Cheshire West and Chester

DETERMINED ADMISSION ARRANGEMENTS 2013- 2014
CHESHIRE WEST AND CHESTER COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS

PART ONE

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

These admission arrangements apply to all **community and voluntary controlled schools (Appendix 1)** admissions within the Borough for the school year 2013-14 and for subsequent years, subject to any review.

Compulsory School Age

Children reach compulsory school age at the beginning of the term following their 5th birthday. Under the Council's policy, children may start school in the reception class in the September following their 4th birthday. Applications for admission are normally considered in relation to the availability of places in the child's chronological age group, other than in exceptional circumstances.

Parents can request that the date their child starts school in the reception class is deferred until later in the school year or until the child reaches compulsory school age in that school year. Applications for deferred admissions **must** be made by the published closing date.

To help younger children adjust to school, schools may phase full-time admission over the first four weeks of term, admitting these children on a part-time basis. Arrangements are decided at school level, but part-time attendance will not last longer than the first four weeks of term.

Secondary Transfer

For transfer to secondary, children will transfer at the beginning of the autumn term following their eleventh birthday.

In exceptional circumstances requests can be made for early or late transfer to secondary school. Parents and carers considering such a request must in the first instance speak to the headteacher of the child's primary school. However parents/carers must apply for a school place by the published closing date. The application should include details of the request for a place outside of the chronological age range to ensure that if early or late transfer is not agreed that their child is not disadvantaged and is included in the secondary transfer process.

APPLICATION PROCESS

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

As required by law, Cheshire West and Chester Council makes arrangements for parents and carers resident within the Authority's administrative area to express up to three preferences,

ranked in order of priority, using the Council's common application form and to give reasons in support of each preference, including any supporting documentation, before any places are offered.

ACKNOWLEDGEMENTS

An acknowledgement confirming receipt of application can be provided on request from parents and carers. A stamped addressed envelope or stamped acknowledgement postcard (as contained within composite prospectus) must be provided. Online applicants can request to receive an e-mail acknowledgement.

CHILDREN WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS

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

PUBLISHED ADMISSION NUMBERS

The Council in relation to community and voluntary controlled schools and the governing bodies of voluntary aided and foundation schools and Academies have set published admission numbers, which is the number of children that will normally be admitted into the *relevant age group* (e.g. into the reception year in a primary school and into year 7 as a secondary transfer in September for the first time).

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

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

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

OVERSUBSCRIPTION CRITERIA

Where more applications are received than there are places available and after the admission of pupils with Statements of Special Educational Needs where the school is named in the Statement, preferences for community and voluntary controlled schools, together with any supporting information, will be considered in accordance with the Council's published oversubscription criteria as follows:

1) **A 'Looked After Child'** or a child who was previously looked after but ceased to be so because they were adopted (or became subject to a residence, or special guardianship order). A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

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

3) **Siblings** – pupils with elder brothers or sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or adopted sisters **living together as part of one household**, already attending the preferred school (in years *Reception* through to *Year 10 and year 12*) and expected to continue at the school in the following school year. (i.e. at the time of admission)

4) **Children resident within the designated catchment zone of the school.** Children will be classed within this category if they and their parents/carers are resident within the area served by the school on the closing date for applications.

5) **Children** not resident within a school's local catchment zone but **attending a school designated as a partner school for admissions purposes**, as out-of-zone pupils.

6) **Pupils living nearest to the school** measured using an Ordnance Survey address-point system which measures straight line distances in miles from the address point of the school to the address point of the place of residence.

Where a school cannot accommodate all pupils qualifying under one of the criteria stated above, the next criteria will also be applied to determine priority for admission. For example, if a school cannot accommodate all *siblings* for whom an application has been received, all sibling applicants will be prioritised in the order of:

- Siblings (criterion 3) who live within the school's designated catchment area (criterion 4)

- Siblings (criterion 3) who <u>do not</u> live within the school's designated catchment area (criterion 6)

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 6 above.

Where it is identified that there are a limited number of places available and the Local Authority cannot differentiate between the applications using the nearest school criterion (criterion 6) a random allocation tie-breaker will be applied. This may be required for example, where applicants reside in the same block of flats or are children of a multiple birth living at the same address.

EQUAL PREFERENCES

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

If the pupil is a Cheshire West and Chester resident and Cheshire West and Chester Council as the home authority is not able to offer any of the preferences stated on the form a place will be allocated at the nearest Cheshire West and Chester school with vacancies using the Authority's Ordnance Survey address point data system for measuring straight line distances from the address point of the home to the address point of the school in miles.

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

CHILDREN OF MULTIPLE BIRTHS

In relation to children of multiple births, exceptionally it may be necessary to offer places over the published admission number. This is to ensure that, as far as possible, siblings (i.e. twins, triplets or children from other multiple births) can attend the same school. In normal circumstances the Local Authority will not be able to agree admission over the published admission number where to do so would result in a breach of infant class size legislation, which requires that infant classes (where the majority of children will reach the age of 5, 6, or 7) contain no more than 30 pupils with a single qualified teacher. However the School Admissions Code (February 2012) allows the admittance of a sibling in the same school year (i.e. twins, triplets or children from other multiple births) as a permitted exception where one sibling can be offered and not the other.

CHILDREN OF UK SERVICE PERSONNEL

Places will be allocated in advance of the family arriving in the area for children of UK service personnel, if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address for considering the application against Local Authority oversubscription criteria. In addition the School Admissions Code (February 2012) allows the admittance of a forces child as a permitted exception in relation to infant class size legislation.

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. If the panel agree that sufficient evidence has been provided then this address will be used for the purpose of assigning a criterion to the application.

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. Any delay in receiving any required information will result in the Local Authority determining residence for the purpose of admission based on the information available to it.

MOVING HOUSE

Parents and carers **must** inform the Authority immediately of a change of address, even if details of a future change of residency were included on the application form as this may change a child's priority for a particular school. The Authority will require supporting evidence to show that the place of residency has changed, for example completion of sale, tenancy agreements, council tax and utility bills and any other information considered relevant to the application, including disposal of previous property. In addition proof that the child now resides at the new property will be required i.e. Child Benefit or Child Tax Credit. For normal admission round into reception at 4+ and secondary transfer at 11+ supporting evidence must be received by the date as stated in Part Two.

In respect of applications made as part of the normal admission round, (e.g. into the reception class in a primary school and into year 7 as a secondary transfer in September for the first time) Information and supporting evidence must be received by the dates stated in part two of these arrangements. Proof of residency received after the published dates will not be used to process the application, but will be used to send the decision letter on the published offer date.

WAITING LISTS

Waiting lists for the normal admission rounds will be held in criteria order and not on a 'first come, first served' basis. Any vacant places will be reallocated to children held on a school's waiting list. Placing a child's name on a waiting list does not affect the statutory right of appeal.

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 Council's Fair Access Protocol will take precedence over those on a school's waiting list.

Normal Admission Round:

The normal admission round refers to applications made for admission into the relevant age group i.e. into a reception class in a primary school or year 7 in a secondary school where admission would be the normal point of entry to the school in September.

Waiting lists for oversubscribed schools will be prepared in line with the dates specified in part two and will be held until the end of the academic year unless the Authority receives a written request (including e-mail) that the child should be removed from the waiting list. They 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 those for whom an appeal application has been received by the appeals application deadline and any new applicants.

In-Year Applications:

In-year applications are those received after the first day of the school year into the relevant age group or into any other year group.

Waiting lists will **not** be held for in year applications.

CHANGING PREFERENCES

In respect of applications made for the normal point of entry (e.g. into reception classes in a primary school or year 7 in a secondary school for the first time) the Local Authority will **not** accept a change of preference made after the published closing date without a genuine reason, such as a recent house move. Full details must be provided to the Local Authority for consideration, along with supporting documentation. To demonstrate a recent house move evidence of a change of address will be required, which will include for example, a copy of the completion of sale or a tenancy agreement, council tax and utility bills and confirmation of disposal of previous property.

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

LATE APPLICATIONS – NORMAL ADMISSION ROUND ONLY

Late applications for places at Cheshire West and Chester community and voluntary controlled schools, i.e. applications not submitted to the Authority by the relevant statutory closing date will be considered after all on-time applications unless the Local Authority considers that there are good reasons for the application being late, which must be stated at the time of application, i.e. exceptional medical reasons preventing an earlier application, late removal into the area. Supporting documentation **must** be provided.

Where supporting documentation has been received by the date specified in part two of these arrangements and the Authority has accepted reasons stated for the late application, the application will be considered as if it had been received on-time.

Late applications and supporting documentation received after the dates specified will be considered after all on-time applications even where the Authority accepts that there a good reasons for the late application and as such these applications may be disadvantaged in the consideration of their preferences.

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

ACCEPTING AND DECLINING PLACES - NORMAL ROUND

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

RIGHT OF APPEAL

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

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

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

REPEAT APPLICATIONS

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

PART TWO TIMETABLE FOR APPLYING FOR PLACES

Process	Secondary Transfers	Primary Admissions
Application process starts – letters to parents and carers, online application form and composite prospectus (admissions information booklet, including hard copy application form) available.	1 September 2012	1 September 2012
Closing date for applications	**31 October 2012***	**15 January 2013***
Deadline for receipt of supporting documentation	12 December 2012	22 February 2013
Allocations to be finalised	15 February 2013	28 March 2013
Offers released **Parents will be informed of the school place offered either:-** **A)** By letter to those parent/carers who have applied via a paper application **Or** **B)** By e-mail to those parents/carers who have applied using the web based online facility and have requested to be notified of the place offered using the e-mail address stated on their application. In addition, offers can also be viewed on this day via the parents/carers online account.	**1 March 2013****	**16 April 2013**
Deadline for accepting or declining places. The Local Authority reserves the right to withdraw places not accepted.	15 March 2013	30 April 2013
Waiting Lists prepared and vacancies re-allocated. Waiting lists will be held in criteria order. Parents and carers offered places on this basis will be required to accept or decline the place offered within **10 school days.**	After 15 March 2013	After 30 April 2013
Deadline for application for Appeals against LA/governing body decisions	15 April 2013	14 May 2013
Appeal hearings (on time applications) (as far as possible)	By 7 June 201	By 9 July 2013
Appeal Hearings – late and in year applications	Within 30 school days of appeal being lodged	Within 30 school days of appeal being lodged
Parent and carers making new applications after the offer day be advised of the outcome of their application after this date and **within 10 working days** of this date or receipt of application (whichever is the later), as far as possible	After 15 March 2013	After 30 April 2013

** National closing date. **In accordance with regulations which state that offers must be posted out on 1st March except when the 1st March is a Saturday or Sunday and offers must be posted on the next working day*

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

Applications for admission to the Sixth Form of a Cheshire West and Chester school are dealt with by the school in accordance with the published admissions arrangements and not by Cheshire West and Chester 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 West and Chester 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 - OVERSUBCRIPTION

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

1) **A 'Looked After Child'** or a child who was previously looked after but ceased to be so because they were adopted (or became subject to a residence, or special guardianship order). A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

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

3) **Children resident within the designated catchment zone of the school** Children will be classed within this category if they and their parents/carers are resident within the area served by the school on the closing date for applications.

4) **Pupils living nearest to the school (Distance)** measured using an Ordnance Survey address-point system which measures straight line distances in miles from the address point of the school to the address point of the place of residence.

PUBLISHED ADMISSION NUMBERS – EXTERNAL CANDIDATES ONLY

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

Sixth Form Admissions Community and Controlled Secondary Schools	**September 2013**
Helsby High school	**40**
Neston High School (This school is considering changing status and if successful these changes are likely to be in place before September 2013)	**40**
Queen's Park High School	**10**

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 West and Chester community or controlled school will be advised to contact the Cheshire West and Chester Authority for an admission appeal application form and details on the appeals process.

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

a) for children to express a preference as to the school at which they wish to receive sixth-form education (i.e. secondary education suitable to the requirements of pupils who are over compulsory school age); and

b) for children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school, to express a preference as to the school at which they wish to receive education other than school sixth-form education.

Regulations have also been amended to give a corresponding right of appeal to a child who expresses a preference for a school place in relation to applications for admission for the academic year 2013-14 and subsequent years.

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

APPENDIX 1
Community and Voluntary Controlled Primary Schools

Acresfield Primary School
Alvanley Primary School
Ashton Hayes Primary School
Aston by Sutton Primary School
Barnton Community Primary School
Barrow CE Primary School
Belgrave Primary School
Boughton Heath Primary School
Brookside Primary School
Byley Primary School
Cambridge Road Community Primary and Nursery School
Capenhurst Church of England Primary School
Charles Darwin Community Primary School
Cherry Grove Primary School
Childer Thornton Primary School
Christleton Primary School
Clutton C of E Primary School
Comberbach Primary School
Cuddington Community Primary School
Darnhall Primary School
Dee Point Primary School
Dodleston Church of England Primary School
Duddon St Peter's Church of England Primary School
Eaton Primary School
Elton Primary School
Farndon Primary School
Frodsham Church of England Primary School
Frodsham Manor House Primary School
Frodsham Weaver Vale Primary School
Grange Community Primary School
Great Budworth Church of England Primary School
Greenfields Primary School
Guilden Sutton Church of England Primary School
Hartford Manor Community Primary School
Hartford Primary School
Helsby Hillside Primary School
Highfield Community Primary School
Hoole Church of England Primary School
Horn's Mill Primary School

Huntington Community Primary School
Huxley Church of England Primary School
J H Godwin Primary School
Kelsall Community Primary School
Kingsley Community Primary School & Nursery School
Kingsmead Primary School
Lache Primary School
Leftwich Community Primary School
Little Leigh Primary School
Little Sutton Church of England Primary School
Lostock Gralam Church of England Primary School
Malpas Alport Endowed Primary School
Manley Village School
Meadow Primary School
Mickle Trafford Village School
Mill View Primary School
Moulton School
Neston Primary School
Newton Primary School
Oldfield Primary School
Over Hall Community School
Overleigh St Mary's Church of England Primary School
Over St John's CE Primary School
Parkgate Primary School
Parklands Community Primary School
Queen's Park High School
Rivacre Valley Primary School
Rossmore School
Rudheath Community Primary School
Sandiway Primary School
Saughall All Saints C of E Primary
Shocklach Oviatt Church of England Primary School
St Chad's C of E Primary School
Sutton Green Primary School
Tarporley Church of England Primary School
Tarvin Primary School
Tattenhall Park Primary School
The Acorns Primary and Nursery School
The Arches Community Primary School
The Oaks Community Primary School
Tilston Parochial Church of England Primary School

Tushingham-with-Grindley Church of England Primary School
Upton Heath Church of England Primary School
Upton Westlea Primary School
Utkinton St Paul's Church of England Primary School
Victoria Road Primary School
Wallerscote Community School
Waverton Community Primary School
Weaverham Forest Primary School
Westminster Community Primary School
Wharton Church of England Primary School
Whitby Heath Primary School
Whitley Village School
Willaston Church of England Primary School
William Stockton Community School
Willow Wood Community Primary School
Wimboldsley Community Primary School
Wincham Community Primary School
Winnington Park Community Primary and Nursery School
Winsford High Street Community Primary School
Wolverham Primary and Nursery School
Woodfall Primary School
Woodlands Primary School

Community High Schools

Please note that those schools marked with a **Δ** are considering changing status and if successful these changes are likely to be in place before September 2013

Δ	Hartford High School a Specialist Languages and Sports College
	Helsby High School
Δ	Neston High School
	Queens Park High School
Δ	The County High School, Leftwich