

**Leftwich Community Primary School**  
**Admission Policy**  
**January 2024**



**1. Compliance**

- 1.1 This Admissions Policy and Arrangements has been drafted with regard to the following provisions codes and guidance:
- 1.1.1 School Standards and Framework Act 1998.
- 1.1.2 Children and Families Act 2014.
- 1.1.3 Equality Act 2010.
- 1.1.4 Human Rights Act 1998.
- 1.1.5 The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.
- 1.1.6 School Admissions (Appeal Arrangements) (England) Regulations 2012.
- 1.1.7 The School Admissions (Infant Class Sizes) (England) Regulations 2012.
- 1.1.8 School Admissions Code, September 2021.
- 1.1.9 School Admissions Appeals Code, October 2022.
- 1.1.10 Special Educational Needs and Disability Code, January 2015.

**2. About this Policy**

- 2.1 Leftwich Community Primary School is part of Weaver Trust Limited (“Weaver Trust”), a multi academy trust which has schools located in the local authorities of Cheshire West and Chester and Halton.
- 2.2 This policy sets out how admissions will be dealt with by Weaver Trust, and Weaver Trust’s determined admissions arrangements (“Admission Arrangements”).
- 2.3 The Weaver Trust is the admission authority (“Admission Authority”) for the academies within the multi academy trust.
- 2.4 Weaver Trust’s Admission Arrangements will be determined annually by the Admission Authority.
- 2.5 Any proposed changes to Weaver Trust’s Admission Arrangements will follow the statutory consultation procedure outlined within the School Admissions Code (as amended from time to time).

**3. Admission Arrangements**

- 3.1 The Admission Authority will determine the Admission Arrangements annually to include the PAN and oversubscription criteria. The year that the Admission Authority makes its determination is known as the determination year (“Determination Year”).
- 3.2 The Admission Arrangements must be determined by the Admission Authority by 28 February in each Determination Year.
- 3.3 In the event that the Admissions Authority has determined a change is to be made, or it has been 7 years since the Admissions Authority last consulted on its unchanged arrangements, a statutory consultation will be carried out in line with the School Admissions Code (as updated from time to time).

- 3.4 The Admissions Authority will provide details of the Admission Arrangements to the appropriate bodies (as specified within the School Admissions Code), along with the governing bodies of community and voluntary controlled schools in the local area. Reasonable endeavours will be made to ensure the consultation reaches relevant stakeholders so they can express their view.
- 3.5 Weaver Trust will participate in Cheshire West and Chester's and Halton's co-ordinated admission arrangements.
- 3.6 Both Cheshire West and Chester and Halton will publish Weaver Trust's determined Admissions Arrangements on its website and within its composite prospectus (which will be available online or in hard copy) by 15 March in each Determination Year.
- 3.7 Weaver Trust will also publish the determined Admissions Arrangements on its website by 15 March in each Determination Year.
- 3.8 If there are any objections to Weaver Trust's Admission Arrangements, these must be made to the Schools Adjudicator. The objections must reach the School Adjudicator by 15 May of the Determination Year. If the objections do not reach the Schools Adjudicator by the specified date, there will be no obligation to consider them.
- 3.9 All applicants are required to complete their home local authority's Common Application form by 15 January in the Determination Year. The Common Application form is available to download/complete online via the child's home Local Authority's website. Parents must state a preference for the school in the CAF. Parents will be advised of the outcome of their application on National Offer Day which for primary schools is 16 April (or the next working day where this falls on a weekend or bank holiday).

#### **4. Admission Number**

- 4.1 The Published Admission Number (PAN) for entry into Reception is 30 pupils at Leftwich Community Primary School
- 4.2 This includes children with a Statement of Special Educational (SEN) Needs or Education, Health and Care Plan (EHCP) which names the school.
- 4.3 Where fewer applicants than the PAN for the relevant year are received, all those who have applied will be offered places at the school

#### **5. Infant Class Size**

- 5.1 Weaver Trust will comply with the infant class size regulations and will ensure that the classes in reception and years 1 and 2 shall not exceed more than 30 pupils per single qualified teacher. A pupil will not count towards this number when:
- 5.1.1 they have been outside the normal admissions round with Education, Health and Care Plan naming the school;
- 5.1.2 they have been admitted outside the normal admission round and are a looked after child or a previously looked after child;
- 5.1.3 there has been a procedural error by CWAC or Halton when making the initial allocation of places in the main admission round;
- 5.1.4 an independent appeal panel upholds an appeal;

- 5.1.5 the child has moved to the area outside the normal admission round and there is no other available school within a reasonable distance;
- 5.1.6 they are the child of UK service personnel and admitted outside the normal admissions round;
- 5.1.7 their twin or sibling from a multiple birth has been admitted to the school; or
- 5.1.8 the child has special educational needs and is normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes at the school.

## **6. Oversubscription Criteria**

- 6.1 When a Weaver Trust school is oversubscribed, after the admission of pupils with Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below;
  - 6.1.1 looked after children;
  - 6.1.2 previously looked after children;
  - 6.1.3 children who appear (to the Admission Authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 6.2 After any children have been admitted in accordance with paragraph 6.1, the Admissions Authority will apply the following oversubscription criteria;
  - 6.2.1 A sibling who is a pupil at the school<sup>1</sup>;
  - 6.2.2 Children of staff at the school where the member of staff has been employed at the school for two or more years/the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage<sup>2</sup>;
  - 6.2.3 Distance from Home to School<sup>3</sup>;

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1. For the purposes of the Admissions Arrangements, sibling here shall mean; a full sibling (sharing both parents), a half sibling (sharing one parent), a step sibling (one child's parent married to the other child's parent), foster siblings, (long term foster sibling, i.e. not a temporary placement) adopted siblings, or children who live permanently at the same address (a child of their parent's cohabiting partner). In all cases, the sibling must live at the child's home address as part of the same core family unit. For the avoidance of doubt, a child of a friend or extended family member (e.g. cousin) will not be a 'sibling' for this purpose, even if they live at the same address as the applicant child. In this policy and in education law, the definition of a 'parent' includes a natural, or adoptive parent of a child (regardless of whether the child lives with them, has contact with them, or they have parental responsibility for the child). It also includes a person who is not a natural or adoptive parent of the child, but who has care of and/or parental responsibility for the child.

2. Where there are more applications than places remaining, the order in which remaining places will be allocated will be determined by the distance between the child's home address (as defined in section 7 of this policy) and the School, with those living nearest receiving highest priority. Distance will be measured using the National Land and Property Gazetteer (NLPG) which measures in a straight line from the School's coordinate point to the coordinate point for the child's home address in miles. Parents should note that, while distance measuring software available online may give them a rough idea as to the distance involved, it will not be as accurate as the dedicated software used by Cheshire West and Chester Council. Where the child lives in a multi-dwelling building (for example, an apartment block), distance will be measured from same point in the building so that the distance will be the same for all children living there. Where two or more children live an

## **7. Child's Home Address**

- 7.1 The child's home address is the residential (not business) address of their parent (as defined in this policy) at which they live and sleep for more than 50% of their time from Sunday to Thursday night during term time. It will usually be the address at which they are registered with their GP, hospital, dentist and/or optician, and/or where Child Benefit/Child Tax Credit (if eligible) is claimed, at the time of application.
- 7.2 Where any uncertainty arises in respect of the child's home address, the Admission Authority reserves the right to seek documentary evidence to determine which address meets the definition stated above. For the avoidance of doubt, it is the address which meets this definition that will be used to process the application, which may not be the address given by the parent.
- 7.3 Where the child/child's family is/are not living in the area of the School at the time the application is submitted, the application will be accepted and processed using the child's new address where it is supported by supporting evidence (for example, a signed tenancy agreement, formal mortgage offer, HMLR title deed/document, NHS/GP registration card/letter, etc.).
- 7.4 Applications for the admission of children of UK Armed Forces personnel with a confirmed posting to the area, or Crown servants returning from overseas to live in the area, will be accepted and processed where it is supported by an official letter giving a relocation date and a Unit postal address or quartering area address for use in applying the oversubscription criteria.

## **8. Tie-Breaker**

- 8.1 If the number of applicants within any of the above oversubscription criteria exceeds the number of places available at the school and a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Random allocation undertaken by Cheshire West and Chester Council will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases. Where random allocation is used to determine admission in these circumstances, it will be supervised by someone independent of the school." Distance from home to the school will be measured using the National Land and Property Gazetteer (NLPG) which measures in a straight line from the School's coordinate point to the coordinate point for the child's home address in miles. Parents should note that, while distance measuring software available online may give them a rough idea as to the distance involved, it will not be as accurate as the dedicated software used by Cheshire West and Chester Council. Where the child lives in a multi-dwelling building (for example, an apartment block), distance will be measured from same point in the building so that the distance will be the same for all children living there. Where a child lives at two addresses with parents with shared parental responsibility the distance shall be calculated using the 'Home Address' definition as set out in section 7 of this policy.

## **9. Multiple Births**

- 9.1 If children of multiple births (twins or triplets) require admission into the same year group and there is only a single place left within the school's Published Admission Number, the Weaver Trust will allocate above the Published Admission Number (PAN) in order to accommodate each child.

## **10. Late Applications and In-Year Admissions**

- 10.1 All applications received by Weaver Trust after the deadline for submitting an application will be considered as a late application.
- 10.2 Late applications will be considered after those received on-time and in accordance with Weaver Trust's oversubscription criteria. If, following consideration of all on-time applications the school is oversubscribed, parent(s) / carer(s) who have submitted a late application may request that their child is placed on the school's waiting list.
- 10.3 An application will be considered late if it is submitted after 15 January but before the first day of the Autumn Term.
- 10.4 Applications received after the start of the Autumn Term in any school year will be treated as an in-year application and not a late application. In these circumstances, parent(s) / carer(s) must complete the in-year application form which will be considered by the Admissions Authority.
- 10.5 Applications for in-year admission must be made directly to the school, not the Local Authority, by completing an In-Year Admission Application Form and submitting it to the school marked for the attention of the Attendance Lead. This form is available to download on the Trust's website or in hard copy from one of the school's main offices.
- 10.6 Parents should carefully consider the oversubscription criteria stated above to determine whether other documentation must be submitted in support of the application. This documentation must be submitted at the same time as the application, or the child will be placed in the next oversubscription category that applies.
- 10.7 All those applying for admission outside the normal admission round, including late applications, will be admitted where there are places available up to the year group's admissions number. If there are more applicants than available places, applicants will be placed on the waiting list and ranked according to the oversubscription criteria.

## **11. Deferred Entry for Infants**

- 11.1 Parent(s) / carer(s) offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the first school day of the summer term for the academic year which the offer was made.
- 11.2 Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

## **12. Waiting List**

- 12.1 Weaver Trust will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of December. This will be maintained by Weaver Trust and it will be open to any parent(s)/ carer(s) to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

12.2 Children’s position on the waiting list will be determined solely in accordance with Weaver Trust’s oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria, subject to looked after children, previously looked after children and those allocated a place at the school in accordance with the Fair Access Protocol who will take precedence over those children on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

**13. Fair Access Protocol**

13.1 The Admissions Authority may admit a child where it is requested by the Local Authority under the Fair Access Protocol, even where that would exceed the normal admission number. Each case in which the school is allocated a child will be dealt with on its own individual circumstances, the matters relevant to the applicable year group and the process set out under the fair access protocol as in force at the time.

**14. Summer Born Children**

14.1 Parent(s)/ carer(s) have the right to delay their child’s start at school if that a child born between 1 April and 31 August (otherwise known as a ‘summer born child’) (i.e. until the September after the child’s fifth birthday).

14.2 If a parent wishes to exercise this right they must;

14.2.1 make an application in the Determination Year before the year they are seeking entry into; and

14.2.2 follow the process for making a request for their child to be admitted outside the normal age group as outlined in section 14.

14.3 Where possible, the Trustees shall provide notification if the application to admit a summer born child outside the normal age range is successful prior to National Offer Day. If the application is successful it will be considered alongside the other applications for admission into reception and will be subject to the normal oversubscription criteria.

14.4 If the application to admit a summer born child outside the normal age range is unsuccessful the application will be treated as an in year admission to Year 1 (the normal age group) and will be subject to the normal oversubscription criteria.

**15. Admission of Children Outside Their Normal Age Group**

15.1 Parents may request that their child is admitted outside their normal age group. If a Parent wishes to make such an application, they must contact the Clerk to Trustees with a written request including the following information:

15.1.1 the normal age group that the pupil would be admitted to and the year group which they are requesting the child be admitted to;

15.1.2 the reason(s) for the request;

15.1.3 the parent’s views on why the admission outside of the normal year group should be made;

15.1.4 information and evidence about the child’s academic, social and emotional development as supported by professionals;

15.1.5 confirmation as to whether the child has been educated outside of the normal age group previously; and

- 15.1.6 if relevant to the request, a medical history and the views of medical professionals about the request for being educated outside of the normal age group.
- 15.2 The Headteacher will be given the opportunity to consider your written representations and write their written response. The Headteacher shall submit all written representations and accompanying information to the Local Education Committee who will decide if the child should be admitted outside their normal age group.
- 15.3 If the request for a deferred entry is not made within the normal admissions round and is refused by the Local Education Committee, whereby parents are not offered a place for your child in the normal age group, then parents will have the right to appeal the decision to an independent appeal panel.
- 15.4 If the application is made during the normal admissions round, and the Governors agree that an admission outside of the normal age group is acceptable, then the application will be processed and will still be subject to Weaver Trust's oversubscription criteria. A grant of the application does not receive any priority under Weaver Trust's oversubscription criteria. If the application is rejected by the Local Education Committee during the normal admissions round then the application for a place at the school will still be subject to our oversubscription criteria but for admission into the normal age group.

## **16. Appeals**

- 16.1 Parents have the right to appeal the Admission Authority's refusal to offer a place at the school.
- 16.2 The letter confirming refusal will include the reason why admission was refused, information about the right to appeal, the deadline for lodging an appeal and provide the contact details of where an appeal should be sent.
- 16.3 The appeals process shall be constituted and carried out in accordance with the School Admissions Appeals Code 2022 (as updated).

## **17. Review and Determination of the School's Admission Arrangements**

- 17.1 The term 'admission arrangements' means "The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered". The admission arrangements therefore include not only this policy, but all other admission related documents and any other published information about each school's admission processes.
- 17.2 Under the Code, the Admission Authority (LEC for each school) must formally determine the admission arrangements for the next intake at that school every year on or before 28 February. Where no changes (other than changing dates/deadlines) are proposed, there is no need to consult. Where changes are proposed (other than a proposed increase in PAN), the LEC will carry out a 6-week statutory consultation in accordance with the Code between 1 October and 31 January ahead of determination of the admission arrangements. Where no changes have been proposed in the intervening period, the LEC must consult on the admission arrangements every 7 years.
- 17.3 Once determined on or before 28 February, the School's admission arrangements for that intake must be published and a copy provided to the Local Authority. Determined admission arrangements cannot be varied except in limited circumstances to correct a mistake or give effect to a decision of a school's Adjudicator. All other variations will require Secretary of State consent, which will only be granted where there has been a 'major change in circumstances'.
- 17.4 The admission arrangements will be reviewed annually by the Trust Board.

**Approved by:**

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**Chair of Trust**

**CEO**

**Date:**

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