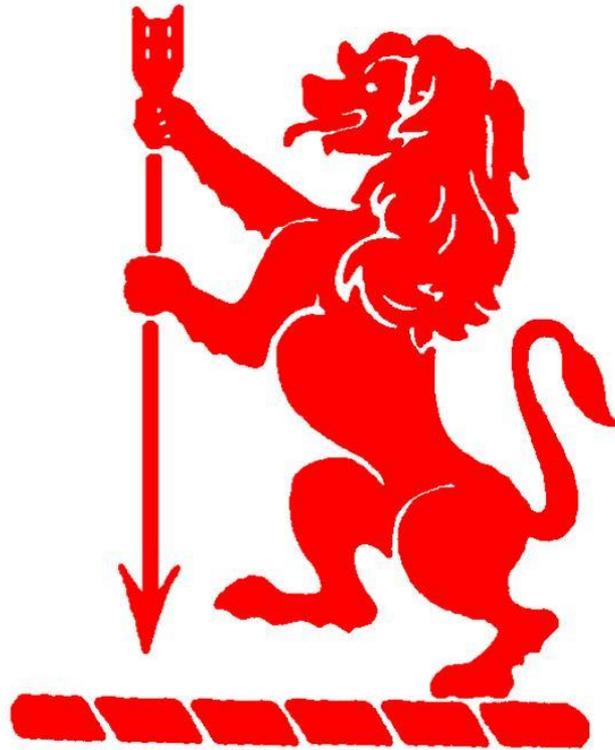


Egerton Primary School



Admissions Policy

Reviewed: Autumn 2018
Next Review: Autumn 2019

EGERTON PRIMARY SCHOOL ADMISSIONS POLICY

Egerton Primary School converted to academy status on 1st September 2018 and forms part of Knutsford Multi Academy Trust. The Academy Trust is the Admissions Authority.

Our admission arrangements currently are set out by Cheshire East Local Education Authority and are checked on an annual basis for any changes and/or amendments in accordance with statutory requirements and guidance. This policy is effective for all admissions from September 2018.

ADMISSIONS TO RECEPTION YEAR

Children reach compulsory school age at the beginning of the term following their 5th birthday but will be admitted to start school the September following their 4th birthday. Entry may be deferred for up to one year later with the agreement of the Academy Trust.

To support children in adjusting to school life, Egerton operates a phased part-time admission at the beginning of the Autumn Term for a short period of time. In exceptional circumstances the Academy Trust may consider a deferred entry. In these circumstances parents and carers should make a formal request in writing to the Head Teacher. Arrangements are decided at school level, but part-time attendance will not last longer than the first four weeks of term.

Egerton has an agreed published admission number (PAN) of 30 children for entry into all year groups, including Reception.

APPLICATION PROCESS

Admission arrangements for Reception children are coordinated by Cheshire East Local Education Authority and 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. The Academy Trust is responsible for making decisions on these applications before Cheshire East Authority coordinates the allocation of places.

As required by law, Cheshire East 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.

All parents and carers applying for a Cheshire East Authority school place for Reception starting in September will be asked to make their application on their Council's 'Home' Local Authority Application Form.

For closing date details and further information on applying for Reception places please visit at <http://www.cheshireeast.gov.uk/schools/admissions.aspx>. We strongly advise that all parents and carers take note of the closing date as late applications are processed after all on-time applications and may be disadvantaged.

APPLICATIONS FOR YEAR 1 – 6

Applications for school places in Years 1 – 6 (In Year Application) should be completed by using the Cheshire East Application Form. Parents and Carers should contact the school to arrange a school tour and/or a taster session for their child if required. Places will be allocated and administered by the Academy Trust

Parents and Carers are permitted to make an 'in year application' six weeks prior to their child starting at the school. Once a place has been allocated this must be taken up within 20 school days.

Parents are strongly discouraged from moving between Knutsford schools. If they do this, we require parents to understand that if they have faced problems at another school, they may not necessarily be resolved at Egerton. In all cases we would expect a discussion to have taken place with the current school's Headteacher before requesting a move to Egerton.

CRITERIA FOR ALL ADMISSIONS FROM RECEPTION - YEAR 6

The school complies fully with the Equality Act 2010 and the School Admissions Code 2014 in relation to the arrangements for the admission of disabled pupils. Where the school is oversubscribed, all children are

admitted in accordance with the published oversubscription criteria. Where a child is disabled the school will make reasonable adjustments and provide auxiliary aids or services where reasonable to ensure that no disabled child is placed at a substantial disadvantage compared to other pupils. Further details can be found in our Accessibility Plan.

Preference is given to Children with Statements of Special Educational Needs or an Education Health Care Plan and these applications are considered separately. They are not covered by the following criteria for oversubscription:

- i) 'Children Looked After', or previously Looked After. A child who is looked after in the care of a Local Authority or provided with accommodation by that Authority (as defined in section 22 of the Children Act 1989).
- ii) Siblings i.e. 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 and expected to continue at the school in the following school year.
- iii) 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.
- iv) Pupils living nearest to the school (Distance) measured using an Ordnance Survey address-point system which measures straight line distances in miles from the address point of the school to the address point of the place of residence.

Applications from families who are **resident overseas cannot be accepted**. The only exception to this is for families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area.

OVERSUBSCRIPTION WITHIN A CRITERION

Where the school can accommodate some, but not all pupils qualifying for one of the preceding criteria, priority will be given to pupils having regard to the subsequent criteria.

ATTENDANCE AT A NURSERY OR CO-LOCATED CHILDREN'S CENTRE

Attendance at a nursery school or co-located children's centre does not guarantee admission to the school.

PARENTS AND CARERS WITH SHARED RESPONSIBILITY FOR A CHILD

Where parents/carers have shared responsibility for a child the place of residency will be determined as the address where the child resides 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 Academy Trust to determine which address will be used for the purpose of admission. A panel of Governors will consider the information provided. Where the Governing Body 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.

INFANT CLASS SIZE LEGISLATION

Apart from some very limited exceptions, no infant class may contain more than 30 pupils being taught by one qualified teacher. These limited exceptions, prescribed by regulations, are:

- a) Children with Statements of Special Educational Needs or Education, Health and Care Plan who are admitted to the school outside the normal admissions round;
- b) Children moving into the area outside the normal admissions round for whom the local authority identifies that there is no other available school within reasonable distance

- c) Children admitted, after initial allocation of places on the local offer date, because the person responsible for making the original decision recognises that an error was made in implementing the school's admission arrangements and that a place ought to have been offered;
- d) Where the child is Looked After (in public care) or previously Looked After, and is admitted outside the normal admissions round;
- e) Children of UK service personnel admitted outside the normal admissions round
- f) Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil
- g) Children admitted on appeal; and
- h) Where a child normally educated in a special school or special educational needs unit attached to a mainstream school attends an infant class in the mainstream school, where this has been deemed as beneficial to the child.

MOVING HOUSE

Parents and carers must inform the Academy Trust and Cheshire East Education Authority immediately of a change of address, even if details of a future change of residency were included on the application form. Supporting evidence may be requested to show that the place of residency has changed, for example exchange of contracts, tenancy agreements, council tax forms, utility bills and any other information considered relevant to the application including disposal of previous property, which must be received before the published closing date. Proof of residency received after the closing date will not be used to process the application, but will be used to send the decision letter on the published offer date.

Please note:

Applications from families who are resident overseas cannot be accepted. The only exception to this is for families of service personnel with a confirmed posting to Cheshire East, or crown servants returning from overseas to live in Cheshire East. Evidence of this must be provided.

LATE APPLICATIONS

Information regarding key dates when applying for school places can be found on the Cheshire East website <http://www.cheshireeast.gov.uk/schools/admissions/admissions.aspx>

Late applications received after the published closing date will be considered after all applications received by the closing date unless there are exceptional circumstances for the application being late e.g. medical reasons. Supporting documentation would be required in these instances. For further information on dealing with late application can be found on the Cheshire East website under the 'coordinated scheme

http://www.cheshireeast.gov.uk/schools/admissions/admission_arrangements/admission_arrangements.aspx

REPEAT APPLICATIONS

Repeat applications will not be considered within the same school year, unless the parents'/carer's or the school's circumstances have changed significantly since the original application was made.

TIE BREAK

For Academies that are oversubscribed, where it is identified that there are a limited number of places available and the Admissions Authority cannot differentiate between the applications using the distance criterion contained within the published oversubscription criteria, 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 multiple births.

MULTIPLE BIRTHS

In relation to children of multiple births, exceptionally it may be necessary to offer places in Reception over the published admission number. This exception will only apply if the admission is compatible with the duty to comply with infant class size legislation which requires that no more than 30 children aged 7 or below are taught by a single qualified teacher. This is to ensure as far as possible, that siblings (i.e. twins, triplets or children from other multiple births) can attend the same primary school.

WAITING LISTS

If the school is oversubscribed a waiting list will be prepared after the published closing date and will consist of those children whose parents or carers have specifically requested in writing (including e-mail) that they remain on the waiting list, along with those for whom an appeal application has been received and new applicants.

A waiting list will only be held until 31st December for those children who applied for and were not allocated a school place for starting Reception in September of the same year. Waiting lists will not be held for any other year groups at any time and not after 31st December for those starting Reception in the same year.

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 statutory right of appeal.

Any places that have become vacant after offers were made will be reallocated to children on the school's waiting list, held in criteria order.

Children, who are subject of a direction by a local authority to admit, are part of a managed transfer from a closing school or who are allocated to a school in accordance with the In Year Fair Access Protocol will take precedence over those on the waiting list. Waiting lists will be held until the end of the Autumn Term, 31st December.

Egerton works closely with other local schools and participates in the Knutsford Education Partnership/Cheshire East Local Authority Fair Access Protocols to ensure that vulnerable children not on a school roll are admitted into the most appropriate school as quickly as possible. Further information can be found on the Cheshire East website <http://www.cheshireeast.gov.uk/schools/schools.aspx> about the CE Protocol and from the school regarding the WEP Protocol.

RIGHT OF APPEAL

If a parent or carer wishes to appeal in relation to a decision for admission which has been made by the Governing Body, this should be made in writing to the Admissions Officer c/o the school. Appeals should be lodged within 20 school days of the decision not to offer a place. Applications for admission appeals are normally considered in relation to the child's chronological age group, other than in exceptional circumstances.

CATCHMENT AREA

Please follow the link below to view our catchment area:

https://www.cheshireeast.gov.uk/schools/admissions/catchment_maps/primary_school_catchment_maps.aspx

EGERTON PRIMARY SCHOOL SCHOOL APPEAL FORM



PLEASE NOTE: If you are appealing for more than one child or for more than one school please complete a separate form for each child and each appeal.

Please complete this form in black ink.

NAME OF SCHOOL FOR WHICH YOU WISH TO APPEAL FOR A PLACE		YEAR GROUP		
CHILD DETAILS	Surname:		Forename:	
	DOB:		Male/Female <i>(please delete as appropriate)</i>	
School currently attending/last school attended:				
Date child left <i>(if applicable):</i>				
			Yes ✓	No ✓
Is your child 'cared for' by a local authority <i>(i.e. in public care)</i> ? If yes, please state which local authority and provide a contact number:				
Was your child 'previously cared for' by a local authority <i>(i.e. in public care)</i> ? If yes, please state which local authority and relevant dates.				
Does your child have a Education Health and Care Plan ?				
Is your child permanently excluded from school?				

Appellant's name: (parent, guardian or carer) Mr/Mrs/Miss/Ms/Dr <i>(please delete as appropriate)</i>			
Relationship of appellant to child – <i>(please specify - parent/guardian/carer/other)</i> <i>If other – do you have parental responsibility? If no please contact 03001235012, If yes please provide evidence when returning this form. Refer to guidance on parent ?</i>			
Do you intend to be present at the appeal hearing? Yes/No <i>(please delete as appropriate)</i>			
Have you any special requirements e.g. wheelchair access/hearing problems? Yes/No If yes please give details overleaf.			
Current Address:		Address in Cheshire East to which you are moving: <i>(if applicable)</i>	
Postcode:		Postcode:	
E-mail address:		E-mail address:	Date of Moving
Telephone contact numbers:			

For office use only

Date received		Logged on system		Child's Catchment School		Passed to DSA	
Confirm PAN reached		Acknowledgment sent		Presenting Officer		Processed by	

Do you have any other school aged children?

If so indicate their names, ages and schools they attend.

Name	Date of Birth	Name of Child's current school

Please state your reasons for seeking a place at this school (e.g. moving into the area/domestic arrangements etc). If you are stating medical, psychological or social reasons **please ensure that professional evidence is attached** e.g. a letter from a doctor or professional stating the **medical or social reasons that you consider justify admission to this particular school -**

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(continue on a separate sheet if necessary)

Any other specific needs (give details):

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I wish to appeal against the decision of the Local Authority not to allocate a place for my child at the school named overleaf.

Signed:

Date:

Please return this form to: Egerton Primary School
Bexton Road
Knutsford
WA16 OEE
Tel: 01625 383257

ADMISSION APPEALS – A BRIEF GUIDE FOR PARENTS/CARERS

RESPONSIBILITY FOR ADMISSIONS

The local authority (LA) is responsible for admissions to **Community Schools** and **Church of England Voluntary Controlled Schools**. For **Academies, Free Schools, Catholic Schools, Church of England Aided Schools** and **Foundation Schools**, the school governing board/ Academy Trust is responsible for admissions and you should contact those schools direct for further information regarding appeals. **This guide applies to appeals against decisions on applications to community or voluntary controlled schools ONLY.**

APPEALS PANELS

Appeal Panels have either three or five members. There are strict rules on who may and may not be a member of an Admission Appeals Panel to make sure that the Panel is independent and impartial. A Clerk to the Panel also attends the hearing. The Clerk is a legal officer of the Council who is there to see that the appeal is heard properly and to provide legal advice to the Panel. There may also be an administrator who attends to take notes.

APPEALS HEARINGS

As the appeal process is a legal process, appeal hearings are formal hearings. However, Appeal Panels do try to keep appeal hearings as informal as they possibly can within the legal framework within which they have to operate. Appeal hearings are held, so far as possible, fairly local to your home town or area. First, the representative from the LA will explain why it was not possible to meet your request for a place at your preferred school. You can ask questions if you wish. The Panel will also ask questions. You will then have an opportunity to present your case and answer any questions about it from the Panel and the LA's representative. No other parents will be present when you present your own case. You do not have to attend although many parents choose to do so. The Panel will allow you to be accompanied by a friend or to be represented although Government advice is that legal representation should not normally be necessary and that children should not generally be allowed to attend appeal hearings. Whilst Appeals can be considered on the basis of your written information alone, the presence of a parent or representative at a hearing will enable the Panel to obtain more information about a child's circumstances than is contained in written information alone. Such information, which a parent may not have considered to be relevant when he or she filled in the Appeal application form or submitted documents in support of the Appeal, could have a bearing on the outcome of the Appeal. If you are unable to attend the Appeal then it is important that you send in as much information as possible about your reasons for wanting a place at the school concerned.

POWERS OF APPEALS PANELS

Panels can uphold all appeals and instruct the LA to allocate a place for your child at your preferred school. They can uphold some of the appeals and reject others and they can also reject all the appeals.

Once all the appeals have been heard Panels must first decide whether further admissions to the preferred school 'would prejudice efficient education or the efficient use of resources'. Prejudice cannot normally be proved until the year group your child would enter is full. This means that the year group has not only reached its admission limit but cannot accept any more pupils in that year group without prejudicing the provision of efficient education at the school or the efficient use of resources. The LA will provide a statement giving their reasons why they consider that to accept further pupils would cause prejudice to the school.

If the Panel believes that the school can admit all the pupils whose parents have appealed without causing prejudice your appeal will automatically be upheld. The Panel may decide that places can be allocated to some of the appellants before the point is reached when further admissions will cause prejudice. The Panel will decide how many more places can be offered. Any such places will be allocated by the Panel according to factors in the individual case.

If the LA's case that further admissions will cause prejudice is accepted by the Panel (either as presented or after some further places have been allocated) the Panel will then proceed to the second stage.

This requires panel members to balance your own arguments in support of your child's admission against the extent of prejudice to efficient education and the efficient use of resources which it considers would be caused by the admission of further pupils. If the Panel believes that your child's circumstances outweigh the extent of the prejudice to the school your appeal will be upheld, otherwise your appeal will be declined.

APPEALS INVOLVING INFANT CLASSES (RECEPTION, YEAR 1 AND YEAR 2 CLASSES)

There are different rules for appeals for places in some infant classes where the majority of pupils are aged seven or under. The law requires that, apart from some very limited exceptions, infant classes must not contain more than 30 pupils when taught by a single school teacher. Any admissions that would increase a class to more than 30 pupils would require the school to take what are called 'qualifying measures', such as organising an extra class, appointing an additional teacher, providing an additional classroom or introducing or extending mixed age group teaching.

When the LA can show to an Appeals Panel that any further admissions would require qualifying measures, your appeal could only be upheld if the Independent Appeals Panel decided either that a mistake had been made in the allocation of places according to the admissions criteria and had the criteria been applied correctly your child would have been offered a place, or the child would have been offered a place if the admission arrangements had been lawful i.e. did not contravene to the mandatory provisions in the School Admissions Code, or that the decision not to offer your child a place was 'unreasonable' in the circumstances of the case. 'Unreasonable' as defined by the Courts is construed as being perverse or irrational and is a very high threshold for an appeal to be successful.

TIMESCALES

Appeals for Reception received by the closing date are heard within 40 school days. Other Appeals are normally heard within 30 school days (excluding school holidays) from the date the completed appeal form is received. You will be given the date and time of the appeal hearing two weeks in advance of the hearing and the LA's statement of its case will be sent to you one week in advance. You will normally be notified of the Panel's decision in writing no later than 5 working days of the hearings being completed.

DECISIONS OF APPEALS PANELS ARE FINAL AND BINDING ON BOTH THE LOCAL AUTHORITY AND SCHOOL.

SOME FURTHER INFORMATION ABOUT APPEALS

- **Repeat appeals** – will not be considered within the same school year unless your own or the school's circumstances have changed significantly and materially since your first appeal (e.g. change of address).
- **Appeals for more than one school** – will be considered at separate hearings. You may appeal for each school at which a place has been refused.
- **Further steps** – if your appeal is not upheld and you consider there has been 'maladministration' in the way your appeal was handled you may complain to the Local Government Ombudsman.
- **More information** – A full guide to the appeal process can be obtained on the Council's website at www.cheshireeast.gov.uk/schools . Alternatively, you can contact the Council by telephoning 0300 123 5012 Parents can also seek advice from the Advisory Centre for Education (ACE) in London which is a voluntary body providing a helpline advice service to the parents on education matters. The telephone helpline number is 0300 0115 142. E Mail enquiries@ace-ed.org.uk

**If you decide to appeal you are strongly advised to seek a place at an alternative school in case your appeal is unsuccessful.
Securing a place at an alternative school will not prejudice your right of appeal for any other school.**