



## **LOCAL AUTHORITY ADMISSION ARRANGEMENTS 2014 - COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS.**

These admission arrangements apply to applications for all Cheshire East **community and voluntary controlled schools** in the school year 2014-2015 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](http://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.

### **CHILDREN WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS**

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. Schools must admit a child with a **Statement of Special Education Needs** that names their school.

## 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, residence, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence 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. 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/carers are resident within the area served by the school. (see notes below)
- (iv) **Children** not resident within a school's designated catchment area but **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:

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

### **CHILDREN OF MULTIPLE BIRTHS**

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

### **PARENTS 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 Local Authority immediately of a change of address, even if details of a future change of residency were included on the application form. The

Local Authority will require supporting evidence to show that the place of residency has changed as follows:

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

In addition the Local Authority may request further information including copies of council tax and utility bills. Other information may be required, such as evidence of disposal of previous property.

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

## **WAITING LISTS**

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

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. 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, carer 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**

<b>Process</b>	<b>Secondary Transfers</b>	<b>Primary Admissions</b>
<b>Application process starts</b> – letters to parents and carers, online application form and composite prospectus available.	1 September 2013	1 September 2013
<b>Closing date for applications</b>	<b>31 October 2013</b>	<b>15 January 2014</b>
<b>Deadline for receipt of supporting documentation</b>	<b>6 December 2013</b>	<b>14 February 2014</b>
Allocations to be finalised	14 February 2014	31 March 2014
<b>Offers released</b>	<b>3 March 2014</b>	<b>16 April 2014</b>
<b>Deadline for accepting or declining places</b>	17 March 2014	30 April 2014
<b>Waiting lists prepared, late applications processed and vacancies allocated.</b> 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 schools days.	<b>After 17 March 2014</b>	<b>After 30 April 2014</b>
<b>Appeals Application Deadlines</b>	<b>31 March 2014</b>	<b>21 May 2014</b>
Appeal Hearings	By 18 June 2014	By 22 July 2014
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

<b>Process</b>	<b>Secondary Transfers</b>	<b>Primary Admissions</b>
Application process starts	1 September 2012	1 September 2012
<b>Closing date for applications</b>	<b>31 October 2012</b>	<b>15 January 2013</b>
<b>Deadline for receipt of supporting documentation</b>	<b>7 December 2012</b>	<b>15 February 2013</b>
Allocations to be finalised	15 February 2013	31 March 2013
<b>Offer Day</b>	<b>1 March 2013</b>	<b>16 April 2013</b>

<b>Deadline for accepting or declining places.</b> The Local Authority reserves the right to withdraw places not accepted. (Late Applications – places must be accepted or declined within 10 school days of the offer)	18 March 2013	30 April 2013
Waiting Lists prepared, late applications processed and vacancies allocated. Waiting lists will be held in criteria order. Parents and carers offered places on this basis will be required to accept or decline the place offered within <b>10 school days</b> .	After 18 March 2013	After 30 April 2013
<b>Appeals Application Deadline</b>	<b>15 April 2013</b>	<b>17 May 2013</b>
Appeal hearings	By 10 June 2013	By 19 July 2013
Appeal Hearings – late Applications	Within 40 days of deadline where possible, or 30 school days of appeal being lodged	Within 40 days of deadline where possible, or 30 school days of appeal being lodged
Appeal Applications – In Year	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

## **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’ (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, residence, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A ‘residence 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. 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) **Children resident within the designated catchment area of the school.** Children will be classed within this criterion if they and their parents/carers are resident within the area served by the school. (Refer to notes above regarding Children of UK Service personnel)

- iii) **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.

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

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

<b>Sixth Form Admissions Community Secondary Schools</b>	<b>September 2012</b>
Poynton High School And Performing Arts College	<b>50</b>
Wilmslow High School	<b>50</b>

### **SIXTH FORM ADMISSION APPEALS**

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

Parents or children\* refused admission to a sixth form in a Cheshire East community or 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 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 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.