

A photograph of a classroom scene. A female teacher with long brown hair, wearing a white shirt and dark skirt, is leaning over a desk, pointing at a laptop screen. A young Black male student in a white shirt and striped tie is sitting at the desk, looking at the laptop. In the background, other students in school uniforms are seated at desks, some working on papers. The classroom has a bulletin board with various papers pinned to it.

Important
information for
parents or carers

Cheshire West & Chester Council

Applying for a Secondary School place - Year 7 September 2026

Closing date for reception applications 31 October 2025

Visit: www.cheshirewestandchester.gov.uk/admissions



Cheshire West
and Chester

Timeline for applying for a secondary school place for September 2026

1 September 2025	<p>Parents/carers can apply for a school place</p> <p>Online - www.cheshirewestandchester.gov.uk/admissions</p> <p>Paper Application Form is contained in Section 5 of this booklet</p>
31 October 2025	<p>Closing date for on time applications</p> <ul style="list-style-type: none">• Online applications must be submitted to the Council by this date. Don't forget to press the submit button on your account• Paper applications to be returned to: School Admissions, Cheshire West and Chester Council, Wyvern House, The Drummer, Winsford, Cheshire, CW7 1AH. Paper applications must be received by this date to be considered as 'on time'
12 December 2025	<p>Deadline for supporting information</p> <ul style="list-style-type: none">• Any information received by this date will be considered for the initial allocation of school places, for example, change of address, change in circumstances, reasons for the local Council to consider a late application/change of preference as on time• Any information received after this date cannot be included in the initial allocation of school places, however, will be considered later in the process following the 2 March 2026
2 March 2026	<p>Notification of offers</p> <ul style="list-style-type: none">• Online offers made available for parents/carers to view via the online account• Emails sent to parents/carers notifying of the school place offered.
30 March 2026	<p>Closing date for on time appeals</p> <p>Appeals received by this date will be heard by 16 June 2026</p>

Dear Parents and Carers

Welcome to Cheshire West and Chester Council 'Transferring to Secondary School 2026/27' booklet. As you will know, transferring to secondary school is a critical and exciting stage in your child's life. This booklet provides you with the important information you need to help you through the process of applying for a school place.

Please pay particular attention to Step 1 in the first section of this booklet before making your application. I hope that you will find it helpful and informative when deciding on your school preferences.

Please ensure you read the information in this booklet carefully before making your application. It's particularly important that you understand the timescales, how your application will be processed and how decisions about applications are made.

This booklet includes information on the requirement for the Council to co-ordinate the admissions for all schools within its area which includes maintained schools and academies.

The online application facility was very successfully used last year. Of the secondary applications received for the 2025/26 academic year, 99.5% were made online in Cheshire West and Chester.

The online facility is available until midnight on the closing date of 31 October 2025 at www.cheshirewestandchester.gov.uk/admissions.

Applying online offers you many benefits, in particular you will be able to view your offer online on the offer day of 2 March 2026.

You may however prefer to complete a paper application form which is included at the back of this booklet. The closing date for paper applications is 31 October 2025. It is critical that you submit your preferences by this date to ensure that your application is not disadvantaged.

If there is anything about the process that you are uncertain of when completing your application, you can contact Cheshire West and Chester Council for assistance on 0300 123 7039.

I would like to wish your child every success as they start their education at secondary school.

With regards

Debbie Edwards

Head of Education and Inclusion,
Cheshire West and Chester Council.

Tel: 0300 123 8123 Textphone: 18001 01606 867 670

Contents

Section 1	Page
Step 1 Important information to consider before applying	4
Transport	4-5
Moving House	5-6
Shared Responsibility	6-7
Making an informed decision	7
Step 2 Applying for a school place	9
Which Council to Apply to	9-10
Step 3 Process following the offer of a school place	14
General Information	17
 Section 2	
Schools Information	20
School Contact Details and Applications Data	23-25
 Section 3	
Admission Arrangements	26-50
Admission Arrangements – Community and Voluntary Controlled School	26-28
Admission Arrangements – Foundation Schools	29-33
Admission Arrangements – Voluntary Aided Schools	34-36
Admission Arrangements - Academies	37-49
Admission Arrangements – Studio School	49-50
 Section 4	
Useful contact details	50-53
 Section 5	
Application form	54

The information in this booklet relates to the school year 2026/27. Although correct at the date of printing (August 2025) there may be changes before or during the 2025/26 school year and in subsequent years.

Section 1: Application Process

Step 1 – Important information to consider before applying

Transport

Travel arrangements need to be an important consideration when you're making your school preferences.

Since September 2015, travel assistance is only offered to pupils attending their nearest qualifying school (the school that is closest to the pupil's home address) if it is more than the statutory walking distance. This may not necessarily be your catchment school if there are nearer schools to your home address with places available.

If you choose to accept a place at a school that is not your nearest qualifying school for travel assistance purposes, you do so on the understanding that transporting your child to that school is your responsibility.

You will need to take any practical arrangements and potential travel costs into account when making your preferences to ensure that your child can get to and from school at the appropriate time each day.

Please be aware that our home to school transport policy is different from our admissions policy. School places are allocated in accordance with the oversubscription criteria (See Section 3 of this booklet) and home to school distances are calculated in a straight line.

Home to school transport distances are assessed using an in-house GIS mapping system that measures the nearest available walking route. This means the result for the nearest qualifying school for transport can be different from the nearest school for admissions purposes.

We recommend that you contact our School Transport Team to discuss your application and to find out which school is your nearest for travel assistance purposes. Contact details can be found in Section 4 of this booklet.

Faith Schools

We do not provide travel assistance to faith schools unless it is the nearest qualifying school (the school that is closest to the pupil's home address and it is more than the statutory walking distance).

Post 16 Transport

From September 2014 the Council no longer provides travel assistance to post 16 students, however, will consider individual cases where hardship can be demonstrated.

Transport for Pupils with Special Educational Needs (SEN) and/or Disabilities

Once a pupil's Education, Health and Care (EHC) Plan is finalised, the SEN Team will assess their eligibility for home to school travel assistance.

If a pupil is attending their nearest qualifying school and the distance from home to school is over the statutory walking distance, they will be eligible for travel assistance.

If a pupil is attending their nearest qualifying school, but their home to school distance is less than the statutory walking distance then eligibility will be assessed on their individual needs.

If a pupil is not attending their nearest qualifying school, they will not be eligible for travel assistance, and it will be the parent/carer's responsibility to arrange transport for their child to and from school.

For further information contact the SEN Team, details are in Section 4 of this booklet.

For further details about any aspect of Home to School Transport please contact our School Transport Team, contact details are in Section 4 of this booklet.

Please note that the Council's School Transport Policies are reviewed annually and therefore are subject to change. For further information on how our policies are administered and to see the full eligibility criteria, please see our website www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-and-college-transport

Moving House

Residency: The address stated on the school application **must** be the address the child is living at the time of application, that is the address where the child wakes up between Monday to Friday during the school week. This address must be used on your application.

Parents and carers must inform us immediately of a change of address. Please note: Parents and carers can notify us of a future house move by including the details as additional information but until a house move actually takes place and the child is resident at the new address, the new address will not be used.

We will require supporting evidence to show that the child's place of residence has changed. Documents required are:

- Proof of purchase of new property or signed tenancy agreement
- Confirmation of the family's move from the previous property, which may include any of the following documentation: invoice from a removal company; a disconnection certificate from previous address; documents for the sale or lease of the property; legal transfer arrangements to another third party, etc.

- Council Tax or utility bill (e.g. gas, electric or water bill) confirming usage at the new property and;
- A formal document confirming the residency of your child. Examples of evidence you could provide for this are proof of receipt of Child Benefit or Child Tax Credits at the new address, evidence of your child's change of address with a bank/building society/Trust Fund account in your child's name, proof of address with a GP, doctor's surgery for your child, or a doctors/dentist/hospital letter.

Please note: Parents and carers are responsible for notifying us when a house move has taken place. Your child's address and criteria will not be changed unless supporting evidence is received.

Information and supporting evidence must be received by 12 December 2025 as this is the last opportunity to submit evidence before the initial allocation of school places.

Proof of residency received after 12 December 2025 cannot be used for the initial allocation of school places, however, it will be used later in the process, i.e. for collation of waiting lists or for admission appeals, if they are necessary.

We may remove a place where it has been identified that a change of address has taken place before 12 December 2025 and it has not been declared

If you move between 1 November 2025 and 12 December 2025 and sufficient evidence is received within this timeframe, your address will be updated and treated as on time.

If you move between 13 December 2025 and 1 March 2026, and sufficient evidence is received within this timeframe, your address will be updated as of 2 March 2026. Your new address will then be used for collation of waiting lists or for admissions appeals if they are necessary.

If you move from 2 March 2026 your address will be updated from the date the relevant evidence is received. Your new address will then be used for the updating of waiting lists or for admissions appeals if they are necessary.

The School Admissions Code gives us the right to withdraw any school place offered on the basis of a fraudulent or intentionally misleading application. If we received notification of a potentially fraudulent application the Council's Fraud and Investigations Team may be asked to review the information that has been provided. This may include interviewing and taking a signed statement.

Shared Responsibility for a Child

Where parents/carers have shared responsibility for a child, the place of residency, for the purposes of the school admissions processes, will be determined as the address where the child wakes up from Monday to Friday during the school week.

Only one application can be considered for each child, and we would expect that parents/carers will take the above residency requirements into account, agree on their preferences and submit one application.

In the event two applications being received for a child with shared residency, we will then only consider the application from the parent/carer with whom the child resides Monday to Friday during the school week, unless a Court Order is provided with the application which contains specific direction regarding the child's education.

If the child resides with two parents/carers equally and both submit applications, then neither will be considered and the parents/carers will be asked to agree a single application between themselves.

Any supporting documentation must be provided by 12 December 2025 to enable the Council to consider before the allocation of school places begins. Any delay in providing supporting information may disadvantage your child's application.

Where a parent who is not the applicant wishes to know where their child/ren has been allocated a school place, in the first instance the parent should contact the applicant for information. The Council cannot release this information unless legal proof is received that allows the Council to do so.

Making an Informed Decision

Before expressing a preference for a school place, it is important to make a realistic assessment of you child's chance of gaining a place at your preferred school(s).

The information in this booklet is intended to help you understand the arrangements for the admission of children into schools in England. It will explain your rights and responsibilities and will answer many of your questions.

Section 2 of this booklet provides detailed information on the individual schools in Cheshire West and Chester. This section highlights the number of applications received and places allocated for September 2025, including the lowest criteria and furthest distance allocated. This may assist you in assessing your chances of obtaining a place at you preferred school.

As the pattern of parental preference can change from year to year, this is only an indication and does not guarantee admission to any particular school.

Please refer to Section 3 of this booklet for information on how applications are prioritised for each school.

Does the law say I can choose the school my child attends?

The law does not give you the right to choose a school for your child. However, it does allow you to make a preference as to which school you would like your child to attend, and we must try to meet that preference. Preferences will be met unless more applications are received than there are places available. Where that is the case, the relevant oversubscription criteria will be applied to all preferences. Places are then allocated in strict criteria order, in accordance with the relevant admission arrangements. Section 3 outlines the admission arrangements for all Cheshire West and Chester schools. Please note: Not all oversubscription criteria are the same so it's important to read the criteria for each school you are considering making a preference for.

Equal Preferences

All preferences will be considered on an “equal preference” basis. This means that all your preferences will initially be considered without reference to your preference ranking.

If you could potentially be offered a place at more than one of your preferences (i.e. because a preferred school is undersubscribed or because you meet a high enough criteria for an oversubscribed school) the school place you will be offered will be the school which you ranked the highest on your application form.

Published Admission Numbers

Admission Authorities (the Council for community and voluntary controlled schools and governing bodies for voluntary aided schools, free schools and academies) have to determine published admission numbers (PANs). The PAN is used to calculate whether any year group within a school is full or has places available.

The determined PANs for each secondary school are listed in this booklet. The PAN is the maximum number of places that will be allocated to the Year 7 class for September.

However, The School Admissions Code, September 2021, allows Admission Authorities to admit above PAN where it will not adversely affect the school now or in the future.

The Admission Authority must provide sufficient notice to the Council of any decision to admit above PAN. This is so that we can deliver our co-ordination responsibilities effectively and ensure that, as far as it is practical, every child living in Cheshire West and Chester where an on time application has been made, receives a single offer on the same day. Admitting over PAN does not mean there will be a permanent increase to the PAN.

What happens if there are more applications for a school than there are places available?

The published oversubscription criteria for the school will be applied to each application to determine who will be offered the places. If we can offer you a place at more than one of your preferred schools, we will make you a single offer which will be for the school that you ranked the highest. If your child is a Cheshire West and Chester resident and we are unable to offer any of your preferences, we will allocate a place at the nearest Cheshire west and Chester school which has places available. This will not affect your right of appeal. If your child is not a Cheshire West and Chester resident, then we will not allocate a place and you should discuss this with your own council.

I have only one school that I want to name as my preference. Is my first preference more likely to be met if I do not give a second and third preference?

No, and you are potentially disadvantaging yourself from receiving a school offer close to your home. We strongly advise that you use all three preferences in priority order for the schools you wish your child to attend. If you only state one school preference and we are unable to offer you a place at that school, we will then have to offer you a place at the nearest school with a place available (Cheshire West and Chester residents only). If you state more preferences and your highest (first) preference is unsuccessful you may then be offered a place at your second or third preference. If you do not use all your preferences and your local schools are filled by those who have expressed a preference, then you may be allocated a place at a school some distance away.

Please note: If you name the same school more than once on the application form this will not increase your chances of being successful. This is the same as only making one preference and you may be disadvantaging yourself.

Step 2 – Applying for a School Place

As required by law, Cheshire West and Chester Council makes arrangements for parents and carers to express their preference for the school where they wish their child to be educated and an opportunity to give reasons for their preference before any places are offered. The co-ordinated admissions process provides a way for ensuring that as far as it is practical, every child living in an English council area receives a single offer of a school place on the same day.

All English councils are required to provide a common application form (CAF), which allows for at least three school preferences. All school preferences must be included on the child's home authority's form.

Every year we strongly encourage parents and carers to apply on time for secondary school places for their children. Applying on time gives a far greater chance of securing a place at a preferred school. Unfortunately, late applications can only be considered once all on time applications are processed and so parents and carers applying late will not receive an outcome until several weeks after the National offer day.

Which Council to apply to

Cheshire West and Chester Residents

You will need to apply to Cheshire West and Chester Council even if the school you wish to apply for is in another English council.

- You will be asked to provide some personal information (such as name, address) in order to process your application. The information you provide will be held securely in accordance with the General Data Protection Regulation. Where required, your data will

be forwarded to schools, other local authorities and relevant Council departments to consider and/or verify the information you provide.

- You can express up to three preferences for any English Council School/s
- You cannot express a preference for a school in Wales, Scotland, Ireland or abroad. Please contact the school directly
- We will only discuss details of the application with the applicant unless an additional contact is named on the application

The address stated on the school application must be the address the child is living at the time of application, that is the address where the child lives and wakes up between Monday to Friday during the school week and not a future address.

The address must be the child's home address and not the address used for childcare purposes.

Non Cheshire West and Chester Residents

If your child resides in another English council area, you will need to apply to your child's home council, even if the school you wish to apply for is in Cheshire West and Chester.

If your child is resident in Wales, Scotland, Ireland or moving from abroad, you can apply direct to Cheshire West and Chester Council.

Applications received for the admission of pupils who are not resident in Cheshire West and Chester are always considered on an equal basis.

Moving In or Out of Cheshire West and Chester

Moving in from another English Council area. You will need to submit an application to the child's home Council by the published closing date, using the child's current address, in accordance with the dates stated under 'Moving House' pages 5-6.

Moving in from outside England, including abroad. You will need to submit an application directly to Cheshire West and Chester Council by the published closing date, using the child's current address, in accordance with the dates stated under 'Moving House' pages 5-6.

Moving out to another English Council area. You will need to submit an application to Cheshire West and Chester by the published closing date, using the child's current address, in accordance with the dates stated under 'Moving House' pages 5-6.

Please note: You can notify us of your future move by stating the details of the new address and proposed moving date as additional information on your application.

You must not use the child's future address on your application.

Once your child has moved to the new address, you must notify the relevant councils immediately to ensure that your child's information and application can be updated. We may require proof of residency.

Applications for pupils to be admitted outside their chronological year group

Applications for admission to Cheshire West and Chester schools, and any appeals, are considered in relation to the availability of places in the child's chronological age group. Applications should be made in the normal way, however, if parents/carers wish to move their child out of their chronological age group. i.e. defer entry/early transfer, they should apply for a place as normal but accompany their application with their request. The admission authority of the school/academy will then review your request and you will be informed in writing if entry into a different chronological year group has been agreed. Please note that almost all children in Cheshire West and Chester are educated within their correct chronological year group in accordance with government guidance.

How do I apply for my child's school place?

The Council invites you to submit three preferences on your application. There are two ways to make your application. These are:

- Online application
- Paper application

Online Applications

Benefits to submitting an online application

For the 2025/26 admissions round 99.5% of secondary applications received by Cheshire West and Chester Council were made online. There are many benefits to making an online application including

- Applicants can view their offer online from 12.30am on the published offer day (rather than waiting for the offer letter to be received in the post)
- It is quick and easy
- You can apply from home 24 hours a day, 7 days a week
- There is no risk your application will be lost in the post
- You will receive an email confirmation that your application has been received
- You will receive your offer of a school place by email

How do I apply online?

Visit: www.cheshirewestandchester.gov.uk/admissions

- You will be required to create an account. It is important that you keep a note of your password as this will be required to access your account when viewing the outcome of your application on offer day
- Once you have given your details, you will receive an email to verify your email address which will include a link to the system to complete your online application
- You will receive an acknowledgement email once you have successfully submitted your application

If you do not receive an acknowledgement email confirming that your preferences have been received, you must contact the Council as soon as possible as this may indicate that your application has not been received

If you have submitted an online application, you can make changes to your application prior to the closing date by emailing admissions@cheshirewestandchester.gov.uk. If you return to your online account to make any changes, it may automatically withdraw your previous application.

More details regarding online applications can also be found on the Council website

Paper Applications

A paper application form is included at the back of this booklet. Forms should be returned to this Council, to the address detailed on the back of the form by the closing date of 31 October 2025.

What if I need some assistance with my application?

Please contact the Council on 0300 123 7039

The Council will only discuss details and the outcome of the application with the applicant. Any enquiries from someone who is not the applicant will need to obtain written consent from the applicant for the Council to release any information.

Where do I get help if my child has an Education, Health and Care Plan?

The information Advice and Support Service provides impartial information for parents, children and young people on special educational needs and disabilities. Staff and volunteers can offer personal contact and support, with paperwork, attend meetings in school and with the Council, provide information on voluntary groups and other sources of help including Local Offer.

The service is available to parents whose children have special educational needs, as soon as their needs are identified and at any age from birth until age 25 years.

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an Education, Health and Care Plan that names their school. Academies will normally be subject to a similar requirement through their agreement with the Department for Education. For contact details, please see Section 4 of this booklet.

Voluntary (Church) Aided School Applications

Voluntary (Church) Aided Schools, named as preferences, may request written confirmation of religious commitment, e.g. by means of a letter of support from a church minister, or, for admission to Catholic schools, evidence of baptism. Aided schools that require the completion of a supplementary information form (SIF) are listed in Section 3 of this booklet.

How will my application be considered once submitted to the Council?

Once an application is received by the Council, the following process will be applied:

- Details on the application will be checked against any data already held by the Council. If we find a discrepancy between the data stated on the application and the data held by the Council, verification may be required

- Preferences received for Aided/Foundation Schools and Academies will be forwarded to the relevant admission authority together with any additional information for their consideration
- Preferences for other English council schools will be forwarded to the relevant authority for their consideration
- A criterion is assigned for each school preference by the relevant admission authority based on information stated on your application. Please see Section 3 for the oversubscription criteria. Please note the policy may have changed from previous years.

What happens if I need to change my application once it has been submitted?

If your circumstances change and you need to amend the schools you have named on your application or make any other changes after you have submitted your application, providing it is before the closing date, you will need to email the Council so that the Admissions Team can update your application.

Any changes made after the closing date will result in your application being treated as a late application, unless the Council accepts that there is a genuine reason for the change and providing it is made before 12 December 2025, e.g. a recent house move. The Council will not be able to include any changes received after 12 December 2025 in the initial allocation of school places. Changes received after this date will be actioned after 2 March 2026.

Late Applications and Late Changes

Applications received after the closing date of 31 October 2025 will be considered after all on time applications, unless the Council 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. Supporting documentation must be provided. This includes any changes made after the closing date for an on time application.

Where supporting documentation has been received by 12 December 2025 and the Council has accepted reasons stated for the application being late or a late change, the application will be considered as if it had been received by the closing date. There are no exceptions to this timeframe.

Applications, supporting documentation and changes received after the 12 December 2025 will be considered after 2 March 2026, even where the Council accepts that there are good reasons for the late application as the allocation of school places will have begun.

Where late applications are received for places at aided schools, free schools or academies in Cheshire West and Chester, the Council will notify the admissions authority that the application has been received late.

Parents and carers are responsible for notifying the Council of the reasons for a late application. Any applications received after the closing date of 31 October 2025 that do not provide reasons for consideration by the Council will be treated as late applications and considered after all on time applications.

When will I know the outcome of my on time application and how will I be notified?

The National offer day for pupils transferring to secondary schools in England for September 2026 is 2 March 2026.

The Council will notify applicants for children resident in Cheshire West and Chester and applicants for children resident outside England who have applied direct to Cheshire West and Chester Council.

For children resident in another English authority, the child's home authority will notify the applicants of their outcome, even if the schools applied for is within Cheshire West and Chester.

Online applicants can log in to their accounts after 12.30am on 2 March 2026 to view the outcome of their application.

Where we have an email address, an email will be sent during the course of the day to confirm the application outcome.

Applicants who have applied using a paper application and have not provided an email address, a letter will be posted out on 2 March 2026.

Children with an Education, Health and Care Plan will not receive their outcome by email or letter from the Admissions Team as the school allocated will be named in the plan.

Children residing in Cheshire West and Chester

If your child is resident in Cheshire West and Chester and we are unable to offer any of the preferences stated on your application, the Council will allocate a place at the next nearest school with a place available. Distances are calculated in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer. This will not affect your right of appeal.

Children who do not reside in Cheshire West and Chester

Where an application has been received for a child resident in another council area and a place cannot be offered at any of the preferences for a Cheshire West and Chester school, the Council will not allocate a place.

Step 3 – Process following the offer of a school place

Accepting a school place

Once you have received your offer of a school place from Cheshire West and Chester Council on 2 March 2026, the place is automatically accepted and you do not need to take any further action. The school offered will be in touch in due course with further information on the admission.

Declining the school place offered

Following the receipt of the notification on 2 March 2026, if you wish to decline the school place offered, you must notify the Admissions Team as soon as possible in writing or by email to

admissions@cheshirewestandchester.gov.uk and advise the alternative arrangements you have made for your child's secondary school education.

This allows the Admissions Team to re-allocate the place to a child on the school/academy's waiting list. The school place offered will automatically be accepted unless the applicant notifies the Admissions Team otherwise.

When will I know the outcome of my late application/late change

The table below gives an indication of when you can expect to hear the outcome of your application or any changes that you submit at various times throughout the co-ordinated admissions process. Please note that these dates are an indication only and are dependent on the volume of applications, enquiries and amendments received.

Date of ON TIME applications – amendments – further information received	Notification of outcome by
By 31 October 2025 (this includes any applications/changes received by 12 December 2025 that have been considered as on time)	2 March 2026
Date of LATE applications – amendments – further information received	Notification of outcome by
Between 1 November 2025 and 1 March 2026	1 May 2026
Between 2 March 2026 and 31 March 2026	1 June 2026
Between 1 April 2026 and 30 April 2026	1 July 2026
Between 1 May 2026 and 31 May 2026	31 July 2026
Between 1 June 2026 and 30 June 2026	14 August 2026
Between 1 July 2026 and 15 July 2026	31 August 2026

Any applications or changes received after 15 July 2026 will not be processed until schools return in September, therefore you will not receive an outcome until after this date

Waiting Lists

Any child refused a place at any of the preferred Cheshire West and Chester schools will automatically be placed on the school's waiting list.

After 2 March 2026, waiting lists for oversubscribed schools will start to be prepared and will consist of those children who have been refused a place at the school, those for whom an appeal has been received together with any late applications received. Waiting lists will be held in criteria order and not on a 'first come, first served' basis. Placing a child's name on a waiting list does not affect the right of appeal.

Please note: waiting lists for all schools must be held at least until 31 December 2026.

The Council, as admissions authority for community and voluntary controlled schools will forward waiting lists to the school in September 2026 for the school to continue to maintain as part of the In Year admissions process.

Re-allocating Places

We anticipate that by the end of May, any places that have become available after offers were made on 2 March 2026 will be re-allocated to children on the waiting lists together with late applications received. Waiting lists are collated in over-subscription priority order and places are allocated accordingly in line with the over-subscription criteria.

Any written requests to be placed on a school's waiting list and further late applications received after 2 March 2026 will be actioned in date order at a later stage.

If I am refused a place at my preferred school(s) can I appeal?

Yes. For community and voluntary controlled schools, you can appeal against the Council's decision by completing an appeal form which can be submitted via the Council website at www.cheshirewestandchester.gov.uk/admissions or by telephoning 0300 123 7039.

For aided, foundation schools and academies, you can appeal against the decision of the governing body/trust in its role as the admission authority for the school by contacting the school directly for further information.

If your preferred school is maintained by another English council, you will need to contact the relevant council for information on how to appeal or to be placed on a waiting list.

When will the appeals be held?

Appeals for admission in September 2026 will be heard by 16 June 2026 for those received by 30 March 2026, or within 30 school days for those appeals received after 30 March 2026. Appeals for September 2026 will be heard together where possible; late appeals will not be heard before scheduled on-time appeals, even where this exceeds the 30 school day limit.

For further information on the appeals process, please see 'Right of Appeal' on pages 17-18 of this booklet.

If I decline the school place offered without making alternative arrangements, will the Council find me a school for my child?

We do not advise that you decline the place offered unless you have already made alternative arrangements for the education of your child. If you choose to decline the place offered, it is your responsibility to ensure that your child receives an education. Cheshire West and Chester Council can advise you of alternative schools with vacancies for September 2026 from the end of March onwards. Please telephone 0300 123 7039 for more information. This will not affect your right of appeal.

General Information

Which address to use

The address stated on the school application must be the address the child is living at the time of application, that is the address where the child lives and wakes up between Monday to Friday during the school week and not a future address.

The address must be the child's home address and not the address used for childcare purposes.

Where the applicant does not reside with the child at the time of application, the address stated must be the child's current address. If the child's address is in another English authority, applications must be submitted to the home authority of where the child resides, even if the school(s) requested is in Cheshire West and Chester. This will be the address considered for the allocation of a school place.

The School Admissions Code gives us the right to withdraw any school place offered on the basis of a potentially fraudulent application. Our Fraud and Investigations Team may be asked to review the information that has been provided. This may include interviewing and taking a signed statement from the applicant.

Children of Multiple Births

The School Admissions Code (September 2021) has included children of multiple births as a permitted exception. This is to ensure that, as far as possible, twins, triplets or children of other multiple births can attend the same school. However, this does not give an automatic right for children from multiple births to be admitted to the same school. The Council and the relevant school will consider whether such admission will be prejudicial to the efficient education and efficient use of resources at the school prior to making any decision to offer such places.

Children of UK Service Personnel

If applying for an in year school transfer, 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 the oversubscription criteria. If applying for a place in the normal admission round, applications for children of UK Service Personnel will be considered alongside all other applications, using the Unit postal address or quartering area address following receipt of the above evidence.

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 appeal appeals panel. Parents can submit an appeal in respect of each school for which admission has been refused.

A separate appeal submission will be needed for each school appeal.

Appeals are normally considered in relation to the child's chronological age group, other than in exceptional circumstances. Parents and carers have the right to present their case to the independent appeals panel and can be accompanied by a friend or adviser or to be represented.

All appeals should be sent to the admission authority for the school for which admission has been refused. For appeals for places in schools maintained by other councils, parents and carers will be advised to contact the council maintaining the school.

The Council makes the necessary administrative arrangements for hearing appeals relating to community, voluntary controlled, voluntary church aided, foundation schools and some academies. Academies who do not utilise the Council's legal services, make their own arrangements for appeal hearings. For further information on the arrangements for appealing against a decision made by the governing body/trust of an aided, foundation school or academy, please contact the school directly. For appeals against decisions made by the admission authority of schools outside Cheshire West and Chester, please contact the relevant council. The decisions of appeals panels are binding on the Council and the schools.

Appeals must be submitted in writing. For appeals against decisions made by the Council for community and voluntary controlled schools in Cheshire west and Chester can be submitted via the Council website at www.cheshirewestandchester.gov.uk or alternatively a form can be requested by telephoning 0300 123 7039.

Parents and carers submitting appeals will be given more detailed information on the appeals arrangements. There are different arrangements for appeals relating to school places for pupils with Education, Health and Care Plans.

Repeat Applications

Repeat applications and appeals will not be considered within the same school year unless the parent's, child's or the school's circumstances have changed significantly and materially since the original application was made.

Religious Education

In community and voluntary controlled schools, religious education is given in accordance with the Cheshire West and Chester Agreed Syllabus for Religious Education. In aided schools, religious education is given in accordance with the school's Trust Deed. Parents have the right to withdraw their children from religious education from any school including aided schools if they so wish and they may also withdraw their children from the school in order to receive, elsewhere, religious education of a kind not provided in the school. The Council's approval must be obtained in this latter case for such periods as are considered reasonable.

School Uniform

Headteachers, in consultation with school governors/trusts, decide whether or not there should be a school uniform. Details of uniform, where appropriate, are given in each school's prospectus which can be obtained from the school. The Council does not help parents with the cost of school

uniform or physical education kit, except for pupils attending residential special schools where separate arrangements apply. All pupils are expected to conform to a reasonable standard of clothing and personal appearance and parents are asked to try to ensure that pupils attend school suitably dressed.

Free School Meals

Children are eligible for free school meals based on the level of the family income (see special rules for children in reception and years 1 & 2 where they automatically qualify. You can find further details on the Council website. (See below).

Pupil Premium – Where a child of any age qualifies for free school meals based on family income, the child's school receives additional Government funding called Pupil Premium. This is to provide extra activities to help children succeed better in their education.

Because this additional funding is based on parents applying, it is vital that parents/carers continue to make an application for free school meals, as without an application, the school will not receive this extra important funding. So please help your child's school by ensuring it gets the maximum Pupil Premium funding available. All children in the school will benefit as a result.

For more information please call us on 0300 123 7021 or visit our website at www.cheshirewestandchester.gov.uk/schoolmeals.

In Year Admissions 2025/26

Applications for places in any year group other than at normal admission times are submitted to the school/academy and can be submitted via the Council website.

Waiting lists for in year admissions will be held by community and voluntary controlled schools in criteria order and not on a first come, first served basis. For information on whether aided, foundation, studio schools and academies hold waiting lists for in year admissions, please contact the schools direct. Full details of this process is available on the website at www.cheshirewestandchester.gov.uk/admissions or by contacting the Council on 0300 123 7039.

Looked After Children

Applications received in respect of a child who is looked after or a child who was previously looked after but ceased to be so because they were adopted or became subject to a child arrangement, or special guardianship order. Those who require admission to a school outside the normal admission round will normally be offered a place at the most appropriate school as determined by the Council even if that school is full.

In Year Fair Access Protocol

The Fair Access Protocol operates outside of the normal admissions round. It is an agreement between the Council and all of its schools to ensure fairness and equity so that all children,

particularly the most vulnerable are offered an appropriate school place as quickly as possible. The agreement takes into account the needs of the child and the number of Fair Access admissions previously taken into each school. To ensure that no child is out of school for a long period of time or left without a school place. Children who meet the fair Access criteria may be admitted above a school's published admission number.

For further information on this process please contact the Council's Education Access Team.

Section 2: Schools Information

Types of schools

- Non-denominational community schools
- Church schools (called voluntary schools) which may be aided or controlled
- Other non-denominational voluntary controlled schools
- Non-denominational foundation schools
- Academies
- Studio schools

Church of England (CE) aided schools are either aided or controlled. Church of England aided schools are schools where the religious education provided is in conformity with the rites, practices and doctrines of the Church of England. A Church of England controlled school, like an aided school, is a Church school functioning within the partnership of the Church and the Council.

Its Christian nature is an important aspect of the school's life. Its religious teaching is mainly in accordance with the agreed syllabus, but this may, for those who wish, be supplemented by specific Church teaching. Worship at its school assemblies is linked with the worship of the Church in accordance with the provisions of its Trust Deeds.

Academies and Studio Schools

Academies and Studio Schools are all-ability, state-funded schools. The funding agreement with the Department for Education requires the Academy's admissions policy and arrangements to be in accordance with, or consistent with, admissions law and the School Admissions Code.

Open Events

We would strongly advise that you visit any school/s that you are considering applying for. Please contact schools directly.

School Holiday Dates

Information on school holiday dates for the Academic Year 2026-2027, are published on the Cheshire West and Chester Council's website at www.cheshirewestandchester.gov.uk or alternatively please contact the Council on 0300 123 7039. For Aided, Foundation Schools and Academies please contact the schools direct.

Cheshire West and Chester Council consulted on adopting a standardised school year for its community and voluntary controlled schools. The Council also encourages foundation, voluntary aided and academy schools to follow the same dates, in the interest of consistency and forward planning for parents/carers across Cheshire West and Chester. Further information is available on the Council's website.

Secondary Schools in Cheshire West and Chester

The following section provides information about secondary schools in Cheshire West and Chester, including the names and addresses, contact details, age range of pupils in the school and the number of places available for September 2026, (shown on the table as the PAN – the published admission number). The PAN refers to the number of places that can be allocated to the year 7 class for September 2026.

The detailed information about the number of preferences (applications) that were received and the number of preferences allocated (places offered) refers to September 2025 admissions and is shown to help you estimate what your chances of success are for a particular school before submitting your application. It is important to remember that this is only an indication and does not guarantee admission to any particular school.

Information provided in the following school section

Number of Preferences Received for September 2025

Using the table on the following pages, you will be able to see how many preferences (applications) were received for each school. These are broken down into ranking (i.e. 1st, 2nd and 3rd preference).

Places Allocated for September 2025

The second set of data headed 'Places Allocated' refers to the outcome of the application process i.e. the number of places offered after all preferences had been considered. There is also a column showing 'Other' preferences. Where a parent/carer's preferences could not be met, this column shows the number of pupils offered a place where this was the next nearest school with vacancies. This information refers to places offered on 3 March 2025 for admission in September 2025 only.

Lowest Criteria Allocated

This column refers to the criteria for admission that was used for each school for September 2025 admissions. If the column shows ‘N/A’ (Not Applicable), there were no unsuccessful applicants for the school as all parents who requested a place as their highest available preference school were offered a place. For some parents, this may be their second or third preference school. If a particular criterion is listed in this column, for example, ‘furthest distance’ this is the lowest criteria used to allocate a place and indicates that there were unsuccessful applications.

For Aided, Foundation Schools and Academies where a criterion number is identified against this heading ‘Lowest Criteria Allocated’ this refers to that school’s published criteria, please see section 3 of this booklet.

Furthest Distance

This is the straight line distance measurement in miles from the home address to the school and shows the furthest distance that was used to allocate a school place under the criterion shown in the previous column. Children within this criterion living further away from the school were unsuccessful with their preference

How to use the information provided in the following school section

- First consider how many applications were received for a preferred school.
- Compare this with how the places were offered in the ‘Places allocated’ column.
- Next, look at the lowest criteria allocated to see if any applications were unsuccessful.
- If applications were unsuccessful, would your application have a lower priority for admission, i.e. below the lowest criterion allocation and the distance measurement within this criterion listed alongside it.
- If you have a lower priority for admission, you need to bear in mind that your application would have been unsuccessful based on last year’s parental preferences. There may therefore be a significant prospect of your application being unsuccessful. You will have a statutory right of appeal if this is the case.

As the patters of parental preferences can change from year to year, this information only gives an indication and does not guarantee admission to any particular school.

School Status

C: Community Non-Denominational Schools	VC: Voluntary Controlled/Church Schools	VA: Aided Schools/Church Schools	AC: Academies	F: Foundation Schools	S: Studio Schools
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DFEN/Status	School Name and Contact Details	Age Range	Published Admission Number	Number of preferences received for Sep 2025				Number of places allocated for Sep 2025					Lowest Criteria Allocated	Furthest Distance	Admissions Policy: Section
				1st	2nd	3rd	Total	1st	2nd	3rd	Other	Total			
896/4158 F	Bishop Heber High School Chester Road, Malpas, Cheshire SY14 8JD Tel: 01948 860571 Email: reception@bishopheber.cheshire.sch.uk Visit: www.bishopheber.cheshire.sch.uk	11-18	216	252	58	26	336	219	1	0	0	220	Criterion 7	7.444	3
896/4006 F	Blacon High School Melbourne Road, Blacon, Chester CH1 5JH Tel: 01244 371475 Email: headteacher@blaconhigh.cheshire.sch.uk Visit: www.blaconhighschool.net	11-16	150	124	13	14	151	123	0	0	2	125	n/a	n/a	3
896/4149 AC	Christleton High School Village Road, Christleton, Chester CH3 7AD Tel: 01244 335843 Email: enquiries@christletonhigh.co.uk Visit: www.christletonhigh.co.uk	11-18	224	223	296	200	719	212	10	2	0	224	Criterion 6	2.146	3
896/4003 S	Chester International School Queen's Park Campus, Queen's Park Road, Handbridge, Chester, CH4 7AE Tel: 01244 735610 Email: enquiries@chesterinternational.co.uk Visit: www.chesterinternational.co.uk	14-19	Contact school direct for admissions data												
896/4610 AC	Ellesmere Port Catholic High School, a Voluntary Academy Capenhurst Lane, Whitby, Ellesmere Port CH65 7AQ Tel: 0151 355 2373 Email: admin@epchs.co.uk Visit: www.epchs.co.uk	11-18	180	145	122	69	336	144	5	2	2	153	n/a	n/a	3
896/4001 VA	Hartford Church of England High School Hartford Campus, Chester Road, Northwich CW8 1LH Tel: 01606 786000 Email: mail@hartfordhigh.co.uk Visit: www.hartfordhigh.org.uk	11-16	240	211	209	115	535	229	212	14	3	229	n/a		3
896/4221 C	Helsby High School Chester Road, Helsby, Frodsham WA6 0HY Tel: 01928 723551 Email: admin@helsbyhigh.org Visit: www.helsbyhigh.org.uk	11-18	225	219	42	30	291	216	4	0	1	221	n/a	n/a	3

DFEN/Status	School Name and Contact Details	Age Range	Published Admission Number	Number of preferences received for Sep 2025				Number of places allocated for Sep 2025					Lowest Criteria Allocated	Furthest Distance	Admissions Policy: Section
				1st	2nd	3rd	Total	1st	2nd	3rd	Other	Total			
896/ 4100 AC	Neston High School Raby Park Road, Neston, Cheshire CH64 9NH Tel: 0151 336 3902 Email: admin@nestonhigh.com Visit: www.nestonhigh.com	11-18	300	314	217	147	678	285	12	3		300	Distance	4.291	3
896/ 4002 AC	Queen's Park High School Queen's Park Road, Chester CH4 7AE Tel: 01244 257088 Email: enquiries@qphs.co.uk Visit: www.qphs.co.uk	11-18	180	150	96	60	306	150	6	3	4	163	n/a	n/a	3
896/ 4610 VA	St Nicholas Catholic High School Greenbank Lane, Hartford, Northwich CW8 1JW Tel: 01606 706000 Email: admissions@st-nicholas.cheshire.sch.uk Visit: www.st-nicholas.cheshire.sch.uk	11-18	228	223	171	101	495	217	12	0	0	229	Criterion 6	5.539	3
896/ 4135 AC	Tarporley High School and Sixth Form College Eaton Road, Tarporley CW6 0BL Tel: 01829 732558 Email: contact@tarporleyhigh.co.uk Visit: www.tarporleyhigh.co.uk	11-18	210	219	80	68	367	208	2	0	0	210	Criterion 4	9.155	3
896/ 4623 AC	The Bishops' Blue Coat Church of England High School Vaughans Lane, Great Boughton, Chester CH3 5XF Tel: 01244 313806 Email: school@bishopschester.co.uk Visit: www.bishopschester.co.uk	11-18	210	252	317	156	725	219	5	2	0	226	Distance	0.745	3
896/ 4603 AC	The Catholic High School, Chester Old Wrexham Road, Handbridge, Chester CH4 7HS Tel: 01244 667660 Email: admissions@christofidelis.org.uk Visit: www.christofidelis.org.uk	11-18	165	141	81	60	282	140	1	5	5	151	n/a	n/a	3

DFEN/Status	School Name and Contact Details	Age Range	Published Admission Number	Number of preferences received for Sep 2025				Number of places allocated for Sep 2025					Lowest Criteria Allocated	Furthest Distance	Admissions Policy: Section
				1st	2nd	3rd	Total	1st	2nd	3rd	Other	Total			
896/4134 AC	The County High School, Leftwich Granville Road, Northwich, Cheshire CW9 8EZ Tel: 01606 333300 Email: admissions@leftwichhigh.com Visit: www.leftwichhigh.com	11-16	210	248	139	106	493	210	0	0	0	210	Distance	0.639	3
896/4009 AC	The Ellesmere Port Church of England College 164 Whitby Road, Ellesmere Port CH65 6EA Tel: 0151 350 6000 Email: info@epcollege.org Visit: www.epcollege.org	11-18	150	154	83	59	296	153	4	0	2	159	Distance	8.709	3
896/4000 AC	The Rudheath Senior Academy Middlewich Road, Rudheath, Northwich, CW9 7DT Tel: 01606 42515 Email: admin@rudheathsenioracademy.org.uk Visit: www.rudheathsenioracademy.org.uk	11-16	168	98	50	44	192	99	5	1	5	110	n/a	n/a	3
896/4167 F	The Whitby High School Sycamore Drive, Whitby, Ellesmere Port CH66 2NU Tel: 0151 355 8445 Email: whitby@whitbyhs.cheshire.sch.uk Visit: www.whitbyhigh.org	11-18	300	209	114	78	401	208	14	3	1	226	n/a	n/a	3
896/6906 AC	The Winsford Academy Grange Lane, Winsford CW7 2BT Tel: 01606 592300 Email: admin@winsfordacademy.org.uk Visit: www.winsfordacademy.net	11-16	240	146	25	14	218	146	2	0	2	150	n/a	n/a	3
896/4153 F	Upton-By-Chester High School St James Avenue, Chester CH2 1NN Tel: 01244 259800 Email: admin@uptonhigh.co.uk Visit: : www.uptonhigh.co.uk	11-18	280	290	203	183	676	278	10	2	0	290	Distance	4.096	3
896/4132 AC	Weaverham High School Lime Avenue, Weaverham, CW8 3HT Tel: 01606 852120 Email: office@weaverhamhighschool.com Visit: www.weaverhamhighschool.com	11-16	235	209	159	89	457	208	3	1	0	212	n/a	n/a	3

Section 3: Admission Arrangements

Community & Voluntary Controlled Schools Oversubscription Criteria

Where more applications are received than there are places available and after the admission of pupils with Education, Health and Care Plans, where the school is named, 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:

Helsby High School

- 1 A looked after child or a child who was previously looked after by an English council but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship, order. A 'looked after child' is a child who is in the care of a Council or being provided with accommodation by a council in the exercise of their social services functions, as defined in section 22(1) of the Children Act 1989.
- 2 A looked after child or a child who was previously looked after outside England but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship, order. A looked after child is a child who is in the care of a council or being provided with accommodation by a council in the exercise of their social services functions, as defined in section 22(1) of the Children Act 1989.
- 3 Siblings. Pupils with 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 five in a primary school, years seven to ten and year twelve in a secondary school and expected to continue at the school in the following school year, at the time of admission. Siblings in year six and year eleven will not be considered under this criterion for the normal admission rounds.

Where the admissions team identify a discrepancy with the address stated on the application and the address held on the admissions system for the sibling, the team may verify the details with the school, therefore please ensure that the school has the correct, up to date information,
- 4 Children resident within the designated catchment zone of the school. Children will be classed within this category if they and their parents or carers are resident within the area served by the school at the time of application. However, for the normal admission rounds, the authority may consider a change of address providing the child is resident in the new property and supporting documentation is received by 12 December 2025, when the Council will begin the allocation of places process.

- 5 Children not resident within a school's local catchment zone but attending a school designated as a partner school for admissions purposes.
- Alvanley and Manley Village School
- Ashton Hayes Primary School
- Aston by Sutton Primary School
- Elton Primary School
- Frodsham Church of England Primary School
- Frodsham Manor House Primary School
- Frodsham Primary Academy
- Helsby Hillside Primary School
- Horn's Mill Primary School
- Kingsley Community Primary and Nursery School
- Kingsley St John's Church of England Primary School
- Norley Church of England Primary School
- 6 Pupils living nearest to the school measured in a straight line from the centrally plotted Basic Land and Property Unit point of the child's home address to the centrally plotted basic land and property unit point of the school as defined by local land and property gazetteer

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 do not live within the school's designated catchment area

All applicants within each criterion will be put into distance order with priority being given to those that live nearest to the school, as stated in Criterion 6 above.

Notes:

- a) Catchment Areas.** Children are classed as 'in area' (resident in the school's catchment area) for a secondary school under the Council's admission arrangements, if they and their parents/carers are resident in the area served by the school on the closing date for applications. You can obtain information on which school serves your address by viewing 'Catchment Areas' on the Council's website or alternatively by contacting the Council on 0300 123 7039.

The law will not allow any Admission Authority to guarantee places at the catchment area school. Neither can places be reserved.

- b) Where it is identified that there are a limited number of places and the Council 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.

Sixth Form Oversubscription Criteria

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 child arrangement, or special guardianship order. A looked after child is a child who is in the care of a local authority or 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 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.
- 3 Pupils living nearest to the school (Distance) measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school, as defined by Local Land and Property Gazetteer.

Foundation Schools Oversubscription Criteria

Supplementary Information Form (SIF)

The following Foundation Schools require the completion of a Supplementary Information Form to provide additional information in support of an application to be considered by the governing body, as the admission authority for the school.

You can access a copy of the forms on the Council's website at www.cheshirewestandchester.gov.uk/admissions or alternatively, please contact the school.

Please note, supplementary information forms must be completed and returned to the relevant school and not the Council. You must still submit your application for a school place to the Council, stating your preferred schools in priority order.

Schools that require a SIF to be completed in addition to an application are as follows:

- **Bishop Heber High School**
- **Upton-by-Chester High School**

Please Note – Schools oversubscription criteria are published within this booklet. Full details of the admission arrangements can be viewed on the schools' websites, together with any information on Sixth Form Admissions

Bishop Heber High School

- 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 Governors' view, justifies admission to this School. Supporting evidence within an Education, Health and Care Plan (EHCP) or equivalent 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 is the most suitable school and the difficulties that would be caused if the child had to attend another school. A panel of Governors will consider the information presented and will determine whether the evidence is sufficiently compelling to apply this criterion to the application. The Governors, 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 – students 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 Bishop Heber High School and expected to continue at the School in the following school year (i.e. at the time of admission).
- 4 Children of staff (parents) who have been directly employed by the school for two years or longer at the closing date for applications or who have been recruited to meet a particular skills shortage. A parent is any person who has parental responsibility or care for a child and lives in the same family unit at the same address for the majority of the school week. Staff should complete a Supplementary Information Form (SIF) and submit this to the Admissions Officer at School at the time of application,
- 5 Students that attend a school designated partner/feeder schools:
Bickerton Holy Trinity CE
Tushingham-with-Grindley CE
Farndon Clutton CE
Malpas Alport
Shocklach Oviatt CE
Tattenhall Park
Tilston Parochial CE
- 6 Students resident within the designated catchment zone of Bishop Heber High School. Students will be classed within this category if they and their parents/carers are resident within the area served (catchment zone) of the feeder schools below on the closing date for applications: Bickerton Holy Trinity CE Tushingham-with-Grindley CE Farndon Clutton CE Malpas Alport Shocklach Oviatt CE Tattenhall Park Tilston Parochial CE
- 7 Students 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.

Blacon High School

- 1 **‘Cared for Children’.** A ‘cared for child’ is a child who is in the care of the local authority or provided with accommodation by that authority (as defined in section 22 of the Children Act 1989) at the time of application and who the local authority has confirmed will still be cared for at the time of admission to the school. These determined arrangements contain the statutory requirement of the School Admissions Code (December 2014) to include a variation to the “Looked After Child” criterion which is to include a child who was previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements, or special guardianship order). Formal consultation on this change did not take place as this amendment was a mandatory requirement.

- 2 **Siblings** – students 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, and expected to continue at the school in the following school year; Siblings in Years 7 – 11 attending the school at the time of application.
- 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 **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 students. Our partner schools are –
 JH Godwin Primary School
 Dee Point Primary School
 Highfield Primary School
 The Arches Primary School
 St Theresa's RC Primary School.
- 5 **Distance** - Students living nearest to the school measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG).

The Whitby High School

- 1 Highest priority will be given to looked-after children and all previously looked-after children who apply for a place at the school.
- 2 Children for whom there are particular medical or social reasons, which, in the Governors' 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 Governors will consider the information presented and will determine whether the evidence is sufficiently compelling to apply this criterion to the application. The Governors, 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** – Students with brothers or sisters, step-brothers or step-sisters, half-brothers and half-sisters living together as part of one household, already attending the preferred school, and expected to continue at the school in the following school year.
- 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 Students not resident within a school's local catchment area but attending a school designated as a partner/feeder school for admissions purposes, as out-of-area students. The designated partner/feeder schools are:
Capenhurst CE Primary
Ellesmere Port Christchurch CE Primary
Meadow Primary
Sutton Green Primary School
Whitby Heath Primary School
William Stockton Primary
Woodlands CE Primar
- 6 Distance will be measured in a straight line from the child's home address to the school's front gates. For the purposes of this policy, a child's home address is defined as the place where they live and sleep for the majority of nights in a normal school week, with their parent(s). If a child lives in different properties (shared care), parents must provide the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address should be used on the application. For applications made in the normal round, if there is no agreement, the local authority will decide which address will be used.

Upton-by-Chester High School

- 1 Looked after children and previously looked after children, including those children who appear (to the admission authority) to have been in State Care outside of England and ceased to be in State care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to child arrangements order or special guardianship order). All references to previously looked after children in this policy mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 2 Learners for whom there are particular medical or social reasons which, in the governors' 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 learner had to attend another school. A panel of Governors will consider the information presented and will determine whether the evidence is sufficiently compelling to apply this criterion to the application. The Governors, 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 – Learners with elder brothers or sisters, step-brothers or step-sisters, half-brothers or halfsisters, adopted brothers or adopted sisters, foster children, living together as part of one household, already attending the preferred school, and expected to continue at the school in the following school year.
- 4 Children of staff (parents) who have been directly employed by the school for two years of longer at the closing date for applications or who have been recruited to meet a particular skill shortage. A parent is any person who has parental responsibility or care for a child and lives in the same family unit at the same address for the majority of the school week. Staff should complete a Supplementary Information Form and Submit this to the Admissions Officer at the school at the time of the application.
- 5 Learners resident within the designated catchment zone of the school. Learners 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.
- 6 Learners 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 learners. These primary schools are:
 - Upton Heath Primary School
 - Newton Primary School
 - Saughall All Saints
 - Upton Mill View
 - St Oswalds Mollington
 - Guilden Sutton Primary School
 - Upton Acresfield
 - Upton Westlea
 - Mickle Trafford Primary School
 - Hoole C of E Primary School
- 7 Learners living nearest to the school (distance) measured in a straight line from the centrally plotted Basic Land and Property Unit point of the learner's home address to the centrally plotted basic land and property unit point of the school as defined by local land and property gazetteer.

Voluntary Aided Schools Oversubscription Criteria

Supplementary Information Form (SIF)

A number of voluntary aided (church) schools require completion of a Supplementary Information Form in order that additional information in support of an application, particularly in relation to faith, is provided for consideration by the governing body as the admissions authority for the school.

You can access a copy of the forms on the Council's website at www.cheshirewestandchester.gov.uk/admissions or alternatively, please contact the school.

Please note, supplementary information forms must be completed and returned to the relevant school and not the Council. You must still submit your application for a school place to the Council, stating your preferred schools in priority order.

Schools that require a SIF to be completed in addition to an application are as follows:

- **Hartford Church of England High School**
- **St Nicholas Catholic High School**

Please Note – Schools oversubscription criteria are published within this booklet. Full details of the admission arrangements can be viewed on the schools' websites, together with any information on Sixth Form Admissions

Hartford Church of England High School

1 Looked after children and previously looked after children

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). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole main purpose is to benefit society. Previously looked after children include those who, immediately after being looked after, became subject to an adoption, child arrangement, or special guardianship order including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2 Children of the Christian faith – Foundation Places

All applicants for Foundation places must complete the supplementary information form as well as the Local Authority's common application form.

The governors have designated 35 places to be offered to children of the Christian faith in the following order of priority:

First, children who are regular worshippers in a Christian Church*. Regular worship means attendance at public worship at least 6 times in the last year.

Second, children whose parent(s)/carer(s) are regular worshippers in a Christian Church*. Regular worship means attendance at public worship at least 6 times in the last year.

Third, children who attend one of the following Church of England primary schools and therefore wish to continue their education beyond year 6 in their nearest Church of England high school.

- 3 Children who have a sibling in the school or where a sibling has attended the school during the previous three years. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.

- 4 Children resident within the catchment zone of the school

- 5 Children not resident within the catchment zone of the school but attending one of Hartford Church of England High School's partner primary schools

Barnton Community Nursery & Primary School

Hartford Primary School

Hartford Manor Primary School & Nursery

Little Leigh Primary School

Winnington Park Primary School & Nursery

Antrobus St Mark's C of E Primary School and Great Budworth CE (A) Primary School

Lostock Gralam Church of England Primary School

Over St. John's C.E. Primary School

Whitegate CE Primary School*

- 6 Children of parents who have been directly employed by the school. Where a parent is directly employed by Hartford Church of England High School this applies to all members of teaching and associate staff who have worked at the school for a period of 2 years or longer on 31st October 2025.

- 7 The proximity of the child's home address to the school. The proximity of the child's home to the school will be measured in a straight line from the centrally plotted Basic Land and Property Unit point of the child's home address to the centrally plotted Basic Land and Property Unit point of the school as defined by local land and property gazetteer.

St Nicholas Catholic High School

- 1 Children looked after and previously children looked after.
A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989 and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school. A "previously looked after child" is a child who was looked after but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
 - 2 Catholic children who attend a Partner Catholic primary school, namely:
St Bede's, Weaverham
St Joseph's, Winsford
St Luke's, Frodsham
St Mary's, Middlewich
St Vincent's, Knutsford
St Wilfrid's, Hartford
 - 3 Other Catholic children.
 - 4 Catechumens and members of an Eastern Christian Church.
 - 5 Children of other Christian denominations and children of other faiths whose membership is evidenced by a minister of religion or other religious leader.
 - 6 Any other children.
- Within each of the categories listed above, the following provisions will be applied in the following order.**
- i The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above.
 - ii The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above

Academies Oversubscription Criteria

Supplementary Information Form (SIF)

The following Academies require the completion of a Supplementary Information Form in order that additional information in support of an application, particularly in relation to faith, is provided for consideration by the trust as the admissions authority for the schools.

You can access a copy of the forms on the Council's website at www.cheshirewestandchester.gov.uk/admissions or alternatively, please contact the school.

Please note, supplementary information forms must be completed and returned to the relevant school and not the Council. You must still submit your application for a school place to the Council, stating your preferred schools in priority order.

Schools that require a SIF to be completed in addition to an application are as follows:

- **The Bishops' Blue Coat CE High School – when applying for Foundation places only**
- **The Catholic High School, Chester**
- **Ellesmere Port Catholic High School, a Voluntary Academy**
- **Weaverham High School**

Please Note – Schools oversubscription criteria are published within this booklet. Full details of the admission arrangements can be viewed on the schools' websites, together with any information on Sixth Form Admissions

Christleton High School

- 1 Looked-after children or previously Looked-after children but ceased to be so because they were adopted (or became subject to a child arrangements or special guardianship order). The definition of Looked after is as follows: - Page 20 of 42 A child is looked after by a local authority, religious authorities or other organisations that act in the public benefit if he or she has been provided with accommodation for a continuous period of more than 24 hours, in the circumstances set out in sections 20 and 21 of the Children Act 1989, or is placed in the care of a local authority by virtue of an order made under part IV of the Act. This provision also exists for children previously in such care, outside of England.
- 2 Siblings – students with elder brothers or sisters, stepbrothers or stepsisters, half-brothers, or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school, and expected to continue at the school in the following school year. For clarity, Siblings will initially be ranked by siblings + catchment + Partner school by distance, then by siblings + catchment by distance, siblings + Partner school by distance and finally by siblings by distance.

- 3 Children of staff employed by The Learning Trust who have been employed for two or more years by the 1 September of the year of entry, or who have been recruited to meet a particular skills shortage. For clarity, applicants in this category will be ranked by distance.

- 4 Children resident within the designated catchment area of the school as defined by Cheshire West and Chester.

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. For clarity, applicants in this category will be ranked initially by Catchment and Partner school by distance, then Catchment by distance. Proof of address may be required to verify place of residence.

- 5 Children not resident within a school's local catchment area but attending a school designated as a partner school for admissions purposes, as out of-zone students. These Primary schools are:

Barrow CE
Boughton Heath
Cherry Grove
Christleton
Huntington
Oldfield
Saighton CE
Waverton

For clarity, applicants in this category will be ranked by distance.

- 6 Distance - Distances are measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG). Proof of address may be required to verify place of residence.

Ellesmere Port Catholic High School, a Voluntary Academy

- 1 Catholic and non-Catholic looked after and previously looked after children.

A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school. A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the Our Lady Help of Christians Academy Trust) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

- 2 Catholic children who attend a feeder Catholic primary school, namely
Our Lady Star of the Sea Catholic Primary School
St Bernard's RC Primary School
St Mary of the Angels Primary School
St Saviour's Catholic Primary and Nursery School
- 3 Other Catholic children
- 4 Catechumens and members of an Eastern Christian Church
- 5 Non-Catholic children who attend the feeder Catholic primary schools namely
Our Lady Star of the Sea Catholic Primary School
St Bernard's RC Primary School
St Mary of the Angels Primary School
St Saviour's Catholic Primary and Nursery School
- 6 Children of other Christian denominations and children of other faiths whose membership is evidenced by a minister of religion or other religious leader
- 7 Any other children

Within each of the categories listed above, the following provisions will be applied in the following order

- i The children of staff at the school at the time of enrolment will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made
- ii The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above
- iii Children of UK Service Personnel at the time of enrolment will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (ii) above

Neston High School

- 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 child arrangements 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 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 7 - 13) at the time of admission.

- 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 Children of staff employed by the school who have been employed for 2 or more years by the 1st September of the year of entry.
- 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.
 Barnston Primary School
 Bishop Wilson CE Aided Primary School
 Brookhurst Primary School
 Childer Thornton Primary School
 Gayton Primary School
 Heswall Primary School
 Little Sutton Church of England Primary School
 Neston Primary School
 Parkgate Primary School
 Poulton Lancelyn Primary School
 Raeburn Primary School
 St Peter's Church of England Primary School
 Sutton Green Primary School
 Thornton Hough Primary School
 Willaston CE Primary School
 Woodfall Primary School
- 6 Pupils living nearest to the school – distances are measured using Ordnance survey mapping in conjunction with Local Land and Property Gazetteer (LLPG) to identify each property and each school. A straight-line measurement in miles is taken from the place of residence to the preferred school to calculate the distance.

Queen's Park High School

- 1 Looked-after children or previously Looked-after children but ceased to be so because they were adopted (or became subject to a child arrangements or special guardianship order). The definition of Looked after is as follows: - Page 26 of 42 A child is looked after by a local authority, religious authorities or other organisations that act in the public benefit if he or she has been provided with accommodation for a continuous period of more than 24 hours, in the circumstances set out in sections 20 and 21 of the Children Act 1989, or is placed in the care of a local authority by virtue of an order made under part IV of the Act. This provision also exists for children previously in such care, outside of England
- 2 Siblings – students with elder brothers or sisters, stepbrothers or stepsisters, halfbrothers, or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school, and expected to continue at the school in the following school year. For clarity, Siblings will initially be ranked by siblings + catchment + Partner school by distance, then by siblings + catchment by distance, siblings + Partner school by distance and finally by siblings by distance.

- 3 Children of staff employed by the school who have been employed for two or more years by the 1 September of the year of entry, or who have been recruited to meet a particular skills shortage. For clarity, applicants in this category will be ranked by distance.
- 4 Children resident within the designated catchment area of the school as defined by Cheshire West and Cheshire. 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. For clarity, applicants in this category will be ranked initially by Catchment and Partner school by distance, then Catchment by distance. Proof of address may be required to verify place of residence.
- 5 Children not resident within a school's local catchment area but attending a school designated as a partner school for admissions purposes, as out-of-zone students. These Primary schools are:
 - Belgrave
 - Chester Blue Coat CE
 - Dodleston CE
 - Eccleston CE
 - Hoole CE
 - Lache
 - Overleigh St Mary's CE
 - The Grosvenor Park C of E
 For clarity, applicants in this category will be ranked by distance.
- 6 Distance - Distances are measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG). Proof of address may be required to verify place of residence.

Tarporley High School & Sixth Form College

- 1 "Looked after children" A looked after child is a child who is in the care of a LA or provided with accommodation by that authority (as defined in Section 22 of the Children Act 1989), or was previously looked after but ceased to be so because they were adopted (or subject to a residence, or special guardianship order).
- 2 Siblings – students with elder sisters/brothers including half sisters/brothers and unrelated children living together as part of one household already attending Tarporley HS&SC (in Years 7 – 13) and expected to continue here the following school year.
- 3 Children resident within the designated catchment zone of the school. Children will be classed within this category if they are resident within the area served by the school on the closing date for applications.

- 4 Students not resident within the catchment zone but attending a school designated as a partner/feeder school. Designated Partner Schools:
 Bunbury Aldersey CE Aided Primary School
 Calveley Primary School
 The Delamere C of E Academy
 Duddon St Peter's Primary School
 Eaton Primary School
 Huxley CE Primary School
 Kelsall Primary School
 Oakview Primary Academy
 St. Oswald's Worleston C of E Primary School
 Tarporley CE Primary School
 Tarvin Primary School
 Utkinton St Pauls C of E Primary School
 Whitegate CE Primary School.
- 5 Students for whom there are exceptional medical, social or personal/domestic reasons which, in the Governors' view, justify admission to our school. A panel of Governors will consider the information presented and will determine whether the evidence is sufficiently compelling to apply this criterion to the application. If it is considered appropriate the views of a Doctor appointed by the school or Educational Psychologist will be sought in the event of parents requesting admission on medical or psychological grounds. This criterion cannot be considered if the documents required have not been received by the school. Few applications will fall in this category.
- 6 Children of parents who have been directly employed by the school for 2 years or longer at the closing date for applications, or have been recruited to meet a particular skills shortage. A parent is any person who has parental responsibility or care for a child and lives in the same family unit at the same address for the majority of the school week.
- 7 Students living nearest to the school as measured using an "address-point system". (Contact the school for further details.) NB This criteria will be used as a "tiebreaker" in the event of more than one application being ranked equally using the oversubscription criteria

The Bishops' Blue Coat CE High School

- 1 Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to child arrangements order or special guardianship order). All references to previously looked after children in this policy mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

- 2 Children with a sibling at the school. The sibling must be on roll in Year 7 to Year 12 when applications close on October 31st 2025.
- 3 Children or parent/s who worship in a Christian church. Worship by the child or parent/carer is taken to mean attendance at one public worship service per month (this is not restricted to Sundays) for at least 2 years prior to the closing date for applications/date of application. This involvement must be in addition to collective worship at school. A Supplementary Information Form is required to be submitted to the school by October 31st. This is reviewed by the school in order for the place to be allocated under this criterion.
- 4 Children who attend a named Church of England primary school which is listed in our Admissions Policy below.

All Saints' CE Primary School, Saughall
Barrow CE Primary School
Bishop Wilson CE Primary School
Capenhurst CE Primary School
Chester Blue Coat CE Primary School, Chester
Christ Church CE Primary School, Ellesmere Port
Clutton CE Primary School
Doddleston CE Primary School
Eccleston CE Primary School, Chester
Frodsham CE Primary School
Guilden Sutton CE Primary School
Hoole CE Primary School
Huxley CE Primary School, Chester
Little Sutton CE Primary School
Overleigh St Mary's CE Primary School, Chester
Saughton CE Primary School
St Bertoline's CE Primary School, Runcorn
St Martin's CE Academy, Chester
St Oswald's CE Primary School, Mollington
St. Peter's CE Primary School, Duddon
The Delamere CE Primary School
Utkinton St Paul's Primary School
Grosvenor Park CE Academy, Chester
Upton Heath CE Primary School, Chester
Willaston CE Primary School.
- 5 Children of parents who have been directly employed by the school in any capacity for a period of 2 years or longer and are on the payroll at the closing date for applications.
- 6 Students living nearest to the school. Distances will be measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG).

The Catholic High School, Chester

- 1 Catholic looked after and previously looked after children.

A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989 and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school. A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

- 2 Catholic children who attend a feeder Catholic primary school, namely:

St Clare's Lache
St. Werburgh's and St Columba's, Hoole
St. Theresa's, Blacon
St. Luke's, Frodsham
St. Winefride's, Neston.

- 3 Other Catholic children.
- 4 Other looked after and previously looked after children.
- 5 Catechumens and members of an Eastern Christian Church.
- 6 Children of other Christian denominations and children of other faiths whose membership is evidenced by a minister of religion or other religious leader.
- 7 Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- i The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above.
- ii The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above.

The County High School, Leftwich

- 1 Children in Local Authority Care – as defined in section 22 of the Children Act 1989. Change of status from that of Child in Local Authority Care or have been in state care outside of England as a consequence of adoption, residence order or special guardianship order will not impair an application on behalf of that child.
- 2 Students with elder brothers or sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or adopted sisters or other children living together at the same address, already attending the preferred school (with the exception of Year 11) and expected to continue at the school in the following school year (i.e. at the time of admission). The address used for admission purposes will be that at which the child wakes up on a majority of school days (Monday to Friday).
- 3 Children resident within the designated catchment zone. The catchment zone is the area determined by the boundary lines designated historically. Children will be classed within this category if they and their parents/carers are resident within the area served by the school on the close date for applications.
- 4 Children who are not resident within the designated catchment zone but attend a school designated as a partner/feeder school as out-of-zone students.

Designated partner schools:-

Antrobus St. Mark's Primary
Witton Church Walk Primary
Comberbach Primary
Charles Darwin Primary
Davenham Primary
Gt. Budworth Primary
Kingsmead Primary
Leftwich Primary
Moulton Primary

All schools will be treated equally.

- 5 Children for whom there are particular medical or social reasons which, in the Governors' view, justify admission to The County High School, Leftwich. 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 County High School, Leftwich is the most suitable school and the difficulties that would be caused if the child has to attend another school. A panel of Governors will consider the information presented and will determine whether the evidence is sufficiently compelling to apply this criterion to the application. The Governors, if it is considered appropriate, will seek the views of the 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.

- 6 Children of parents who have been employed by the Sir John Brunner Foundation for 2 years or longer at the closing date for applications, whose principal place of work is The County High School, Leftwich (as per contract of employment). A parent is any person who has parental responsibility or care for a child and lives in the same family unit at the same address for the majority of the school week. Staff should complete a Supplementary Information Form and submit this to the Admissions Officer at school at the time of application.
- 7 All other students based on distance criteria whereby preference will be given to students living nearest the school. Students living nearest to the school is measured in a straight line from the centrally plotted Basic Land and Property Unit point of the child's home address to the centrally plotted basic land and property unit point of the school as defined by local land and property gazetteer. Proof of address and residency may be required and the Governors retain the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.

The Ellesmere Port Church of England College

- 1 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 child arrangements order, or special guardianship order) [see note (ii)]. 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). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole main purpose is to benefit society.
- 2 Children with special medical or social circumstances affecting the child where these needs can only be met at this school. Professional supporting evidence from eg a doctor, psychologist, social worker, is required that sets out the particular reasons why the school is question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
- 3 Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
- 4 Children who attend Little Sutton Primary or Christchurch Primary
- 5 Children of staff who have been employed at the school for more than 2 years at the time of application.
- 6 Other children by distance from the school, with priority for admission given to children who live nearest to the school as measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG).

The Rudheath Senior Academy

- 1 Children who are looked after or are previously looked after child.
- 2 Children who have a sibling who attends the Academy at the date of application/admission.
- 3 Children of staff of the Academy who have been employed for two or more years at the time of the application or are recruited to fill a vacant post for which there is a demonstrable skill shortage. To qualify under this criterion, the staff member must be a 'direct employee'. This includes any member of staff (teaching or non-teaching) with two years continuous employment with the school or seasonal employment totalling two years. Staff contracted in to provide services to the school do not count as 'direct employees'. For the purposes of this criterion, 'children of staff' is taken to include a son, daughter or step-son/daughter, or child who is adopted or fostered or for whom a special guardianship order is in place, in all cases providing they are living at the same address as the parent who is employed by the school.
- 4 Children whose home address is within the Catchment Area of the Academy, with priority given to those children that live nearest to the Academy by distance. A link to the catchment area is included below.
- 5 Children who are eligible for the pupil premium.
- 6 Other children, with priority for admission given to those whose home address is the shortest distance from the Academy.

The Winsford Academy

- 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 child arrangements 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 with exceptional medical, social or welfare needs which means the child must, because of those needs, attend the Academy. Appropriate evidence from a doctor or social worker must be provided.
- 3 Admission of students whose siblings currently attend the school and who will continue to do so on the date of admission.
- 4 Children resident within the designated catchment zone of the Academy
- 5 Admission of students on the basis of proximity to the Academy.
Distances measured in a straight line using the Local Authority distance measuring system.

Weaverham High School

- 1 'Cared for Children' or children who have previously been in the care of a local authority but have since been adopted, or became subject to a residency order or special guardianship order. A 'cared for child' is a child who is in the care of a local authority or provided with accommodation by that authority (as defined in section 22 of the Children Act 1989) at the time of application and who Cheshire West and Chester Council has confirmed will still be cared for at the time of admission to the school.
- 2 Siblings - Children with siblings already attending Weaverham High School in Years 7 to 10 at the time of application. A sibling is defined as a brother or sister, step-brother or step-sister, half-brother or half-sister, adopted brother or adopted sister living together as part of one household.
- 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 catchment zones of the following schools on the closing date for applications.
 Aston-by-Sutton Primary School
 Crowton CE Primary School
 Cuddington Primary School
 Norley CE Primary School
 Sandiway Primary School
 Weaverham Academy (formerly University Primary Academy Weaverham, Wallerscote Primary School)
 Weaverham Forest Primary School
 Whitley Village School
- 4 Past Pupil Siblings - Children with siblings in year 11 at Weaverham High School at the time of application or with siblings who left the school in the preceding two academic years. Siblings who have already left must have remained on roll until after the summer exams in Year 11. The applicant's address must match that held for the elder sibling on the school database. If the household has moved in the intervening period, proof of residency at previous address must be provided to the Admissions Officer at school.
- 5 Children not resident within a school's local catchment zone but attending partner schools for admissions purposes, as out-of-zone pupils:
 Aston-by-Sutton Primary School
 Crowton CE Primary School
 Cuddington Primary School
 Norley CE Primary School
 Sandiway Primary School
 University Primary Academy Weaverham (formerly Wallerscote Primary School)
 Weaverham Forest Primary School
 Whitley Village School
- 6 Children of parents who have been directly employed by the school for 2 years or longer at the closing date for applications. A parent is any person who has parental responsibility or care for a child and lives in the same family unit at the same address for the majority of the school week. Staff should complete a Supplementary Information Form and submit this to the Admissions Officer at school at the time of application.

- 7 Pupils living nearest to the school - Distances are measured using Ordnance Survey mapping in conjunction with Local Land and Property Gazetteer (LLPG) to identify each property and each school. A straight line measurement in miles is taken from the place of residence to the preferred school to calculate the distance.

Studio School Oversubscription Criteria

Please Note – Schools oversubscription criteria are published within this booklet. Full details of the admission arrangements can be viewed on the schools’ websites, together with any information on Sixth Form Admissions

Chester International School

- 1 Looked-after children or previously Looked-after children but ceased to be so because they were adopted (or became subject to a child arrangements or special guardianship order). The definition of Looked after is as follows: - A child is looked after by a local authority, religious authorities or other organisations that act in the public benefit if he or she has been provided with accommodation for a continuous period of more than 24 hours, in the circumstances set out in sections 20 and 21 of the Children Act 1989, or is placed in the care of a local authority by virtue of an order made under part IV of the Act. This provision also exists for children previously in such care, outside of England.
- 2 Students at other The Learning Trust schools – a maximum of 30% of places will be allocated to applicants already on roll at a school within The Learning Trust. In the event of oversubscription within this category, random allocation will be used.
- 3 Children of staff employed by the school who have been employed for two or more years by the 1 September of the year of entry, or who have been recruited to meet a particular skills shortage.

For clarity, applicants in this category will be ranked by distance.

- 4 Siblings – students with elder brothers or sisters, stepbrothers or stepsisters, halfbrothers, or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school, and expected to continue at the school in the following school year.
- 5 Children residing within an 8-mile radius (Map showing 8-mile radius and postcodes can be viewed on the school’s website). In the event of oversubscription within this category, allocation will be made based on distance from CIS. Distances are measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child’s home address to the centrally plotted BLPU point of the school as defined by Local Land

and Property Gazetteer (LLPG). Proof of address may be required to verify place of residence.

- 6 Distance - Distances are measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG). Proof of address may be required to verify place of residence.

Section 4: Useful Contacts

Cheshire West and Chester Council

School Admissions Team, Wyvern House, The Drummer, Winsford, CW7 1AH

Tel: 0300 123 7039

Email: admissions@cheshirewestandchester.gov.uk

Transport Enquiries

Tel: 0300 123 7039

Visit: www.cheshirewestandchester.gov.uk/schooltransport

Education Welfare Service

The Education Welfare Service provide a wide range of educational welfare services to children, parents/carers and schools.

Tel: 01606 275759

Education Access Team

Email: fairaccesspanel@cheshirewestandchester.gov.uk

Free School Meals Service

Tel: 0300 123 7039

Visit: www.cheshirewestandchester.gov.uk/schoolmeals

Information Advice and Support Services

The Information Advice and Support Service can offer independent advice and support on matters relating to special educational needs and disability whether or not the child or young person has an education, health and care plan.

Tel: 0300 123 7001

Email: iasservices@cheshirewestandchester.gov.uk

[Live Well Cheshire West \(previously called Local Offer\)](#)

The directory still includes our Special Educational Needs and Disability (SEND) Local Offer as well as providing information, support and services for children and young people, families and adults. You will find information and services on Education, Health, Social Care, Childcare, Activities, Adult Services and many more.

Visit: www.livewell.cheshirewestandchester.gov.uk

Email: admin@livewell.cheshirewestandchester.gov.uk

[Special Educational Needs Team](#)

Tel: 0300 123 8123

Email: senteam@cheshirewestandchester.gov.uk

Neighbouring Local Authorities

[Cheshire East Council](#)

School Admissions, Floor 2, c/o Municipal Buildings, Earle Street, Crewe, CW1 2BJ

Tel: 0300 123 5012

Email: admissions@cheshireeast.gov.uk

[Halton Borough Council](#)

Rutland House, Runcorn, WA7 2GW

Tel: 0151 511 7271 / 0151 511 7338

Email: schooladmissions@halton.gov.uk

[Liverpool City Council](#)

Cunard Building, Pier Head, Water Street, Liverpool, L3 1AH

Tel: 0151 233 3006

Email: admissions@liverpool.gov.uk

[Shropshire Council](#)

Admissions Team, The Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND

Tel: 0345 6789008

Email: school-admissions@shropshire.gov.uk

[Warrington Borough Council](#)

New Town House, Buttermarket Street, Warrington, WA1 2NJ

Tel: 01925 442662

Email: schooladmissions@warrington.gov.uk

[Wirral Borough Council](#)

Hamilton Building, Conway Street, Birkenhead, Wirral, CH41 4FD

Tel: 0151 606 2020

Email: secondaryplaces@wirral.gov.uk

Welsh Authorities

[Flintshire County Council](#)

Admissions Team, Ty Dewi Sant, Ewloe, Flintshire, CH5 3XT

Tel: 01352 704068 / 704073

Email: admissions@flintshire.gov.uk

[Wrexham County Borough Council](#)

School Admissions, 3rd Floor Lambpit Street, Wrexham, LL11 1AR

Tel: 01978 298991

Email: admissions@wrexham.gov.uk

Colleges

[Reaseheath College](#)

Reaseheath, Nantwich, CW5 6DF

Tel: 01270 625131

Email: enquiries@reaseheath.ac.uk

[Sir John Deane's 6th Form College](#)

Monarch Drive, Northwich, CW9 8AF

Tel: 01606 810020

Email: admissions@sjd.ac.uk

[Warrington & Vale Royal College](#)

Warrington Campus, Winwick Road, Warrington, WA2 8QA

Tel: 01925 494494

Email: learner.services@wvr.ac.uk

West Cheshire College

Chester Campus, Eaton Road, Handbridge, Chester, CH4 7ER

Tel: 01244 656555

Email: info@west-cheshire.ac.uk

Church Schools

General information about Church schools can be obtained from the appropriate Church of England or Catholic Diocesan Education Authorities. See addresses and telephone numbers below.

Catholic Church

Reverend D Cunningham, Director of Education, Diocese of Shrewsbury Schools Commission, 2 Park Road South, Prenton, CH43 4UX

Tel: 0151 652 9855

Email: robertdm@talk21.com

Church of England

Mrs S Noakes, Deputy Director of Education, Chester Diocesan Board of Education, Church House, 5500 Daresbury Park, Daresbury, WA4 4GE

Email: sue.noakes@chester.anglican.org

Visit: www.chester.anglican.org/schools

Other Contacts

Department for Education

Visit: www.education.gov.uk

Office for Standards in Education (OFSTED)

Visit: www.ofsted.gov.uk



Cheshire West & Chester Council

For office use only. Date Received:

Application Form

Transfer of pupils from Primary to Secondary School - September 2026

You can also apply online at www.cheshirewestandchester.gov.uk/admissions

Child's surname:

Child's first name:

Child's middle name(s):

Date of birth:

Male

Female

Address at which pupil is resident

The address stated here must be the address the child is currently residing and not a future address.

Address:

Postcode:

Child's current Primary School and Local Authority (LA)

School

LA

Applicant's details

Title:

Forename:

Surname:

Relationship to child:

Daytime telephone no:

Address(es) (if different from pupil's address) and email address (where available)

To allow the information provided on this application to be discussed with another contact, please give details below.

Title:

Initials:

Surname

Relationship to child

Daytime telephone no:

Names of preferred schools or academies and name of the Authority in which the school is located. Any English schools outside Cheshire West and Chester Local Authority will need to be listed here as well. (Do not include fee-paying independent schools or any schools outside of England)
Please state three preferences in ranked order.

Example

Mid Cheshire Primary School

LA

Cheshire West & Chester

1st Preference

LA

2nd Preference

LA

3rd Preference

LA

Please tick any of the following reasons applicable to each of your preferences

1st

2nd

3rd

Aptitude

☐☐☐

Catchment Area

(where Catchment Area applies)

☐☐☐

Co-educational School

☐☐☐

Distance

(home to preferred school)

☐☐☐

Feeder / Linked School

(where applicable)

☐☐☐

Medical (supporting

information must be provided)

☐☐☐

Religion

(please state denomination)

☐☐☐

Sibling

(please provide details overleaf)

☐☐☐

Single Sex

☐☐☐

Social Reasons (please

provide supporting documents)

☐☐☐

Travelling Time

☐☐☐

Other

☐☐☐

Cheshire West
and Chester

Application Form continued

Siblings (and any other children living at the same address). A sibling means the brother, sister, stepbrother or stepsister, half brother or half sister living together as part of one household, already attending the preferred school and expected to continue at the school in the following school year.

Sibling's Name

School and Year Group

Date of Birth

Does the sibling reside at the same address as the applicant?

Yes ☐ No ☐

If no, please provide details.

Is your child baptised Roman Catholic?

(if yes, please send a copy of the Certificate of Baptism direct to the school)

Yes ☐ No ☐

Does your child have a Statement of Special Educational Needs / Education, Health and Care Plan?

Yes ☐ No ☐

Is the child looked after by a Local Authority or was previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

Yes ☐ No ☐

Is the child from a multiple birth e.g. twins?

Yes ☐ No ☐

Is the child's parent/carer a crown servant as defined by the School Admissions Code?

Yes ☐ No ☐

Some schools/academies also require a supplementary information form to be completed. Please see section 3 of the transferring to Secondary School Booklet for a list of these schools.

Other Relevant Circumstances Please include here any further information which you consider may be relevant to your preference(s). Continue on a separate sheet, if necessary. You may wish to make separate statements in support of each of your preferences. Please provide full details of dual residency.

I declare that all information which i have provided is true. I understand that any school place offered on the basis of fraudulent or intentionally misleading information may be withdrawn. I have read the Council's information booklet on admissions.

Signed

Print Name

Mr/Mrs/Miss/Ms/Dr etc

Date

Once completed, please return this form to:

School Admissions, Cheshire West and Chester Council, Wyvern House, The Drummer, Winsford, Cheshire CW7 1AH.

If you require an acknowledgment please provide a stamped address envelope.

Closing Date: 31 October 2025.

Forms received after this date will be processed after all on time applications.

If you are caring for someone else's child for more than 28 days and are not immediate relative you may be private fostering and it is a legal requirement that you contact the local authority on **0300 123 8123**. Further information is available at **www.cheshirewestandchester.gov.uk**.

Data Protection Act

The Council maintains a Register Entry in respect of Education which includes the administration relating to pupils. Personal information provide on this form is treated in confidence and complies with the requirement of the General Data Protection Regulations. This information may also be shared with other local authorities and Primary Care Trust.

Verification of Information

The Council may verify information you have provided on this form which could involve contacting schools and other departments of the council who maintain appropriate records. In instance where the information provide is different from that held by them they may use the information on this form. The school admissions privacy notice can be viewed on the local authority website or you can contact the local authority to obtain a paper copy.