN increases - 

The Local Authority has reviewed its primary school capacity in Disley and is now looking to increase this for September 2018 in response to increasing demand and rising populations. Consultation is currently underway to increase capacity to admit 40 pupils per year group. If this option is progressed and a decision is taken to implement this increase, subject to all necessary approvals, including planning, the PANs that will apply for September 2018 will be 40.

Indicative Admission Number is above the Published Admission Number 

NOTE *In the event that conversion to Academy Status for Underwood West Primary School and Sound & District Primary School is not completed by 1.12.2016 and 1.1.2017 respectively, then arrangements determined by the Local Authority shall continue to apply.



LOCAL AUTHORITY COORDINATED ADMISSIONS SCHEME 2018-19

1 BACKGROUND

- 1.1 This scheme applies to the school year 2018-19 and subsequent years, subject to any review.
- 1.2 The scheme meets the requirements for a scheme for co-ordinating admission arrangements under the School Admission (Admission Arrangements and Co-ordination of Admissions Arrangements) (England) (Amendment) Regulations 2014, made under the School Standards and Framework Act 1998, for the area of Cheshire East Council (the Local Authority).
- 1.3 In the normal admissions round (i.e. October - end February), parents apply to the local authority in which they live for places at their preferred primary or secondary schools. For late applications outside the normal round of admissions (i.e. March - end August), parents apply to the local authority. 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.
- 1.4 This coordinated scheme applies to all publicly funded schools in Cheshire East and to preferences expressed by Cheshire East parents, including applications for schools in other Local Authorities. This scheme does not apply to applications for special schools or independent schools.
- 1.5 Parents making applications as part of the normal admission round for publicly funded schools in other authorities with a different age of transfer (i.e. middle and upper schools) will also be included within these arrangements.

NORMAL ADMISSION ROUND

2 GENERAL INFORMATION

- 2.1 Section 86 of the SSFA/98 provides that local authorities must make arrangements for parents to express a preference as to the school they wish their child to be educated at. Parent is defined within s.576 of the Education Act 1996 as being those who are natural parents whether they are married or not; any person who has PR for a child; and any person who has care of the child.
- 2.2 All parents **resident** in the area administered by Cheshire East Council will be asked to make their application on the common application form provided by this Local Authority (as the 'home' authority). Parents making applications on a maintaining authority's application form will be advised to contact their 'home' authority. Parents seeking places at independent (i.e. fee paying) schools must apply direct to the school.

- 2.3 Applications for places sent direct by parents to individual schools cannot be accepted and must be sent by the school to the Local Authority for inclusion within these arrangements.
- 2.4 For community and voluntary controlled schools, in its role as the admission authority, Cheshire East Council will be responsible for determining who can be allocated a place in accordance its agreed published admission arrangements.
- 2.5 For Academies, Free Schools, Voluntary Aided, Foundation and Trust schools, 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 to consider the application and to determine by reference to the school's admission criteria if a place can be allocated.
- 2.6 For applications for schools outside Cheshire East, the relevant local authority will be responsible for coordinating decisions on applications through liaison, where relevant, with admission authorities in its area.
- 2.7 The Local Authority will collate and publish all admission arrangements in its composite prospectus, which will be published on the Local Authority's website in line with the requirements set out in the School Admissions Code. For parents without internet access, a hard copy of the agreed admissions arrangements will be available on request.
- 2.8 All preferences made in accordance with the Local Authority's arrangements will be met except where this would prejudice the provision of efficient education or the efficient use of resources e.g. normally 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.
- 2.9 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 Local 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, Free schools, Voluntary Aided and Foundation schools in liaison and agreement with the governing bodies of these schools.
- 2.10 Where a preference has been received from a parent resident in another local authority and a place cannot be offered, Cheshire East Council will not allocate a place.
- 2.11 Written offers will be made by Cheshire East Council to residents in its area, 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 Council	All community and voluntary controlled schools in Cheshire East
Maintaining Local Authority	All non-Cheshire East community and voluntary controlled schools.
Governing Body of the school	All Academies and Voluntary Aided, Foundation and Free Schools

2.12 Schools must not notify parents 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.

2.13 In accordance with statutory requirements, a governing body, in its role as the admission authority for a school, **must** comply with the following procedures:

- a) Forward to their maintaining local 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 local authority's areas);
- b) Determine or make arrangements for another body (including the maintaining local 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 local authority of their determination, or arrange for the body appointed by them to notify the Local Authority on their behalf.

2.14 Parents 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. Further information on the appeals process will be available on the Local Authority's website and by contacting the Local Authority.

2.15 Parents 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.

2.16 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.

2.17 Waiting lists will be held **for all schools** until the end of the autumn term in the normal year of admission **as a minimum**. Waiting list arrangements implemented after the end of term will be determined by individual admission authorities. For community and voluntary controlled schools, waiting lists will be closed at this point and parents of children held on the waiting list will receive written confirmation of this.

- 2.18 Repeat applications will not be considered within the same school year, unless the parent'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.

3 APPLICATION PROCESS

- 3.1 Children reach compulsory school age at the beginning of the term following their 5th birthday. Under the Local Authority's policy, children may start school in the reception class in the September following their 4th birthday. 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 There is no statutory barrier to children being admitted outside their normal year group. Paragraph 2.17 of the School Admissions Code enables a parent to request that their child is admitted outside of their normal age group, providing flexibility for children whose parents do not feel they are ready to begin school before they reach compulsory school age. Admission authorities are responsible for making the decision on which year group a child should be admitted to but are required to make that decision based on the circumstances of the case. In cases where parents will be delaying admission until the following year, an application must be submitted in accordance with the dates published for that application round.
- 3.4 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.
- 3.5 Requests can also be made for early or late transfer to secondary school. Parents considering such a request must in the first instance speak to the headteacher of the child's primary school.
- 3.6 The application process will commence on **1 September** in the year preceding the admission year.
- 3.7 The common application form will invite parents to express 3 school preferences ranked in order of priority. Parents 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.
- 3.8 The child's place of residence will be the address of the parent with whom the child is permanently resident on the date published for the receipt of supporting documentation (see part two below). Supporting information may be requested to verify the place of residence. To ensure a fair process, administrative checks may be undertaken, which will include verifying addresses against Council Tax records.

- 3.9 Where care is shared jointly the primary carer will be taken to be the parent with whom the child lives for the majority of the week (Monday to Friday) and it is this address that will be used for admissions purposes. If it is not possible to determine which parent is the primary carer, the Local Authority will determine residence based on where the child is registered for purposes of child benefit or (where no benefit is claimed) where the child is registered for GP purposes. Full details must be submitted in writing to enable the Local Authority to determine which address will be used. A panel of officers will consider the information provided. The School Admissions Code states at paragraph 2.23 (a) that local authorities can only make one offer per child. Therefore, where parents are unable to reach an agreement and more than one application is submitted, the Local Authority will process the application of the parent who is the primary carer.
- 3.10 Parents will be asked to submit the completed application form directly to this Local Authority by the statutory closing dates published in part two.
- 3.11 Parents 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.
- 3.12 If a parent 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 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 Local Authority'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 2.4 of the School Admissions Code (2014). 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.
- 3.13 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 local authority, will be for the school ranked highest by the parents.
- 3.14 Preference ranking will not be shared with admission authorities in accordance with paragraph 2.7 of the School Admissions Code 2014 as this cannot lawfully be used when applying oversubscription criteria.
- 3.15 Where a school receives a supplementary information form, this Local Authority will not consider it to be a valid application unless the parent has also listed the school on their home LA's Application Form, Supplementary information forms should be returned direct to the school concerned.

- 3.16 When a parent 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. 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.
- 3.17 For secondary transfer only, the Local Authority 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 Local 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.
- 3.18 The Local Authority's composite prospectus will be available electronically on its website from the 1 September. Hard copies will be available on request from the Local Authority at the start of the autumn term.
- 3.19 The composite prospectus 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.

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. Full details must be provided to the Local Authority for consideration and by the published deadline for receipt of supporting information.
- 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 In the case of a recent house move, evidence such as 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 date published as the deadline for receipt of supporting information.
- 4.4 A panel of officers will consider information presented in support of the late change of preference. The parent will be notified of the decision.

5 PROCESSING APPLICATIONS

- 5.1 The following actions will be implemented in accordance with the dates published in part two of these arrangements.

- 5.2 Cheshire East Council will exchange applications for schools in other local authorities' areas with all relevant local authorities and 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.
- 5.3 Cheshire East voluntary aided, foundation, academies and free 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.
- 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.
- 5.5 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.
- 5.6 Admission authorities that intend to admit above the published admission number (PAN) where it is considered that further admission/s would not have a detrimental effect on the school, should notify the Local Authority by the dates specified in part two of these arrangements to enable the local authority to deliver its coordination responsibilities effectively.
- 5.7 The Local Authority will finalise allocations on the basis of equal preferences and in line with the agreed dates, as far as possible.

6 NOTIFYING PARENTS OF DECISIONS

- 6.1 Cheshire East Council will send the parents of pupils who reside in Cheshire East written confirmation of the decision on the application. This will include offers for places in Cheshire East schools and schools in other local authorities, as appropriate. Where online applications have been received, the parent making the online application can logon to their online account on the published date to view the school place offered and will also receive their offer by e-mail. Offers confirmed by letter will be sent out on the published offer day by second class post.

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 confirms that the reasons presented in support of the late submission justify the application being considered alongside on-time applications. Reasons can include 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, which must be received by the dates specified in part two.

- 7.2 In the case of a recent house move, the Local Authority will require supporting evidence to show that the place of residency has changed. This should include a letter from the solicitor confirming the completion date, or if relevant, a signed rental agreement showing the start date of the tenancy. Any rental agreement must include residency on the date published as the deadline for receipt of supporting information. Further information may be requested to confirm residency, for example, recent utility bills or evidence of disposal of previous property.
- 7.3 In respect of medical reasons preventing an earlier application, a letter of confirmation from a medical practitioner will be required.
- 7.4 Late applications received after the published deadline for the receipt of supporting information will be classed as late and processed after all on-time applications even if there is a good reason for the late submission.
- 7.5 All applications categorised as late will be processed at the time waiting lists are prepared and in accordance with the dates published in part two below.

8 MOVING HOUSE

- 8.1 Parents must inform the Local Authority immediately of a change of address, even if details of a future change of residency were included on the application form. The Local Authority will require supporting evidence to show that the place of residency has changed. This should include a letter from the solicitor confirming the completion date, or if relevant, a signed rental agreement showing the start date of the tenancy. Any rental agreement must include residency on the date published as the deadline for receipt of supporting information. Further information may be requested to confirm residency, for example, recent utility bills or evidence of disposal of previous property.
- 8.2 Proof of residency received after the deadline published for the receipt of supporting information will not be used to assign a higher criterion for admission, but will be used to send the decision on the published offer date.

9 ACCEPTING AND DECLINING PLACES

- 9.1 Parents will be required to **accept or decline** the school place offered by the dates published in part two. The Local Authority reserves the right to withdraw places not accepted by this date.
- 9.2 For late applications notified after the offer date parents will be required to accept the place offered within **10 working days** of the date of the offer.

10 WAITING LISTS

- 10.1 Waiting lists for oversubscribed schools will consist of those children whose parents have specifically requested in writing (including e-mail) that they remain on the waiting list, along with late applicants and those for whom an appeal application has been received. Waiting lists will be held in criteria order and not on a first come first served basis.

- 10.2 Vacancies will be re-allocated to children held on the school's waiting list in line with the dates published in part two.
- 10.3 After the start of the school term in September, all admission authorities will hold up-to-date information on waiting lists until the end of the autumn term. After this date the Local Authority will no longer hold waiting lists for schools for which it is the admission authority. Other admission authorities that have published that they will continue to hold waiting lists after this date will be responsible for maintaining their waiting lists in accordance with their own published admission arrangements.

11 ADMISSIONS APPEALS

- 11.1 The application decision letter/e-mail will explain the parents' right of appeal and how appeals may be made. Applications for appeal should be received by the dates published in part two.
- 11.2 Parents can submit an appeal in respect of each school for which admission has been refused.
- 11.3 Appeals against decisions notified after the published offer day will be heard within 40 days of the published appeals deadline where possible, or if received too late, within 30 school days of the appeal being lodged.
- 11.4 Appeals for late applications should be received within 20 school days from the date of notification that the application was unsuccessful.
- 11.5 All appeal applications should be sent to the admission authority for the school for which admission has been refused.

'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 of children moving into Cheshire East from another local authority's area, moving within Cheshire East, or seeking to transfer to an alternative school for other reasons.
- 12.2 Parents seeking Cheshire East school places 'in year' will be required to complete the Cheshire East Council 'in year' application form. Forms will be published on the Council's website and will be available in hard copy on request.
- 12.3 In all cases, parents will be advised to contact their preferred school to progress their application.
- 12.4 Parents will be invited to provide additional information in support of their application. Application details will be shared with the relevant schools.
- 12.5 Parents 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.
- 12.6 Personal or sensitive information provided for the purpose of school admissions will be held in accordance with the Data Protection Act 1998 and its eight principles, details of which are published on the Council's website. In order that applications can be processed in accordance with parents' wishes, personal information may be shared within the Local Authority, with other relevant local authorities and with relevant schools. Relevant local authorities include the home local authority (where resident) and local authorities where the schools named on the application form are located; relevant schools include the schools listed as preferences and the current or most recent school.
- 12.7 In order to ensure that a place is offered at a suitable school as quickly as possible, some applications will be processed in accordance with the Local Authority's agreed Fair Access Protocol. The operation of Fair Access Protocols is outside the arrangements of co-ordination and is triggered when a parent of an eligible child has not secured a school place under in-year admission procedures. In all cases, where this is deemed necessary to ensure a positive outcome for the family, parents will receive full information before this procedure is implemented. The Local Authority's Fair Access Protocol; agreed in partnership with the headteachers of both primary and secondary schools, will only progress with agreement of parents and will not affect the parent's right to express preferences for schools of their choice or to challenge unsuccessful applications through the appeals process. All permanently excluded pupils ready to be admitted into a new school will be offered admission under the Fair Access Protocol. Full information about the process is published on the Council's website.
- 12.8 If a parent 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 may be required by the school to complete a supplementary information form. Forms will be available from the school or on the Local Authority's website. 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 2.4 of the School Admissions Code (2014). 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.
- 12.9 The Local Authority will publish on its website a list of the vacancies in Cheshire East publicly funded schools for parents seeking places outside the normal admission round.
- 12.10 Parents 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.
- 12.11 The Local Authority will maintain up-to-date records of applications and their outcomes through liaison with schools.
- 12.12 The process of completing the application for a school place can be facilitated by the school by inviting the parent to complete an online application during a school

visit or by the parent prior to contacting or visiting the school. Hard copy application forms are available on request from the Local Authority.

- 12.13 Parents making applications for schools in other local authorities' areas will be advised to contact the relevant local authority for advice about their own application process.
- 12.14 Applications will not normally be accepted more than 6 school weeks prior to the intended date of admission. An exception to this is where an application is made during the summer term, for admission at the beginning of the following September. In this case, applications will be accepted up to 8 school weeks prior to intended date of admission.

13 PROCESSING APPLICATIONS

- 13.1 All applications should be processed within no more than 10 school days from the receipt of application. Different time scales will apply to applications processed in accordance with the Local Authority's Fair Access Protocol.
- 13.2 Where there are spaces in the relevant year group a place will normally be offered to the parent.
- 13.3 If the year group in question is full, a decision to refuse admission will be made by the admission authority.
- 13.4 In cases where a school is oversubscribed, the admission authority will rank the applications in accordance with their published oversubscription criteria.
- 13.5 All decisions will be confirmed in writing to the parent by the admission authority and the letter/e-mail will include information about the legal right of appeal and a start date, where relevant. Optional letter/e-mail templates will be made available online for admission authorities that choose to use them.
- 13.6 Where a preference has been unsuccessful, written correspondence will confirm the decision on the application and will advise the parent to contact the Local Authority for advice about alternative schools with vacancies.
- 13.7 Written correspondence confirming offers will advise the parent to contact the school to accept or decline the school place within no more than 10 school days from the offer date.
- 13.8 In cases where a school feels that further admissions can be agreed on the basis that to do so will not result in a breach of infant class size legislation or will not prejudice the provision of efficient education or efficient use of resources, the application must be referred to the admission authority for a decision.
- 13.9 Decisions on applications will be notified to the Local Authority to enable the Local Authority to keep up-to-date records.
- 13.10 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.

13.11 Repeat applications will not be considered within the same school year, unless the parent'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 on the applications form for consideration.

14 WAITING LISTS.

14.1 Waiting lists will not be held for community or voluntary controlled schools other than in accordance with legal requirements, which require that they are held up until the end of the autumn term for the normal year of admission (i.e. reception and year 7 admissions). Where waiting lists are held by other admission authorities, children will be added to waiting lists in criteria order and not on a first come first served basis.

14.2 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 Local Authority's Fair Access Protocol will take precedence over those on the waiting list.

15 'IN YEAR' APPEALS

15.1 Applications for appeal should be submitted within 20 school days from the date of notification that the application for admission was unsuccessful.

16 Part Two – Key Dates

Process	Secondary Transfers	Primary Admissions
Application process starts	1 September 2017	1 September 2017
Closing date for applications	31 October 2017*	15 January 2018*
Preferences forwarded to other LAs	16 November 2017	6 February 2018
Preferences forwarded to Academies, Free, VA and Foundation Schools	23 November 2017	13 February 2018
Deadline for receipt of supporting documentation	7 December 2017	20 February 2018
Academies and Free Schools, VA and Foundation Schools to respond	14 December 2017	3 March 2018
Representations from schools re admission over PAN	14 December 2017	3 March 2018
Provisional allocations of places at Cheshire East schools sent to other LAs for their residents	Around 19 January 2018	Around 17 March 2018
Responses to other LAs on potential offers of places in their schools for Cheshire East residents (so far as possible)	26 January 2018	24 March 2018
Allocations to be finalised	9 February 2018	31 March 2018
Offers released	1 March 2018**	16 April 2018**
Deadline for accepting or declining places	15 March 2018	30 April 2018
Waiting lists prepared, late applications processed and vacancies allocated. Waiting lists will be held in criteria order. Parents offered places on this basis will be required to accept or decline the place offered within 10 schools days.	After 15 March 2018	After 30 April 2018
Appeals Application Deadlines	30 March 2018	16 May 2018
Appeal Hearings	By 16 June 2018	By 21 July 2018
Appeal Hearings – late Applications	Within 40 days of deadline where possible, or 30 school days of appeal being lodged	
Appeal Applications – ‘In Year’ Admissions	Within 20 school days from the date of notification that the application for admission was unsuccessful.	
Appeal Hearings – ‘In Year’ Applications	Within 30 school days of appeal being lodged	Within 30 school days of appeal being lodged
Please note: Deadline for Admission Authorities to publish Appeal Timetables on their website	28 February of relevant year	

* National closing date for applications

** In accordance with the School Admissions Code 2014, offers must be made on National Offer Day (16 April) or the next working day

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LOCAL AUTHORITY ADMISSION ARRANGEMENTS 2018-19 COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS.

These admission arrangements apply to applications for all Cheshire East **community and voluntary controlled schools** in the school year 2018-19 and for subsequent years, subject to any review. In its role as the admission authority for these schools, Cheshire East Council (the Local Authority) will be responsible for determining who can be allocated a place in accordance with these arrangements.

Applications for school places received for the normal admission round (i.e. into reception at 4+ and secondary transfer at 11+) and 'in year' (i.e. into any year group outside the normal admission round) shall be considered in accordance with the arrangements set out below and in accordance with the provisions set out in the Local Authority's agreed scheme, full details of which are published on the Local Authority's website at www.cheshireeast.gov.uk.

PUBLISHED ADMISSION NUMBERS (PANs)

The Local Authority has agreed admission numbers (PANs) for its community and voluntary controlled schools, 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). The admission number is set based on the number of pupils the school can accommodate and therefore normally, PANs will continue to be applied i.e. to all subsequent year groups in addition to the relevant age group. Admission numbers for schools in Cheshire East are published on the Local Authority's website at the start of the application process on 1 September. Hard copies can be requested.

The Local Authority, in its role as the admission authority for community and voluntary controlled schools, may agree (through consultation with the governing body) admission over PAN where to do so would not result in prejudice to the provision of efficient education or efficient use of resources at the 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 (those 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.

The published admission number will continue to be applied as the relevant age group progresses through school, unless the circumstances for the school have changed since the PAN was agreed.

Admission numbers to be published for 2018 and subsequent years, subject to any review, are set out in **Appendix 1**.

STATEMENT of SPECIAL EDUCATIONAL NEEDS/ EDUCATION, HEALTH and CARE PLANS.

All children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school must be admitted.

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

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

OVERSUBSCRIPTION CRITERIA

Where more applications are received than there are places available, after Children with Statements of Special Educational Needs, priority for admission will be based on the Local Authority's published oversubscription criteria as follows:

- i) 'Cared for Children' and Children who were 'Previously Cared for'.**
 - A 'cared for child' is a child who is in the care of a local authority or provided with accommodation by that local authority (as defined in section 22 of the Children Act 1989).
 - Children previously 'cared for' are children who were 'cared for' as defined above, but immediately after being 'cared for' became subject to an adoption, child arrangements order (formerly residence order), or special guardianship order. A child arrangements order is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 amended by Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- (ii) Siblings** – pupils with brothers or sisters, step-brothers or step-sisters, foster brother or 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)
- (iii) Children resident within the designated catchment area of the school.** Children will be classed within this criterion if they and their parents are resident within the area served by the school. (see notes below)
- (iv) Children attending a school nominated as a feeder/partner primary school for admissions purposes.**

- (v) **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.

Notes:

Applications from families **resident overseas cannot be accepted**. The only exception to this is for families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area. This is in accordance with the School Admissions Code, paragraph 2.19.

Children eligible for priority due to their attendance at a named feeder/partner primary school (criterion IV) will only remain eligible for this priority whilst on roll at the primary school. If the child leaves the school, including transferring to high school, this priority within the oversubscription criteria will no longer apply.

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

- Resident in the catchment area (criterion iii) attending a feeder school (iv) and living nearest to the school (v)
- Resident in the catchment area (criterion iii) not attending a feeder school (iv) and living nearest to the school (v)

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 distance 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.

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

Children will be considered within criterion (iii) if they and their parents are resident on the date published for the receipt of supporting documentation (see part two below). Supporting information may be requested to verify the place of residence. To ensure a fair process, administrative checks may be undertaken, which will include verifying addresses against Council Tax records.

For children of UK service personnel (UK Armed Forces) a Unit postal address or quartering area address will be accepted in advance of removal into the area, subject to official written confirmation of the address and relocation date. Preferences for the catchment area school for the confirmed address will be considered under criterion iii, unless a higher criterion is applicable.

PARENTS WITH SHARED RESPONSIBILITY FOR A CHILD

Where parents have shared responsibility for a child the place of residency will be determined as the address where the child lives for the majority of the week (e.g. where the child wakes up between Monday 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 care is shared jointly and it is not possible to determine which parent is the principle carer and no Child Benefit is claimed, the LA will consider the primary residence as the address where the child is registered for GP purposes.

CHILDREN OF MULTIPLE BIRTHS

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

MOVING HOUSE

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

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

In addition the Local Authority may request further information including copies of utility bills. Other information may be required, such as evidence of disposal of previous property. In all cases, information will be verified by officers using Council Tax records.

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

WAITING LISTS

Waiting lists will only be held for the normal admission round (September admissions into the reception class and year 7) and only until the end of the autumn term. They will be held in criteria order and not on a 'first come, first served' basis. Placing a child's name on a waiting list does not affect the statutory right of appeal. Waiting lists for oversubscribed schools will consist of those children whose parents have specifically requested in writing

(including e-mail) that they remain on the waiting list, along with new applicants and those for whom an appeal application has been received. Vacancies will be re-allocated to children held on the school's waiting list in line with the dates published in part two of these arrangements.

LATE APPLICATIONS – NORMAL ADMISSION ROUND ONLY

Late applications will be considered after all on-time applications unless the Local Authority considers that there are good reasons for the application being late, which must be stated at the time of application, i.e. exceptional medical reasons preventing an earlier application, late removal into the area. Supporting documentation **must** be provided. Where supporting documentation has been received by the dates specified in part two of these arrangements and the Local Authority has accepted reasons stated for the late application, the application will be considered as if it had been received on-time. Late applications and supporting documentation received after the dates specified will be considered after all on-time applications and in accordance with the Local Authority's Coordinated Admissions Scheme. This will apply even where the Local Authority accepts that there are good reasons for the late application and as such these applications may be disadvantaged.

ACCEPTING AND DECLINING PLACES

All parents 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

Parents 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. For appeals against decisions on preferences for community and voluntary controlled schools, forms are available on the Local Authority's website. Hard copies can be requested. Outside the normal admissions process, completed forms should be returned to the Local Authority within 20 school days from the date of notification that the application for admission was unsuccessful.

REPEAT APPLICATIONS

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

PART TWO - TIMETABLE FOR APPLYING FOR PLACES

Process	Secondary Transfers	Primary Admissions
Application process starts	1 September 2017	1 September 2017
Closing date for applications	31 October 2017*	15 January 2018*
Preferences forwarded to other LAs	16 November 2017	6 February 2018
Preferences forwarded to Academies, Free, VA and Foundation Schools	23 November 2017	13 February 2018
Deadline for receipt of supporting documentation	7 December 2017	20 February 2018
Academies and Free Schools, VA and Foundation Schools to respond	14 December 2017	3 March 2018
Representations from schools re admission over PAN	14 December 2017	3 March 2018
Provisional allocations of places at Cheshire East schools sent to other LAs for their residents	Around 19 January 2018	Around 17 March 2018
Responses to other LAs on potential offers of places in their schools for Cheshire East residents (so far as possible)	26 January 2018	24 March 2018
Allocations to be finalised	9 February 2018	31 March 2018
Offers released	1 March 2018**	16 April 2018**
Deadline for accepting or declining places	15 March 2018	30 April 2018
Waiting lists prepared, late applications processed and vacancies allocated. Waiting lists will be held in criteria order. Parents offered places on this basis will be required to accept or decline the place offered within 10 schools days.	After 15 March 2018	After 30 April 2018
Appeals Application Deadlines	30 March 2018	16 May 2018
Appeal Hearings	By 16 June 2018	By 21 July 2018
Appeal Hearings – late Applications	Within 40 days of deadline where possible, or 30 school days of appeal being lodged	
Appeal Applications – ‘In Year’ Admissions	Within 20 school days from the date of notification that the application for admission was unsuccessful.	
Appeal Hearings – ‘In Year’ Applications	Within 30 school days of appeal being lodged	Within 30 school days of appeal being lodged
Please note: Deadline for Admission Authorities to publish Appeal Timetables on their website	28 February of relevant year	

* National closing date for applications

** In accordance with the School Admissions Code 2014, offers must be made on the National Offer Days, which are different for primary and secondary admissions (1 March for Secondary or 16 April for Primary) or the next working day.

PART THREE - SIXTH FORM ADMISSION ARRANGEMENTS

The following admission arrangements apply to entry to the sixth form of Wilmslow High School and Poynton High School and Performing Arts College.

Pupils already on roll in the school's own year 11 are not admitted to a school's sixth form because they are already on the school roll. They move up to the 6th form from year 11. They can therefore only be refused progression to the sixth form if they fail to meet the academic criteria for progression/entry. Admissions law requires that the same academic criteria must be applied to all pupils, whether they are internal pupils seeking progression/entry or external applicants seeking admission. Schools have the choice of admitting pupils into year 12 or operating a sixth form primarily for pupils already on roll in the school. Wilmslow High School and Poynton High School and Performing Arts College have opted to admit pupils to their sixth forms from other schools.

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. The 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.

In the event that a course cannot be run due to low student take-up, the school may withdraw the course. This will not influence a decision to agree admission to the sixth form. In such cases, alternative courses will be offered.

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.

School	September 2018
Poynton High School And Performing Arts College	50
Wilmslow High School	50

Additional places may also be offered to external candidates if the number of children transferring from the school's own year 11 is lower than planned.

OVERSUBSCRIPTION CRITERIA

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

- i) **Eligible 'cared for children' and children who were previously 'cared for'.**
 - A 'cared for child' is a child who is in the care of a local authority or provided with accommodation by that local authority (as defined in section 22 of the Children Act 1989).

- Children previously ‘cared for’ are children who were ‘cared for’ as defined above, but immediately after being ‘cared for’ became subject to an adoption, child arrangements order (formerly residence order), or special guardianship order. A child arrangements order is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 amended by Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).
- ii) **Eligible pupils resident within the designated catchment area of the school.** Pupils will be classed within this criterion if they and their parents are resident within the area served by the school. (Refer to previous notes regarding Children of UK Service personnel).
- iii) **Eligible 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.

NOTES

An ‘eligible’ pupil is a pupil who has met the academic entry requirements.

All children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school must be admitted. A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 that specifies the special educational provision required for that child. An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

Applications from families **resident overseas cannot be accepted**. The only exception to this is for families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area. This is in accordance with the School Admissions Code, paragraph 2.19.

Distance criterion will be applied as a tie breaker if the number of pupils applying under criterion (ii) exceeds the number of available places. To differentiate between two equal distance measurements, a random allocation tie-breaker will be applied. This will be administered under independent supervision, in accordance with the requirements of the schools Admissions Code at paragraph 1.35.

In the case of previously looked after children (criterion i) a copy of the adoption order, child arrangement order or special guardianship order may be requested and a written correspondence from the local authority that last looked after the child confirming that the pupil was looked after immediately prior to that order being made.

For children of UK service personnel (UK Armed Forces) a Unit postal address or quartering area address will be accepted in advance of removal into the area, subject to

official written confirmation of the address and relocation date. Preferences for the catchment area school for the confirmed address will be considered under criterion ii, unless a higher criterion is applicable.

PARENTS WITH SHARED RESPONSIBILITY FOR A CHILD

Where parents have shared responsibility for a child the place of residency will be determined as the address where the child lives for the majority of the week (e.g. where the child wakes up between Monday to Friday). Full details must be submitted in writing in order that a decision can be taken on which address will be used for the purpose of admission. A panel will consider the information provided. Where care is shared jointly and it is not possible to determine which parent is the principle carer and no Child Benefit is claimed, the primary residence will be taken to be the address where the child is registered for GP purposes.

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 voluntary controlled school will be advised to contact the Local Authority for an 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 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 give a corresponding right of appeal to a child who expresses a preference for a school place. This right is in addition to the rights of parents to express a preference as to the school at which they wish their child to receive education.

ACADEMIC ENTRY CRITERIA

Poynton High School and Performing Arts College

Entry to the Sixth Form requires students to have gained good qualifications in a range of subjects. **A minimum of five subjects at GCSE¹ at grade A* - C are required.** These must include at least four full course GCSEs. This ensures that students have a successful

¹ Applicants can request consideration of equivalent qualifications, for example IGCSE.

background in a range of academic subjects. Where students have followed a GCSE equivalent course which leads to more than two passes in one subject, passes in four additional full course GCSE subjects are required.

A final decision on admission to the Sixth Form cannot take place until the student's results are known. Sixth Form offers will therefore be conditional upon gaining the minimum academic entry criteria, as stated above. This will be made explicit at the time of offer.

Most students follow a four subject programme of courses in Year 12. Individual subjects require a specific level of attainment. This applies to all eligible students, whether transferring to the sixth form from year 11 or as an admission from another school. Eligible students are therefore advised that even if they are offered a place in the sixth form having achieved the academic entry criteria, they will only be able to study their preferred subjects if they meet the specific level of attainment required for that course. Courses are reviewed annually to take into account any changes in education legislation, availability of courses and required attainment levels and therefore, students and parents are advised to consider the information published by the school at the start of the application process.

Any eligible student that enters the sixth form who fails to meet the specified grade in their chosen subjects will, where practicable, be offered an alternative course or offered a referral to an alternative post 16 education provider that may be able to offer their preferred course of study.

Wilmslow High School

Wilmslow High School offers a range of level 3 courses ('A' level or BTEC – which includes BTEC Level 3 Extended Diploma in Sport, Performance and Excellence). In order to ensure that students enrol on courses that they will be able to complete and in which they will gain success, academic entry criteria has been set for all students. This includes those seeking to transfer to the sixth form from year 11 and students new to the school.

Entry to the Sixth Form requires students to have gained good qualifications in a range of subjects. **A minimum of five subjects at GCSE² at grade A* - C are required.** These must include at least four full course GCSEs. This ensures that students have a successful background in a range of academic subjects. Where students have followed a GCSE equivalent course which leads to more than two passes in one subject, passes in four additional full course GCSE subjects are required.

A final decision on admission to the Sixth Form cannot take place until the student's results are known. Sixth Form offers will therefore be conditional upon gaining the minimum academic entry criteria, as stated above. This will be made explicit at the time of offer.

Individual subjects require a specific level of attainment. This applies to all eligible students, whether transferring to the sixth form from year 11 or as an admission from another school.

² Applicants can request consideration of equivalent qualifications, for example IGCSE.

Eligible students are therefore advised that even if they are offered a place in the sixth form having achieved the academic entry criteria, they will only be able to study their preferred subjects if they meet the specific level of attainment required for that course. Courses are reviewed annually to take into account any changes in education legislation, availability of courses and required attainment levels and therefore, students and/or parents are advised to consider the information published by the school at the start of the application process.

Any eligible student that enters the sixth form who fails to meet the specified grade in their chosen subjects will, where practicable, be offered an alternative course or offered a referral to an alternative post 16 education provider that may be able to offer their preferred course of study.

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Equality impact assessment is a legal requirement for all strategies, plans, functions, policies, procedures and services under the Equalities Act 2010. We are also legally required to publish assessments.

Section 1: Description

Department	Education and 14-19 skills		Lead officer responsible for assessment		Gemma Hambrook	
Service	School Admissions		Other members of team undertaking assessment		Julie Mills/Janice France	
Date	08/11/2016		Version		1	
Type of document (mark as appropriate)	Strategy	Plan	Function	Policy v	Procedure	Service
Is this a new/existing/revision of an existing document (mark as appropriate)	New		Existing v (updated)		Revision	
Title and subject of the impact assessment (include a brief description of the aims, outcomes , operational issues as appropriate and how it fits in with the wider aims of the organisation) Please attach a copy of the strategy/plan/function/policy/procedure/service	<p><u>LOCAL AUTHORITY ADMISSION ARRANGEMENTS 2018-19 , COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS.</u></p> <p>The Local Authority must comply with statutory deadlines and regulations as set out in School Admissions Code 2014.</p> <p>These admission arrangements apply to applications for all Cheshire East community and voluntary controlled schools in the school year 2018-19, and for subsequent years, subject to any review. In its role as the admission authority for these schools, Cheshire East Council (the Local Authority) will be responsible for determining who can be allocated a place in accordance with these arrangements.</p> <p>Applications for school places received for the normal admission round (i.e. into reception at 4+ and secondary transfer at 11+) and 'in year' (i.e. into any year group outside the normal admission round) shall be considered in accordance with the arrangements set out below and in accordance with the provisions set out in the Local Authority's agreed scheme, full details of which are published on the Local Authority's website at www.cheshireeast.gov.uk .</p>					

	<p>The arrangements and scheme sets out the priority criteria for allocating places to an oversubscribed school together with information and advice on the application process, processing applications, changing preferences, notification of decisions, late applications, moving house, accepting and declining places, waiting lists, and admission appeals.</p> <p>The Authority has a duty to comply with the mandatory requirements imposed by all relevant legislation including the:-</p> <ul style="list-style-type: none"> • School Admissions Code (or by statutory provisions). The School Admissions Code has been issued under Section 84 of the School Standards and Framework Act 1998 ('SSFA 1998') Chapter 1 of Part 3 of the School Standards and Framework Act (SSFA) 1998 contains the key provisions regarding schools admissions, including the statutory basis for the Code. The Code reflects changes to the law made by the Education Act 2011 and Regulations. • The Regulation that applies is the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2014.
<p>Who are the main stakeholders? (e.g. general public, employees, Councillors, partners, specific audiences)</p>	<ul style="list-style-type: none"> • Parents (as defined under Section 576 of the Education Act 1996) • Children and young people • Headteachers and governors of Cheshire East Council's community and voluntary controlled schools

Section 2: Initial screening

<p>Who is affected? (This may or may not include the stakeholders listed above)</p>	<ul style="list-style-type: none"> • Children aged 4 to 18 • Parents (as defined under Section 576 of the Education Act 1996) • Head teachers/governing bodies • other local authorities
<p>Who is intended to benefit and how?</p>	<ul style="list-style-type: none"> • Parents (as defined under Section 576 of the Education Act 1996) • Children and young people • Headteachers and governors of Cheshire East Council's community and voluntary controlled schools
<p>Could there be a different impact or</p>	<p>See below</p>

outcome for some groups?											
Does it include making decisions based on individual characteristics, needs or circumstances?			Admissions to the schools are made in accordance with the published admission arrangements and over subscription criteria. All applications are considered against the over subscription criteria on a equal basis and in line with the School Admissions Code 2014.								
Are relations between different groups or communities likely to be affected? (eg will it favour one particular group or deny opportunities for others?)			<p>Some schools will receive more applications than there are places available and inevitably some parents will not secure a place at their preferred school which leads to dissatisfaction with the service.</p> <p>However, admission arrangements must comply with the regulations in the School Admission Code 2014 and must be fair and administered consistently.</p> <p>The coordination scheme requires that Cheshire East children are allocated a place at their nearest school with a vacancy in the event that an application for a preferred school is unsuccessful. All unsuccessful applicants are entitled to their legal right of appeal to an independent appeal panel.</p>								
Is there any specific targeted action to promote equality? Is there a history of unequal outcomes (do you have enough evidence to prove otherwise)?			None								
Is there an actual or potential negative impact on these specific characteristics? (Please tick)											
Age	Y	N	Marriage & civil partnership	Y	N	Religion & belief	Y	N	Carers	Y	N
		✓			✓			✓			✓
Disability	Y	N	Pregnancy & maternity	Y	N	Sex	Y	N	Socio-economic status	Y	N
		✓			✓			✓			✓

EQUALITY IMPACT ASSESSMENT FORM

ANNEX 3



Gender reassignment	Y	N	Race	Y	N	Sexual orientation	Y	N			
		√			√			√			
What evidence do you have to support your findings? (quantitative and qualitative) Please provide additional information that you wish to include as appendices to this document, i.e., graphs, tables, charts										Consultation/involvement carried out	
										Yes	No
Age	Admissions Policy applies to all school age children whose parents are requesting a place in a mainstream school. It sets out the process and procedure which is adopted and also the criteria used for allocating places to an oversubscribed school.										
Disability	The Local Authority and schools are bound by the School Admissions Code 2014, Regulations and Disability Discrimination Act and these do not allow for any discrimination in this respect.										
Gender reassignment	The Local Authority and schools are bound by the School Admissions Code 2014 and regulations and this does not allow for any discrimination in this respect. The majority of provision is co-educational and gender of the pupil is not an issue. However, there is one single sex boys school and one single sex girls school, both schools share the same catchment area serving the area of Sandbach thus ensuring sufficient parallel provision for boys and girls in the local vicinity										
Marriage & civil partnership	The Local Authority is bound by the School Admissions Code 2014 and Regulations and this does not allow for any discrimination in this respect. Admissions to the schools are made following the published admission										

	arrangements and over subscription criteria. All applications are considered against the over subscription criteria on a equal basis without reference to the marital status of the parent.		
Pregnancy & maternity	<p>The Local Authority is bound by the School Admissions Code 2014 and Regulations and this does not allow for any discrimination in this respect.</p> <p>Admissions to the schools are made following the published admission arrangements and over subscription criteria. All applications are considered against the over subscription criteria on a equal basis without reference to the status of the parent.</p>		
Race	<p>The Local Authority is bound by the School Admissions Code 2014 and Regulations and this does not allow for any discrimination in this respect.</p> <p>However, in some instances parents may be unsure as to how to secure a school place for their child. Translation services are available to assist parents who do not have English as their first language with their application.</p>		
Religion & belief	<p>The Local Authority is bound by the School Admissions Code 2014 and Regulations and this does not allow for any discrimination in this respect.</p> <p>Voluntary Aided Schools which are their own admission authorities may determine over subscription criterion based on faith grounds and in accordance with the regulations in the School Admissions Code 2014.</p>		
Sex	The Local Authority is bound by the School Admissions Code 2014 and Regulations and this does not allow for any discrimination in this respect.		

EQUALITY IMPACT ASSESSMENT FORM

ANNEX 3



Sexual orientation	The Local Authority is bound by the School Admissions Code 2014 and Regulations and this does not allow for any discrimination in this respect.		
Carers	<p>The Local Authority is bound by the School Admissions Code 2014 and Regulations and this does not allow for any discrimination in this respect.</p> <p>Children in public care or previously cared for child (as defined in section 22 of the Children Act 1989) continue to be given high priority for admission if the school is oversubscribed.</p>		
Socio-economic status	The Local Authority is bound by the School Admissions Code 2014 and Regulations and this does not allow for any discrimination in this respect.		
Proceed to full impact assessment? (Please tick)			
	Yes	No <input checked="" type="checkbox"/>	Date

If yes, please proceed to Section 3. If no, please publish the initial screening as part of the suite of documents relating to this issue

Section 3: Identifying impacts and evidence

This section identifies if there are impacts on equality, diversity and cohesion, what evidence there is to support the conclusion and what further action is needed

Protected characteristics	Is the policy (function etc....) likely to have an adverse impact on any of the groups? Please include evidence (qualitative & quantitative) and consultations	Are there any positive impacts of the policy (function etc....) on any of the groups? Please include evidence (qualitative & quantitative) and consultations	Please rate the impact taking into account any measures already in place to reduce the impacts identified High: Significant potential impact; history of complaints; no mitigating measures in place; need for consultation Medium: Some potential impact; some mitigating measures in place, lack of evidence to show effectiveness of measures Low: Little/no identified impacts; heavily legislation-led; limited public facing aspect	Further action (only an outline needs to be included here. A full action plan can be included at Section 4)
Age				
Disability				
Gender reassignment				
Marriage & civil partnership				
Pregnancy and maternity				
Race				
Religion & belief				
Sex				

Sexual orientation				
Carers				
Socio-economics				
Is this project due to be carried out wholly or partly by contractors? If yes, please indicate how you have ensured that the partner organisation complies with equality legislation (e.g. tendering, awards process, contract, monitoring and performance measures)				

Section 4: Review and conclusion

Summary: provide a brief overview including impact, changes, improvement, any gaps in evidence and additional data that is needed			
Specific actions to be taken to reduce, justify or remove any adverse impacts	How will this be monitored?	Officer responsible	Target date
None needed	n/a	n/a	n/a
Please provide details and link to full action plan for actions	n/a		
When will this assessment be reviewed?	<p>For admission arrangements for entry in September 2018 , consultation must be for a minimum of 6 weeks between 1 October 2016 and 31 January 2017, similarly for subsequent years. Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities, must consult on their admission arrangements at least once every 7 years, even if there are no changes during that period.</p> <p>However, all admission authorities , must determine their admission arrangements each year even if no changes have been made. For September 2018 and subsequent years admission arrangements admission</p>		

	authorities must determine their arrangements by 28 February 2017.		
Are there any additional assessments that need to be undertaken in relation to this assessment?	No - Consultation has not been required this year as no changes to the determined 2017-18 Admission Arrangements and Coordination Scheme have been proposed.		
Lead officer signoff	Gemma Hambrook	Date	08/11/2016
Head of service signoff		Date	

Please publish this completed EIA form on your website

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