

## Admissions Arrangements September 2024

1. Where more applications are received than there are places available, after children with Education, Health and Care (EHC) plans, priority for admission will be based on the Local Authority's published oversubscription criteria as follows:
  - i. 'Cared for Children' and Children who were 'Previously Cared for'.
    - A 'cared for child' is a child who is in the care of a local authority or provided with accommodation by that local authority (as defined in section 22 of the Children Act 1989).
    - Children previously 'cared for' are children who were 'cared for' as defined above, but immediately after being 'cared for' became subject to an adoption, child arrangements order (formerly residence order), or special guardianship order. A child arrangements order is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 amended by Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). This includes children who appear to (in the view of Cheshire East) have been in state care outside of England and ceased to be in state care as a result of being adopted.
  - ii. Siblings – pupils with brothers or sisters, step-brothers or step-sisters, foster brother or sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household (for the majority of the school week) already attending the preferred school (in years Reception through to Year 10) and expected to continue at the school in the following school year. (i.e. at the time of admission).
  - iii. Children resident within the designated catchment area of the school. Children will be classed within this criterion if they and their parents are resident within the area served by the school. (see notes below)
  - iv. Children attending a school nominated as a feeder/partner primary school for admissions purposes.
  - v. Pupils living nearest to the school measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's coordinate point to the place of the child's residence coordinate point.

### Notes:

1. The Local Authority will accept applications from families resident in the United Kingdom, and from outside the United Kingdom. All applications will be processed based on where the child is residing at the time of the application and in accordance with published arrangements.

The only exceptions to this are for families of service personnel with a confirmed position to the Cheshire East area, or crown servants returning from overseas to live in the Cheshire East area. This is in accordance with the School Admissions Code, paragraph 2.21.

In most cases, children arriving from overseas have the right to attend schools in England. It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school. Parents of overseas nationals entering the UK, who wish to apply for a state-funded school place, should check that they have a right of abode or that the conditions of their immigration status otherwise permit them to access a state-funded school.

2. Children eligible for priority due to their attendance at a named feeder/partner primary school (criterion IV) will only remain eligible for this priority whilst on roll at the primary school. If the child leaves the school, including transferring to high school, this priority within the oversubscription criteria will no longer apply.
3. Where a school cannot accommodate all pupils qualifying under one of the criteria stated above, the next criteria will also be applied to determine priority for admission. For example, if a school cannot accommodate all children resident within the catchment area (criterion iii), the priority will be in the order of:
  - i. Resident in the catchment area (criterion iii) attending a feeder school (iv) and living nearest to the school (v)
  - ii. Resident in the catchment area (criterion iii) not attending a feeder school (iv) and living nearest to the school (v)
4. All applicants within each criterion will be put into a distance order with priority being given to those that live nearest to the school, as stated in criterion v above. Where it is identified that there are a limited number of places available and the Local Authority cannot differentiate between the applications using the distance criterion (criterion v) a random allocation tie-breaker will be applied. This may be required for example, where applicants reside in the same block of flats or are children of a multiple birth living at the same address.
5. For previously looked after (also known as Cared for) children (criterion i) admission authorities may request a copy of the adoption order, residence order or special guardianship order and a written correspondence from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.
6. Children will be considered within criterion (iii) if they and their parents are resident on the date published for the receipt of supporting documentation (see part two below). Supporting information may be requested to verify the place of residence. To ensure a fair process, administrative checks may be undertaken, which will include verifying addresses against Council Tax records.
7. For children of UK service personnel (UK Armed Forces) a Unit postal address or quartering area address will be accepted in advance of a move into the area, subject to official written confirmation of the address and relocation date. Preferences for the catchment area school for the confirmed address will be considered under criterion (iii), unless a higher criterion is applicable.

#### PARENTS WITH SHARED RESPONSIBILITY FOR A CHILD

8. Where parents 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 care is shared jointly and it is not possible to determine which parent is the principle carer and no Child Benefit is claimed, the

LA will consider the primary residence as the address where the child is registered for GP purposes. 22.

#### CHILDREN OF MULTIPLE BIRTHS

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

#### MOVING HOUSE

10. Parents must inform the Local Authority immediately of a change of address, even if details of a future change of residency were included on the application form. The Local Authority will require evidence to show that the place of residency has changed as follows:
  - i. A letter from the solicitor confirming the completion date;
  - ii. A signed rental agreement showing the start of the tenancy (in accordance with the arrangements set out in the Local Authority's Coordination Scheme).
11. The Local Authority may request further information including copies of utility bills. Other information may be required, such as evidence of disposal of previous property. Information will be verified by officers using Council Tax records. Proof that the child now resides at the new property may be required e.g. Child Benefit evidence.
12. For applications made as part of the normal admission round, (e.g. into the reception class in a primary school and into year 7 as a secondary transfer in September for the first time) information and supporting evidence must be received by the dates stated in these arrangements. Satisfactory confirmation of residency at the property will result in the application being processed on the basis of the new address. Proof of residency received after the published dates will not be used to process the application but will be used to send the decision letter/e-mail on the published offer date.

#### WAITING LISTS

13. Waiting lists for the normal admission round (September admissions into the reception class and year 7) and will be held only until the 31 December. They will be held in criteria order and not on a 'first come, first served' basis. Placing a child's name on a waiting list does not affect the statutory right of appeal. Waiting lists for oversubscribed schools will consist of those children whose parents have specifically requested in writing (including e-mail) that they be placed on the waiting list, along with new applicants and those for whom an appeal application has been received. Vacancies will be re-allocated to children held on the school's waiting list in line with the dates published in part two of these arrangements.

#### LATE APPLICATIONS – NORMAL ADMISSION ROUND ONLY

14. Late applications will be considered after all on-time applications unless the Local Authority considers that there are good reasons for the application being late, which must be stated at the time of application, such as exceptional medical reasons preventing an earlier application,

or a late house move into the area. Supporting documentation must be provided. Where supporting documentation has been received by the dates specified in these arrangements and the Local Authority has accepted reasons stated for the late application, the application will be considered as if it had been received on-time. Late applications and supporting documentation received after the dates specified are likely to be considered after all on-time applications. Late applications may be disadvantaged.

#### ACCEPTING AND DECLINING PLACES

15. All parents 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. If the Local Authority does not receive a response by the date specified in that first correspondence, a reminder letter or email will be sent with a second opportunity to respond, giving a deadline of a further 5 days. This will include notification that if no response is received to that reminder, the school place will be withdrawn.

#### RIGHT OF APPEAL

16. Parents 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, by the dates specified these arrangements. For appeals against decisions on preferences for community and voluntary controlled schools, forms are available on the Local Authority's website. Hard copies can be requested. Outside the normal admissions process, completed forms should be returned to the Local Authority within 20 school days from the date of notification that the application for admission was unsuccessful.

#### REPEAT APPLICATIONS

17. Repeat applications will not usually be considered within the same school year, unless the circumstances for the parent or school have changed significantly since the original application was made. Full details must be provided to the Local Authority for consideration.