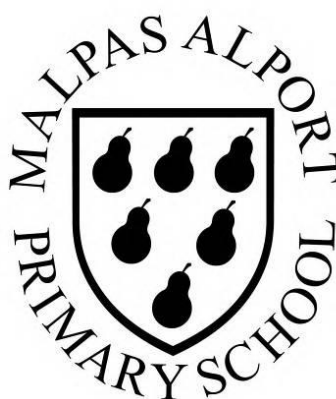


# Malpas Alport Endowed Primary School

## Admissions Policy



|              |                     |
|--------------|---------------------|
| Approved by: | Full Governing Body |
| Date:        | Summer 2022         |
| Next Review: | Summer 2023         |

Head Teacher: *Mrs Nic Wetton*

Chairman of Governors: *Mr Arwyn Jones*

## **ADMISSION ARRANGEMENTS**

### **CHESHIRE WEST AND CHESTER COMMUNITY AND CONTROLLED**

Applications for school places received 'in year' (i.e. those received after the first day of the school year into the relevant age group or into any other year group) and for the normal admission round into reception at 4+ and secondary transfer at 11+ shall be determined in accordance with the provisions set out below.

These admission arrangements apply to all **community and voluntary controlled schools**.

## **APPLICATION PROCESS**

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

Children reach compulsory school age at the beginning of the term following their 5th birthday. Under the Local Authority's Policy, children may start school in the reception class in the September following their 4th birthday.

Parents can request that the date their child starts school in the reception class is deferred until later in the school year or until the child reaches compulsory school age in that school year. Applications for deferred admissions must be made by the published closing date. Parents will not however, be able to defer admission beyond the academic year for which the original application was accepted or beyond the beginning of the term after the child's fifth birthday.

To help younger children adjust to school, schools may phase full-time admission during the reception year, admitting these children on a part-time basis. Arrangements are decided at school level.

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

As required by law, Cheshire West Council makes arrangements for parents and carers resident within the Authority's administrative area to express up to three preferences, ranked in order of priority, using the Council's common application form and to give reasons in support of each preference, including any supporting documentation, before any places are offered. Application Forms are available on-line at

[http://www.cheshirewestandchester.gov.uk/residents/education\\_and\\_learning/school\\_admissions.aspx](http://www.cheshirewestandchester.gov.uk/residents/education_and_learning/school_admissions.aspx) or by telephone: 0300 123 7039

## **ACKNOWLEDGEMENTS**

An acknowledgement confirming receipt of application can be provided on request from parents and carers. A stamped addressed envelope must be provided. Online applicants can request to receive an e-mail acknowledgement.

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

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

## **PUBLISHED ADMISSION NUMBERS**

The Council and the governing bodies of voluntary aided and foundation schools have set published admission numbers (PAN), which is the number of children that will normally be admitted into the relevant age group (e.g. into the reception year in a primary school in September for the first time). The PAN for Malpas Alport Endowed Primary School is currently set at 45.

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

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

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

## **OVERSUBSCRIPTION CRITERIA**

Where more applications are received than there are places available, preferences for, together with any supporting information, will be considered in accordance with the Council's published oversubscription criteria:

### **i) 'Cared for Children'**

A 'cared for child' is a child who is in the care of a local authority or provided with accommodation by that authority (as defined in section 22 of the Children Act 1989) at the time of application and who the local authority has confirmed will still be looked after at the time of admission to the school.

**(ii) Children for whom there are particular medical or social reasons which, in the Council's view, justifies admission to a particular school**

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

**(iii) Siblings**

Pupils with elder brothers or sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school (in years *Reception* through to *Year 6*) and expected to continue at the school in the following school year. (i.e. at the time of admission)

**(iv) Children resident within the designated catchment zone of the school**

Children will be classed within this category if they and their parents/carers are resident within the area served by the school on the closing date for applications.

**(v) Pupils living nearest to the school**

Measured using an Ordnance Survey address-point system which measures straight line distances in miles from the address point of the school to the address point of the place of residence.

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

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

## **EQUAL PREFERENCES**

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

application form, the **single offer**, determined by the home authority, will be for the school ranked highest on the application form by the parents or carers.

If the pupil is a Cheshire West resident and the Council is not able to offer any of the preferences stated on the application form a place will be allocated at the nearest Cheshire West school with vacancies using the Authority's Ordnance Survey address point data system for measuring straight line distances from the address point of the home to the address point of the school in miles. This will include allocating vacancies at voluntary aided and foundation schools in liaison and agreement with the governing bodies of those schools.

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

### **CHILDREN OF MULTIPLE BIRTHS**

In relation to children of multiple births, exceptionally it may be necessary to offer places over the published admission number. This is to ensure that, as far as possible, siblings (i.e. twins, triplets or children from other multiple births) can attend the same school. The Local Authority will not normally be able to agree admission over the published admission number where to do so would result in a breach of infant class size legislation, which requires that infant classes contain no more than 30 pupils with a single qualified teacher.

### **PARENTS AND CARERS WITH SHARED RESPONSIBILITY FOR A CHILD**

Where parents or carers have shared responsibility for a child the place of residency will be determined as the address where the child lives for the majority of the week (e.g. where the child wakes up between Monday to Friday). Full details must be submitted in writing to enable the Local Authority to determine which address will be used for the purpose of admission.

A panel of officers will consider the information provided. Where the Local Authority is unable to reach a decision based on the information received, e.g. where the child lives equally with both parents, the address provided for claiming Child Benefit and where appropriate, Child Tax Credits will be applied to the admission application. In such circumstances, documentary evidence must be provided.

### **MOVING HOUSE**

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

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

In addition, the Local Authority may request further information for example, copies of council tax and utility bills or any other information considered relevant to the application, including evidence of disposal of previous property.

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

### **CHANGING PREFERENCES – NORMAL ADMISSION ROUND ONLY**

For the normal admission round, the Local Authority will not accept a change of preference after the closing date for applications unless it is satisfied that there is a genuine reason for doing so, such as a recent house move. Full details must be provided to the Authority for consideration by the dates set out in part two of these arrangements.

In the case of a recent house move, a letter from the solicitor confirming the completion date or a signed rental agreement showing the start date of the tenancy. Any parent wishing to change a preference after the closing date without, in the opinion of the Local Authority, a genuine reason for doing so will be advised that the application will be treated as a late application.

### **LATE APPLICATIONS – NORMAL ADMISSION ROUND ONLY**

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

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

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

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

## ACCEPTING AND DECLINING PLACES

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

## RIGHT OF APPEAL

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

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

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

## REPEAT APPLICATIONS

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

## FURTHER GUIDANCE ON THE ALLOCATION OF IN YEAR PLACES

In Year Admissions are managed by the School. When there are changes in the class sizes, the school updates its figures with the Local Authority.

### Vacancies

**A vacant place will normally arise in two circumstances:**

- The cohort is under-subscribed (*ie the year group has not reached its agreed admission number - 45*) and a place is available.
- A child leaves a fully subscribed cohort, in this instance the place **only becomes available** once it is confirmed that the departing child has been admitted elsewhere.

Exceptionally, it may also arise following In Year agreement with the LA (as Admission Authority) that the school be allowed to admit over-PAN into one or more year groups

### Allocating Places

## Who will the place be allocated to?

- **A Reception place that becomes available in the Autumn Term:**

The Admission Authority (CWAC) will continue to maintain a waiting list for the duration of the Autumn Term and this will be administered by the school. Parents will be required to state in writing if they wish to be placed on the waiting list and the school will need to consult the School Admissions Team to ascertain what criteria should be assigned to the application and where on the waiting list the child should be placed. If a place becomes available it will be offered to the child with highest priority, based upon the relevant over-subscription criteria (laid out in 2013/14 admission arrangements/'Starting School' booklet), on the waiting list on the date that the place becomes available. The waiting list will comprise:

- Those applications for a place that have been received but not processed at the point in time that the place became available.
- Those children whose parents have requested that their children be placed upon the waiting list for a place.
- Those children whose parents have lodged an appeal for a place.

- **Any other Primary School place**

*(ie Applicable to Year 1 to 6, and also Reception class from 1<sup>st</sup> January in the normal year of admission):*

**If the school are in Receipt of Applications**, they must consider such applications that are '**Live**' on the '**offer day**' against the vacancies that have been determined to be available on that day.

'**Live**' applications will be considered to be:

- Any application which had yet to be determined at the time that the place became available *(in practice this should be all applications received since the previous offer day since all applications should be determined within 5 school days of receipt by the school).*
- Any appeal against a decision to decline an application for admission which had been received by the Admission Authority and had yet to be determined *(the Appeal will cease to be live on the day after that on which the Appeal Panel determines its decision)* at the time that the place became available *(schools are advised to confirm status of any such applicants with the LA before offering a place).*

In the event that there is more than one '**live**' application on the '**offer day**' on which it is identified that the place has become available the place will be allocated to the child with the highest priority, based upon the LA's over-



subscription criteria. Since a place will only be formally identified as becoming vacant on the 'offer day' this will satisfy the requirements of the Co-ordinated Admissions Scheme, para 12.10 that *'if a school receives multiple applications on the same day for 'in year' transfers for a particular age group, which would result in the published admission number being exceeded, the admission authority will determine the order of priority for admission by reference to the school's oversubscription criteria'*.

### **Strategies to fill any unallocated places**

The school may either:

- **Choose to do nothing proactive** to promote the vacant place, other than notifying the LA of its existence and allocating the place once the first application has been received.

If multiple applications are subsequently received, in order for them to be processed in accord with the requirements of the Co-ordinated Admissions Scheme, para 12.10, the applications must be considered on a 'first come, first considered basis', ie although the allocation may actually be determined on the next offer day the place, having already been identified as available, must be allocated to the applicant with **the highest priority over-subscription criteria on the date that the first application was received** following the 'offer day' on which it was determined that the place was vacant.

### **Expression of Interest List**

- **We are proactive in maintaining a list of those who have expressed an interest** in securing a place. As a school we contact all those on the list for the relevant year and invite them to submit a new application.

Again, in order for these applications to be processed in accord with the requirements of the Co-ordinated Admissions Scheme, para 12.10, the applications must be considered on a 'first come, first considered basis', ie although the allocation may actually be determined on the next offer day the place, having already been identified as available, must be allocated to the applicant with the **highest priority over-subscription criteria on the date that the first application was received** following the 'offer day' on which it was determined that the place was vacant.