



## **LOCAL AUTHORITY ADMISSION ARRANGEMENTS 2018-19 COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS.**

These admission arrangements apply to applications for all Cheshire East **community and voluntary controlled schools** in the school year 2018-19 and for subsequent years, subject to any review. In its role as the admission authority for these schools, Cheshire East Council (the Local Authority) will be responsible for determining who can be allocated a place in accordance with these arrangements.

Applications for school places received for the normal admission round (i.e. into reception at 4+ and secondary transfer at 11+) and 'in year' (i.e. into any year group outside the normal admission round) shall be considered in accordance with the arrangements set out below and in accordance with the provisions set out in the Local Authority's agreed scheme, full details of which are published on the Local Authority's website at [www.cheshireeast.gov.uk](http://www.cheshireeast.gov.uk) .

### **PUBLISHED ADMISSION NUMBERS (PANs)**

The Local Authority has agreed admission numbers (PANs) for its community and voluntary controlled schools, which is the number of children that will normally be admitted into the *relevant age group* (e.g. into the reception year in a primary school and into year 7 as a secondary transfer in September for the first time). The admission number is set based on the number of pupils the school can accommodate and therefore normally, PANs will continue to be applied i.e. to all subsequent year groups in addition to the relevant age group. Admission numbers for schools in Cheshire East are published on the Local Authority's website at the start of the application process on 1 September. Hard copies can be requested.

The Local Authority, in its role as the admission authority for community and voluntary controlled schools, may agree (through consultation with the governing body) admission over PAN where to do so would not result in prejudice to the provision of efficient education or efficient use of resources at the 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 (those 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.

The published admission number will continue to be applied as the relevant age group progresses through school, unless the circumstances for the school have changed since the PAN was agreed.

Admission numbers to be published for 2018 and subsequent years, subject to any review, are set out in **Appendix 1**.

## **STATEMENT of SPECIAL EDUCATIONAL NEEDS/ EDUCATION, HEALTH and CARE PLANS.**

All children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school must be admitted.

A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 that specifies the special educational provision required for that child.

An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

## **OVERSUBSCRIPTION CRITERIA**

Where more applications are received than there are places available, after Children with Statements of Special Educational Needs, 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).
- (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, 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 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.

**Notes:**

Applications from families **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. This is in accordance with the School Admissions Code, paragraph 2.19.

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.

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:

- Resident in the catchment area (criterion iii) attending a feeder school (iv) and living nearest to the school (v)
- Resident in the catchment area (criterion iii) not attending a feeder school (iv) and living nearest to the school (v)

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.

In the case of previously looked after 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.

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.

For children of UK service personnel (UK Armed Forces) a Unit postal address or quartering area address will be accepted in advance of removal 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**

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.

## **CHILDREN OF MULTIPLE BIRTHS**

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

## **MOVING HOUSE**

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 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 including copies of utility bills. Other information may be required, such as evidence of disposal of previous property. In all cases, information will be verified by officers using Council Tax records.

In respect of applications made as part of the normal admission round, (e.g. into the reception class in a primary school and into year 7 as a secondary transfer in September for the first time) information and supporting evidence must be received by the dates stated in part two of these arrangements. Satisfactory confirmation of residency at the property (as aforementioned) 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**

Waiting lists will only be held for the normal admission round (September admissions into the reception class and year 7) and only until the end of the autumn term. 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 remain 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**

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, 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 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 will be considered after all on-time applications and in accordance with the Local Authority's Coordinated Admissions Scheme. This will apply even where the Local Authority accepts that there are good reasons for the late application and as such these applications may be disadvantaged.

### **ACCEPTING AND DECLINING PLACES**

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.

### **RIGHT OF APPEAL**

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. 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**

Repeat applications will not 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.

**PART TWO - TIMETABLE FOR APPLYING FOR PLACES**

<b>Process</b>	<b>Secondary Transfers</b>	<b>Primary Admissions</b>
Application process starts	1 September 2017	1 September 2017
<b>Closing date for applications</b>	<b>31 October 2017*</b>	<b>15 January 2018*</b>
Preferences forwarded to other LAs	16 November 2017	6 February 2018
Preferences forwarded to Academies, Free, VA and Foundation Schools	23 November 2017	13 February 2018
<b>Deadline for receipt of supporting documentation</b>	<b>7 December 2017</b>	<b>20 February 2018</b>
Academies and Free Schools, VA and Foundation Schools to respond	14 December 2017	3 March 2018
Representations from schools re admission over PAN	14 December 2017	3 March 2018
Provisional allocations of places at Cheshire East schools sent to other LAs for their residents	Around 19 January 2018	Around 17 March 2018
Responses to other LAs on potential offers of places in their schools for Cheshire East residents (so far as possible)	26 January 2018	24 March 2018
Allocations to be finalised	9 February 2018	31 March 2018
<b>Offers released</b>	<b>1 March 2018**</b>	<b>16 April 2018**</b>
<b>Deadline for accepting or declining places</b>	<b>15 March 2018</b>	<b>30 April 2018</b>
<b>Waiting lists prepared, late applications processed and vacancies allocated.</b> Waiting lists will be held in criteria order. Parents offered places on this basis will be required to accept or decline the place offered within 10 schools days.	<b>After 15 March 2018</b>	<b>After 30 April 2018</b>
<b>Appeals Application Deadlines</b>	<b>30 March 2018</b>	<b>16 May 2018</b>
Appeal Hearings	By 16 June 2018	By 21 July 2018
Appeal Hearings – late Applications	Within 40 days of deadline where possible, or 30 school days of appeal being lodged	
Appeal Applications – ‘In Year’ Admissions	Within 20 school days from the date of notification that the application for admission was unsuccessful.	
Appeal Hearings – ‘In Year’ Applications	Within 30 school days of appeal being lodged	Within 30 school days of appeal being lodged
Please note: Deadline for Admission Authorities to publish Appeal Timetables on their website	28 February of relevant year	

\* National closing date for applications

\*\* In accordance with the School Admissions Code 2014, offers must be made on the National Offer Days, which are different for primary and secondary admissions (1 March for Secondary or 16 April for Primary) or the next working day.

## PART THREE - SIXTH FORM ADMISSION ARRANGEMENTS

The following admission arrangements apply to entry to the sixth form of Wilmslow High School and Poynton High School and Performing Arts College.

Pupils already on roll in the school's own year 11 are not admitted to a school's sixth form because they are already on the school roll. They move up to the 6th form from year 11. They can therefore only be refused progression to the sixth form if they fail to meet the academic criteria for progression/entry. Admissions law requires that the same academic criteria must be applied to all pupils, whether they are internal pupils seeking progression/entry or external applicants seeking admission. Schools have the choice of admitting pupils into year 12 or operating a sixth form primarily for pupils already on roll in the school. Wilmslow High School and Poynton High School and Performing Arts College have opted to admit pupils to their sixth forms from other schools.

Applications for admission to the Sixth Form of a Cheshire East school are dealt with by the school in accordance with the published admissions arrangements and not by Cheshire East Council. The schools will not interview pupils or their families for entry to year 12, although meetings may be held to provide advice on options and entry requirements for particular courses.

In the event that a course cannot be run due to low student take-up, the school may withdraw the course. This will not influence a decision to agree admission to the sixth form. In such cases, alternative courses will be offered.

### PUBLISHED ADMISSION NUMBERS – EXTERNAL CANDIDATES ONLY

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

School	September 2018
Poynton High School And Performing Arts College	50
Wilmslow High School	50

Additional places may also be offered to external candidates if the number of children transferring from the school's own year 11 is lower than planned.

### OVERSUBSCRIPTION CRITERIA

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

- i) **Eligible '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).
- ii) **Eligible pupils resident within the designated catchment area of the school.** Pupils will be classed within this criterion if they and their parents are resident within the area served by the school. (Refer to previous notes regarding Children of UK Service personnel).
- iii) **Eligible 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.

## NOTES

**An ‘eligible’ pupil is a pupil who has met the academic entry requirements.**

All children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school must be admitted. A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 that specifies the special educational provision required for that child. An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

Applications from families **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. This is in accordance with the School Admissions Code, paragraph 2.19.

Distance criterion will be applied as a tie breaker if the number of pupils applying under criterion (ii) exceeds the number of available places. To differentiate between two equal distance measurements, a random allocation tie-breaker will be applied. This will be administered under independent supervision, in accordance with the requirements of the schools Admissions Code at paragraph 1.35.

In the case of previously looked after children (criterion i) a copy of the adoption order, child arrangement order or special guardianship order may be requested and a written correspondence from the local authority that last looked after the child confirming that the pupil was looked after immediately prior to that order being made.

For children of UK service personnel (UK Armed Forces) a Unit postal address or quartering area address will be accepted in advance of removal 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 ii, unless a higher criterion is applicable.

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

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 in order that a decision can be taken on which address will be used for the purpose of admission. A panel 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 primary residence will be taken to be the address where the child is registered for GP purposes.

## **SIXTH FORM ADMISSION APPEALS**

Any applicant refused a place in Year 12 is entitled to make an appeal to an independent appeal panel, whether the child is already attending the school or is an external candidate.

Parents or children\* refused admission to a sixth form in a Cheshire East community or voluntary controlled school will be advised to contact the Local Authority for an appeal application form and details on the appeals process.

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

- a) for children to express a preference as to the school at which they wish to receive sixth-form education (i.e. secondary education suitable to the requirements of pupils who are over compulsory school age); and
- b) for children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school, to express a preference as to the school at which they wish to receive education other than school sixth-form education.

Regulations give a corresponding right of appeal to a child who expresses a preference for a school place. This right is in addition to the rights of parents to express a preference as to the school at which they wish their child to receive education.

## **ACADEMIC ENTRY CRITERIA**

### **Poynton High School and Performing Arts College**

Entry to the Sixth Form requires students to have gained good qualifications in a range of subjects. **A minimum of five subjects at GCSE<sup>1</sup> at grade A\* - C are required.** These must include at least four full course GCSEs. This ensures that students have a successful

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<sup>1</sup> Applicants can request consideration of equivalent qualifications, for example IGCSE.

background in a range of academic subjects. Where students have followed a GCSE equivalent course which leads to more than two passes in one subject, passes in four additional full course GCSE subjects are required.

**A final decision on admission to the Sixth Form cannot take place until the student's results are known.** Sixth Form offers will therefore be conditional upon gaining the minimum academic entry criteria, as stated above. This will be made explicit at the time of offer.

Most students follow a four subject programme of courses in Year 12. Individual subjects require a specific level of attainment. This applies to all eligible students, whether transferring to the sixth form from year 11 or as an admission from another school. Eligible students are therefore advised that even if they are offered a place in the sixth form having achieved the academic entry criteria, they will only be able to study their preferred subjects if they meet the specific level of attainment required for that course. Courses are reviewed annually to take into account any changes in education legislation, availability of courses and required attainment levels and therefore, students and parents are advised to consider the information published by the school at the start of the application process.

Any eligible student that enters the sixth form who fails to meet the specified grade in their chosen subjects will, where practicable, be offered an alternative course or offered a referral to an alternative post 16 education provider that may be able to offer their preferred course of study.

### **Wilmslow High School**

Wilmslow High School offers a range of level 3 courses ('A' level or BTEC – which includes BTEC Level 3 Extended Diploma in Sport, Performance and Excellence). In order to ensure that students enrol on courses that they will be able to complete and in which they will gain success, academic entry criteria has been set for all students. This includes those seeking to transfer to the sixth form from year 11 and students new to the school.

Entry to the Sixth Form requires students to have gained good qualifications in a range of subjects. **A minimum of five subjects at GCSE<sup>2</sup> at grade A\* - C are required.** These must include at least four full course GCSEs. This ensures that students have a successful background in a range of academic subjects. Where students have followed a GCSE equivalent course which leads to more than two passes in one subject, passes in four additional full course GCSE subjects are required.

**A final decision on admission to the Sixth Form cannot take place until the student's results are known.** Sixth Form offers will therefore be conditional upon gaining the minimum academic entry criteria, as stated above. This will be made explicit at the time of offer.

Individual subjects require a specific level of attainment. This applies to all eligible students, whether transferring to the sixth form from year 11 or as an admission from another school.

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<sup>2</sup> Applicants can request consideration of equivalent qualifications, for example IGCSE.

Eligible students are therefore advised that even if they are offered a place in the sixth form having achieved the academic entry criteria, they will only be able to study their preferred subjects if they meet the specific level of attainment required for that course. Courses are reviewed annually to take into account any changes in education legislation, availability of courses and required attainment levels and therefore, students and/or parents are advised to consider the information published by the school at the start of the application process.

Any eligible student that enters the sixth form who fails to meet the specified grade in their chosen subjects will, where practicable, be offered an alternative course or offered a referral to an alternative post 16 education provider that may be able to offer their preferred course of study.