



**Alsager Highfields**  
Community Primary School

Mighty oaks from small acorns grow

# **Admissions Policy**

## **2021/22 (Varied)**

## 1 Introduction

- 1.1 The Board of Governors at Alsager Highfields Community Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2002 and these have been now been superseded by the School Admissions Code 2014 and School Admissions Appeals Code 2012

Alsager Highfields Community Primary School is part of the Alsager Multi Academy Trust and is its own Admissions Authority, but continues to follow the Admissions guidelines set down by Cheshire East Council.

## 2 Aims and Objectives

- 2.1 Alsager Highfields Community Primary School seeks to be an inclusive school, welcoming children from all backgrounds and abilities.
- 2.2 All applications will be treated on merit, and in a sensitive manner.
- 2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents and carers to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.
- 2.4 A child's level of ability is irrelevant to this school's admissions policy, however Government guidelines require children with a Educational Health Care Plan, Previously Cared for and Cared for Children to have priority status.

*All schools **must** have oversubscription criteria for each 'relevant age group' and the highest priority **must** be given, unless otherwise provided in this Code, to looked after children and all previously look after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Further details can be found at <https://www.gov.uk/government/publications/school-admissions-code--2>*

## 3 How parents and carers can apply for their child to be admitted to school

- 3.1 Our school is a Academy school and it determines the admission arrangements in agreement with the local authority (LA). The Admissions Authority for our school is the Governing Body which publishes its admissions policy every year.
- 3.2 The LA's annual admissions prospectus informs parents and carers how to apply for a place at the school of their choice. Parents and carers have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Applications should be made via the internet or on a form that can be obtained from the Local Authority Education Department, and should be returned by the date stipulated on that form. The LA will notify parents and carers of the decision on the published offer date, as shown on their website.

- 3.3 Children in the Cheshire East Authority enter school at the start of the academic year in which they become five. There is one admission date per year, early in September (i.e. when the autumn term begins). Therefore, parents and carers who would like their child to be admitted to this school during the year their child is five should ensure that they return the necessary application form by the closing date, as published on the local authority's website.

## **Admission appeals**

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- 4.1 If we do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase above a level that is either not productive or safe.

- 4.2 If parents and carers wish to appeal against a decision to refuse entry, they can do so by applying to the Governing Body within 20 days of the decision not to offer a school place. An independent panel considers such appeals, and its decision is binding for all parties concerned. If the appeal panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. (Further details of appeal arrangements are set out in the revised Code of Practice on School Admissions Appeals, which came into force in February 2012).

- 4.3 In the event that the number of applicants exceeds the number of places available, the governors will apply the following oversubscription criteria:

*A child with an Educational Health Care Plan (previously an SEN statement) is given overall priority.*

### **i) 'Cared for Children' and previously '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).

Children previously 'cared for' are children who were 'cared for' but immediately after being 'cared for' became subject to an adoption, child arrangement, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2000. A 'child arrangements order' is 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. 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) 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 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.

### 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 5*) 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 NLPG 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.

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:

- i) Siblings (criterion iii) who live within the school's designated catchment area (criterion iv)
- ii) Siblings (criterion iii) who do not live within the school's designated catchment area (criterion 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 Governing Body 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.

### **Multiple births and Notes to the admission criteria**

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.

## **5 Published Admission Number - Pan**

- 5.1 The 'standard number' is the number of children the LA considers the school can accommodate. **The standard number for our school is 45.** We keep this number under review, and the governors will apply to change the number if circumstances change.

## **6 Sizes of classes for infants**

- 6.1 We teach infant children (aged four to seven) in classes that have a maximum number of 30 children.

## **7 Monitoring and review**

- 7.1 This policy will be monitored by the governing body, who will always take due note of the

guidance provided by the local Admissions Forum.

- 7.2 The policy will be reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area.

This Admissions Policy in respect of Alsager Highfields Primary School has been discussed and adopted by the Governing Body

**This Policy was varied in August 2021 to comply with the change to the School Admissions Code from September 2021**

Chair of Governors: Mr Alan Stancliffe

Head Teacher: Mrs Rachel Woollam