

**Smallwood Church of England Primary Academy**  
**Admissions Policy 2024/25**



<b>Approved by:</b>	Trustees	<b>Date:</b> Spring 2023
<b>Last reviewed on:</b>	Spring 2023	
<b>Next review due by:</b>	Spring 2024	

Smallwood Church of England Primary Academy, can now determine our own admissions. We are adopting the following arrangements with respect to the admission of children to the School for the academic year 2024-25.

This aligns our admissions with other members of Congleton Education and Community Partnership (CECP) which our school is part of, particularly Congleton High School who are also our main transition secondary school.

Starting in to Reception class at age 4 is still the responsibility of the local authority.

Starting in any other cohort yr1 to yr6, if there is a vacant place, is treated as an in-year admission and applications are made via Cheshire East Admission. The academy has the right to offer or reject the application. The Trustees and Directors are committed to ensuring that admissions to the School reflect the wide diversity of the community that the School exists to serve.

## **Procedure for admission into our Reception class.**

The planned admission number (PAN) for the year commencing 2024 is currently 25.

Detailed information and guidance will be published in the Cheshire East booklet. Applications should be submitted on the Common Application form to the Local Authority responsible for the parental address.

## **Attendance at Coppice Pre-school.**

Attendance at the private pre-school run from our site does not guarantee admission to the School; parents of children who are admitted for pre-school education will still need to apply for a place at the School and all applications will be considered in accordance with the relevant published admission arrangements. Students will be admitted without reference to ability or aptitude.

## **Over-subscription Criteria**

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below:

1. Cared for child and previously cared for children as defined in Section 22 of the Children Act 1989.
2. Children whose brother or sister attends the School and who is expected to continue at the School in the following school year. This also includes half-brothers/ sisters and unrelated children living together as part of one household.
3. 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.
4. 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 point of residence's coordinate point.
5. The Directors reserve the right to admit children with proven and exceptional medical and social needs where admission to the School might best help satisfy those exceptional needs, providing that such application is submitted with appropriate evidence or reports from a doctor or social worker. (*see note below*)
6. All other children

**Notes:** *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.***

If Smallwood CE Primary Academy is named in a child’s personalised Educational Health Care Plan (EHCP) the Directors have a duty to admit the child to the School.

Where capacity is exceeded in any of the above admission criteria a place will be allocated to the child living nearest to the School measured using an ‘address-point system’. (i.e. the Local Authority distance measuring system which measures straight line distance in miles from the child’s permanent place of residence to the School address point.

Proof of address and residency may be required and the Directors retain the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.

When a child lives at more than one address e.g. spends part of each week at different addresses, full details of the arrangements must be included on the application form (or by means of an accompanying note) to enable the Directors to decide which address (or, exceptionally, addresses) to use for admission purposes.

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 Smallwood CE Primary Academy is the most suitable School and the difficulties that would be caused if the child had to attend another school. The, 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.

Late applications for places will be considered after all applications received on time.

## **Key dates in the school admissions process to Reception 2024/25.**

Please refer to <https://www.cheshireeast.gov.uk/schools/admissions/admissions.aspx>

Any applications received after the closing date cannot be considered as on time except if there are exceptional circumstances.

## **Delaying Admission to the Reception Class**

When considering admission into the reception class for the first time in September following your child’s fourth birthday i.e. into the chronological peer group, you may feel that your child is not ready to start school. In such cases you can still apply for admission to that chronological peer group but request that your child attends part-time until they reach compulsory school age, or that the date your child is admitted to school is deferred until later in the same academic year and until your child reaches statutory school age, which is the term after your child’s fifth birthday. If you are a parent of a summer born child, your son or daughter will not reach statutory school age for almost a full school year after the point at which they could first be admitted to school. If you are considering delaying admission until the following academic year rather than applying for admission to your child’s chronological peer group, you will need to discuss this with the school prior to applying. Your views will be fully considered and you will receive advice from the school to help you decide on the best course of action before a decision is taken by the relevant admission authority. You will also need to discuss your intentions with your home local authority in order that arrangements can be made to include your child in the relevant school admission application round, if this is agreed. This is to ensure that you do not miss out on important information about applying for school places. For non-statutory guidance published by the Department for Education (DfE) about summer born children, please visit the DfE website at [www.education.gov.uk](http://www.education.gov.uk).

If the school as admission authority agrees to your request to delay admission until the following year, **this does not guarantee a place in the reception class at that school.**

The decision on the application for reception, which will need to be made through the normal admission round, will be based on the published admission arrangements as for all applications. Therefore you need to be made aware that an application for an oversubscribed school **could be unsuccessful**, even though the application for delayed entry is supported by the admission authority.

### **In Year Admissions (Transfer between schools)**

Trustees are prepared to consider requests for transfers between schools other than at normal admission times and parents seeking transfer should approach the school to find out if there are any places in the appropriate school year. Where appropriate, parents are however advised, as a first step, to discuss their child's progress and problems with the Headteacher of child's present school.

In year applications need to be made through the local authority  
<https://www.cheshireeast.gov.uk/schools/admissions/admissions.aspx>

### **Appeals**

Parents/ Guardians/ Carers whose children are not offered a place have the right to appeal to an Independent Appeal Panel. Parents wishing to appeal should contact the Academy in the first instance, within 20 days of the date of the letter confirming the Directors' decision not to offer a place. They will then be put into contact with the Independent Clerk to the Appeal Panel, who will liaise directly with them. Should an appeal be unsuccessful, the Governing Body will not consider further appeals within the same academic year unless there have been significant or material changes in the child's circumstances.

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

Children whose applications are unsuccessful will be placed on a 'reserve list' for one term after the start of the academic year in case any further places become available.

In Year applications – Following changes in admissions legislation, applications for school places received after the first day of the school year into the relevant age group (which includes the reception class at age 4+ and secondary transfer at 11+) or into any other year group must be made on the common application form provided by the authority where you live, i.e. your 'home' local authority.

The Board of Directors Body expects that all students selecting Smallwood Church of England Primary Academy would contribute to achieving the aims set out in its Mission Statement.