

Acton CE Primary Academy



To develop the learners of tomorrow and equip them with the skills to flourish and succeed for nothing is impossible with God-Luke 1:37

Admissions Policy 2022-23

This policy was approved by Trustees on October 21

Megan Nurse Chair of Governors

Adopted on October 21

This policy will be reviewed annually on or before October 22

Admissions Policy for Academic Year 2022-23

Statement of Principle

The Governing Body is the admissions authority for Acton CE Primary Academy

This admissions policy has been designed to comply with the Schools Admissions Code 2014 and all relevant legislation, including that on infant class sizes and equal opportunities.

Applications for admission

Applications for admission to either school should be made on-line on the Cheshire East Council Website. Applications are for all children who are eligible to commence school in September 2022 following their fourth birthday. The Local Authority will send out an email or letter (dependent on how the application for a place was made) informing parents as to whether they have been allocated a place or not. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

The number of places available for admission to the Reception class in the year 2022-23 for Acton CE will be a maximum of 28.

The Governing Body will not place any restrictions on admissions to the reception classes unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than thirty children.

The Governing Body operates a system of equal preferences under which all applications are considered and the Local Authority allocates places according to its policy.

In the event that there are more applicants than places, the Governing Body will allocate places using the following criteria, which are listed in order of priority (and see *Notes):

1. Children in Care or children previously in care, be it in the United Kingdom or any other country
2. Siblings – Multiple births prioritised first, then pupils with brothers or sisters, step-brothers or step-sisters, foster brother or sisters, half-brother 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 6) and expected to continue at the school in the following school year (i.e. at the time of admission).
3. Children who are currently attending Little Acorns Nursery based at Calveley Primary Academy
4. Children whose parents work in the Real Life Learning Academy Trust
5. Children resident within the designated catchment area of the school – children will be classed within this criterion if they and their parents/carers are resident within the area served by the school.
6. 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.

*Notes

- a) Professional supporting evidence from eg: a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why this school is the most suitable school and the difficulties which would be caused if the child had to attend another school.
- b) Siblings include step, half, foster, adopted brothers and sisters living at the same address and full brother and sister living apart.
- c) All children with 5th birthdays between 1 September 2017 and 31 August 2018 are admitted in September 2022. For children with a birthday after Christmas or after Easter parents may defer entry until later in the year and the Executive Headteacher should be consulted if this option is being considered.
- d) In the event that a tie-break is needed, a random paper draw will be undertaken by an independent body.
- e) Utility bills of various sorts may be used as proof of residence.

Late applications for admission

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the Governing Body have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others and placed on the waiting list in order according to the criteria.

Waiting list

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus, it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

This waiting list will operate until at least the end of the Autumn Term.

Address of pupil

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the normal address current-at-the-time-of-application, of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. utility bills of various sorts

showing the child's address as the one claimed. Where there is dispute about the correct address to use, the Directors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area, proof of the posting is all that is required.

Non-routine admissions

"In-Year" Admissions will be handled by the Academies. No child will be admitted over the PAN of 28 in Acton, unless there are exceptional circumstances. These will be reviewed on a case by case basis and all decisions documented.

Appeals

In the event of an unsuccessful application, parents have the right to appeal to an independent appeals panel against non-admission. Appeal forms can be requested and appeals can be lodged up to 20 school days from the date of the offer letter. Where an in-year application and subsequent appeal are unsuccessful the Admissions Authority will not consider a repeat application within the same academic year unless there has been a relevant and significant change of circumstances relating to the application, or a place has become available in school. An admissions panel including two Governors, not employed by the school, will apply the oversubscription criteria.

Fair Access Protocol: The school participates in Cheshire East Local Authority Fair Access protocol.

Further information can be found in the 'Applying for school places' document produced by Cheshire East.

This policy is reviewed annually.