



Admissions Policy

Reviewed: Autumn 2016
Next review: Autumn 2020

GORSEY BANK PRIMARY SCHOOL ADMISSIONS POLICY

Gorsey Bank Primary School converted to academy status on 1st October 2016 and forms part of the Laurus Trust. The Academy Trust is the Admissions Authority. For further information on the Laurus Trust please visit www.laurustrust.co.uk

Our admission arrangements are set out by the Academy Trust and are checked on an annual basis for any changes and/or amendments in accordance with statutory requirements and guidance. This policy is effective for all admissions from September 2018.

ADMISSIONS TO RECEPTION YEAR

Children reach compulsory school age at the beginning of the term following their 5th birthday but will be admitted to start school the September following their 4th birthday. Entry may be deferred for up to one year later with the agreement of the Academy Trust.

All children start Reception in September at Gorsey Bank.

To support children in adjusting to school life, Gorsey Bank operates a phased full-time admission at the beginning of the Autumn Term for a short period of time. In exceptional circumstances the Academy Trust may consider a deferred entry. In these circumstances parents and carers should make a formal request in writing to the Head Teacher. Arrangements are decided at school level, but part-time attendance will not last longer than the first four weeks of term.

Gorsey Bank has an agreed published admission number (PAN) of 60 children for entry into all year groups, including Reception.

APPLICATION PROCESS

Admission arrangements for Reception children are coordinated by Cheshire East Local Education Authority and applications for admission are normally considered in relation to the availability of places in the child's chronological age group, other than in exceptional circumstances. The Academy Trust is responsible for making decisions on these applications before Cheshire East Authority coordinates the allocation of places.

As required by law, Cheshire East Council makes arrangements for parents and carers to express their preference for the school where they wish their child to be educated and an opportunity to give reasons for their preference before any places are offered.

All parents and carers applying for a Cheshire East Authority school place for Reception starting in September will be asked to make their application on their Council's 'Home' Local Authority Application Form.

For closing date details and further information on applying for Reception places please visit at <http://www.cheshireeast.gov.uk/schools/admissions.aspx>. We strongly advise that all parents and carers take note of the closing date as late applications are processed after all on-time applications and may be disadvantaged.

APPLICATIONS FOR YEAR 1 – 6

Applications for school places in Years 1 – 6 (In Year Application) should be completed by using the Cheshire East Application Form. Parents and Carers should contact the school to arrange a school tour and/or a taster session for their child if required. Places will be allocated and administered by the Academy Trust

Parents and Carers are permitted to make an 'in year application' six weeks prior to their child starting at the school. Once a place has been allocated this must be taken up within 20 school days.

Parents are strongly discouraged from moving between Wilmslow schools. If they do this, we require parents to understand that if they have faced problems at another school, they may not necessarily disappear at Gorseley Bank. In all cases we would expect a discussion to have taken place with the current school's Head Teacher before requesting a move to Gorseley Bank.

CRITERIA FOR ALL ADMISSIONS FROM RECEPTION - YEAR 6

The school complies fully with the Equality Act 2010 and the School Admissions Code 2014 in relation to the arrangements for the admission of disabled pupils. Where the school is oversubscribed, all children are admitted in accordance with the published oversubscription criteria. Where a child is disabled the school will make reasonable adjustments and provide auxiliary aids or services where reasonable to ensure that no disabled child is placed at a substantial disadvantage compared to other pupils. Further details can be found in our Accessibility Plan.

Preference is given to Children with Statements of Special Educational Needs or an Education Health Care Plan and these applications are considered separately. They are not covered by the following criteria for oversubscription:

- i) 'Children Looked After', or previously Looked After. A child who is looked after in the care of a Local Authority or provided with accommodation by that Authority (as defined in section 22 of the Children Act 1989).
- ii) Siblings i.e. 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 and expected to continue at the school in the following school year.
- iii) 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.
- iv) Pupils living nearest to the school (Distance) 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.

Applications from families who are **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.

OVERSUBSCRIPTION WITHIN A CRITERION

Where the school can accommodate some, but not all pupils qualifying for one of the preceding criteria, priority will be given to pupils having regard to the subsequent criteria.

ATTENDANCE AT A NURSERY OR CO-LOCATED CHILDREN'S CENTRE

Attendance at a nursery school or co-located children's centre does not guarantee admission to the school.

PARENTS AND CARERS WITH SHARED RESPONSIBILITY FOR A CHILD

Where parents/carers have shared responsibility for a child the place of residency will be determined as the address where the child resides 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 Academy Trust to determine which address will be used for the purpose of admission. A panel of Governors will consider the information provided. Where the Governing Body is unable to reach a decision based on the information received, e.g. where the child lives equally with both parents, the address provided for claiming Child Benefit and where appropriate, Child Tax Credits will be applied to the admission application. In such circumstances, documentary evidence must be provided.

INFANT CLASS SIZE LEGISLATION

Apart from some very limited exceptions, no infant class may contain more than 30 pupils being taught by one qualified teacher. These limited exceptions, prescribed by regulations, are:

- a) Children with Statements of Special Educational Needs or Education, Health and Care Plan who are admitted to the school outside the normal admissions round;
- b) Children moving into the area outside the normal admissions round for whom the local authority identifies that there is no other available school within reasonable distance
- c) Children admitted, after initial allocation of places on the local offer date, because the person responsible for making the original decision recognises that an error was made in implementing the school's admission arrangements and that a place ought to have been offered;
- d) Where the child is Looked After (in public care) or previously Looked After, and is admitted outside the normal admissions round;
- e) Children of UK service personnel admitted outside the normal admissions round
- f) Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil
- g) Children admitted on appeal; and
- h) Where a child normally educated in a special school or special educational needs unit attached to a mainstream school attends an infant class in the mainstream school, where this has been deemed as beneficial to the child.

MOVING HOUSE

Parents and carers must inform the Academy Trust and Cheshire East Education Authority immediately of a change of address, even if details of a future change of residency were included on the application form. Supporting evidence may be requested to show that the place of residency has changed, for example exchange of contracts, tenancy agreements, council tax forms, utility bills and any other information considered relevant to the application including disposal of previous property, which must be received before the published closing date. Proof of residency received after the closing date will not be used to process the application, but will be used to send the decision letter on the published offer date.

Please note:

Applications from families who are resident overseas cannot be accepted. The only exception to this is for families of service personnel with a confirmed posting to Cheshire East, or crown servants returning from overseas to live in Cheshire East. Evidence of this must be provided.

LATE APPLICATIONS

Information regarding key dates when applying for school places can be found on the Cheshire East website

<http://www.cheshireeast.gov.uk/schools/admissions/admissions.aspx>

Late applications received after the published closing date will be considered after all applications received by the closing date unless there are exceptional circumstances for the application being late e.g. medical reasons. Supporting documentation would be required in these instances. For further information on dealing with late application can be found on the Cheshire East website under the 'coordinated scheme

http://www.cheshireeast.gov.uk/schools/admissions/admission_arrangements/admission_arrangements.aspx

REPEAT APPLICATIONS

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

TIE BREAK

For Academies that are oversubscribed, where it is identified that there are a limited number of places available and the Admissions Authority cannot differentiate between the applications using the distance criterion contained within the published oversubscription criteria, 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 multiple births.

MULTIPLE BIRTHS

In relation to children of multiple births, exceptionally it may be necessary to offer places in Reception over the published admission number. This exception will only apply if the admission is compatible with the duty to comply with infant class size legislation which requires that no more than 30 children aged 7 or below are taught by a single qualified teacher. This is to ensure as far as possible, that siblings (i.e. twins, triplets or children from other multiple births) can attend the same primary school.

WAITING LISTS

If the school is oversubscribed a waiting list will be prepared after the published closing date and will consist of those children whose parents or carers have specifically requested in writing (including e-mail) that they remain on the waiting list, along with those for whom an appeal application has been received and new applicants.

A waiting list will only be held until 31st December for those children who applied for and were not allocated a school place for starting Reception in September of the same year. Waiting lists will not be held for any other year groups at any time and not after 31st December for those starting Reception in the same year.

Waiting lists 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.

Any places that have become vacant after offers were made will be reallocated to children on the school's waiting list, held in criteria order.

Children, who are subject of a direction by a local authority to admit, are part of a managed transfer from a closing school or who are allocated to a school in accordance with the In Year Fair Access Protocol will take precedence over those on the waiting list. Waiting lists will be held until the end of the Autumn Term, 31st December.

Gorseley Bank works closely with other local schools and participates in the Wilmslow Education Partnership/Cheshire East Local Authority Fair Access Protocols to ensure that vulnerable children not on a school roll are admitted into the most appropriate school as quickly as possible. Further information can be found on the Cheshire East website <http://www.cheshireeast.gov.uk/schools/schools.aspx> about the CE Protocol and from the school regarding the WEP Protocol.

RIGHT OF APPEAL

If a parent or carer wishes to appeal in relation to a decision for admission which has been made by the Governing Body, this should be made in writing to the Admissions Officer. Appeals should be lodged within 20 school days of the decision not to offer a place. Applications for admission appeals are normally considered in relation to the child's chronological age group, other than in exceptional circumstances.