

Admissions Policy – 2019/20

Introductory statement

Cheadle Hulme Primary School is a non selective, non-denominational, two form entry primary academy school and part of The Laurus Trust. Our vision is that every child, regardless of background or circumstance, will flourish, enjoy their education and succeed. Their experience at primary school will pave the way for success at secondary school and beyond and will ultimately open the door to the future of their choice.

The Laurus Trust is the Admissions Authority for Cheadle Hulme Primary School and is responsible for taking decisions on applications for admissions. The Laurus Trust has elected to use the Local Authority's admission process, therefore the co-ordination and administration of admissions is undertaken by Stockport MBC's Admissions Support & Advice Team based at 3rd Floor Stopford House, Piccadilly, Stockport, SK1 3XE.

The closing date for applications will be [14th January 2019].

Local Authorities have a system of co-ordinated admissions. You will need to apply using the Local Authority form for the area in which you reside. Parents seeking a place for their child must include Cheadle Hulme Primary School in ranked order of preference on their Local Authority's application form.

If you live in Stockport, you must apply using the on-line system which will be available from mid August 2018. A description of the process and the application form are available at

<https://www.stockport.gov.uk/topic/nursery-and-school-admissions>

Offers will be made on [15th April 2019] by the Local Authority. These will be conditional offers if the school has not entered into a funding agreement with the Secretary of State by that date.

Admission number(s)

Cheadle Hulme Primary School has an admission number of 60 for entry in reception.

The school will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Trust will offer places at the school to all those who have applied.

Oversubscription criteria

When Cheadle Hulme Primary School is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

- A. Looked after children* and previously looked after children*
- B. Children considered to have 'highly exceptional medical/social reasons'*
- C. Children with a sibling at Cheadle Hulme Primary School at the time of admission
- D. Children with a sibling at Cheadle Hulme High School at the time of admission
- E. Children of staff employed to work at Cheadle Hulme Primary School who are in a shortage subject.
- F. Other children

*definitions of terms can be found at the end of this document

Tie-break

The distance 'tie breaker' will be used in criteria B – F, if two or more applicants are equal in all other respects. For the purpose of allocating school places, distances will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point.

Applicants will be ordered starting with those living closer to the school within each of the appropriate published criteria categories.

In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place (e.g. children who live at the same address or have the same distance measurement). In this exceptional situation, a random allocation will take place.

A random allocation will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out. If children of multiple births (i.e. twins, triplets, etc.) living in the same house are tied for the final places, these siblings will be admitted over PAN as permitted by infant class size rules.

Late Applications

All applications received after the closing date above will be considered to be late applications. Late applications will be considered after those received on time.

Deferred Entry

Parents 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 beginning of the final term of the school year for which the offer was made.

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.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal chronological age group. When such a request is made, the Trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

Guidance for parents wishing to request consideration outside of the chronological age group:

- It is advised that all parents who submit a request still make an application for a school place at the normal time.
- Requests should be made in writing to the Trust
- Parents may provide any supplementary documentary evidence to support their request

Decisions are made by the Trust on an individual case basis and the Trust will consider:

- The views and wishes of the parent
- The views of the prospective Headteacher/Governing Body
- Evidence indicating academic, social and emotional development to date
- Where relevant, the child's medical history
- Whether the child has previously been educated out of chronological age group
- If the child would have fallen into another age group if it were not for the child being born prematurely

Decisions will be communicated in writing.

- Should a request be granted, it does not indicate a formal offer of a school place instead it is an agreement to consider the child's application for a school place outside of their normal chronological age group.
- Should the request be granted but your child is unsuccessful at obtaining a place at the school, the agreement made by the Trust cannot be extended to other schools. This could result in your child being considered for a school place elsewhere in their normal chronological age group.
- Should the request not be granted, your child could still be considered for a place at the school in their normal chronological age group

The Trust may share details of your request with Stockport Local Authority in order to seek advice. Permission will be obtained prior to the exchange of any information.

Waiting lists

Cheadle Hulme Primary School 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 the academic year. This will be maintained by Stockport LA on the Trust's behalf and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

If a parent is refused a place at Cheadle Hulme Primary School they have a statutory right of appeal to an Independent Appeal Panel. The Appeal Panel is independent of the Trust and is usually made up of 3 persons.

Full details of the appeals procedure are available at <https://www.stockport.gov.uk/admission-appeals>

The following is a summary of the process:

- The Local Authority will manage the appeals process on behalf of the Trust.
- Should parents be in receipt of a written refusal to admit their child to Cheadle Hulme Primary School, then they have the right to appeal. They are advised to contact the Secretary to the Independent Appeal Panel (0161 474 3216) for an appeal form and advice about the appeal process.

- The Appeal must be submitted on the appeal request form, or online, setting out the grounds on which the appeal is made. Online forms are available here <http://interactive.stockport.gov.uk/contents/independentappealspanel/> or paper forms are available from the Secretary to the Independent Appeal Panel (Tel: 0161 474 3216), admission.appeals@stockport.gov.uk
- Appeal forms must be returned to the Secretary to the Independent Appeal Panel by the published date or within 20 school days of receipt of the refusal. An appeal form received after the due date will only be heard in the first appeals round in exceptional circumstances.
- When an appeal has been lodged, the Secretary to the Independent Appeal Panel will send a formal invitation 10 days before the date of the Independent Appeal Panel Hearing. Following that; normally 7 school days before the appeal, the Secretary will send Parents and Panel Members the Statement of Case on behalf of the Trust explaining why a place has been refused
- An Independent Appeal Panel Hearing must give a parent the opportunity of appearing and making oral representation. The parent can be accompanied by a friend or be represented.
- At the Hearing, both the Local Authority acting on the Trust's behalf and the parent will be offered the chance to speak about the case which will be decided on the basis of the information provided to the Panel.
- The Secretary of the Independent Appeal Panel will notify the parent of the Appeal Panel's decision, in writing. Decision letters are sent within five school days of the hearing wherever possible. The decision of the Independent Appeal Panel is binding on both the Trust and the parent.
- A request for a re-appeal will not be granted unless there have been significant and material changes in the circumstances already considered by the Panel. Any such requests should be made, in writing, to the secretary to the Independent Appeal Panel, Democratic Services, Town Hall, Stockport SK1 3XE.

Definitions of Terms

Explanation of LAC/PLAC

A **'looked after child'** is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

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.

Adopted children include children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders regulate (a) with whom a child is to live, spend time or otherwise have contact, and (b) when a child is to live, spend time or otherwise have contact with any person. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

A '**special guardianship order**' is an order appointing one or more individuals to be a child's special guardian (or special guardians). See Section 14A of the Children Act 1989

Explanation of medical and social reasons

Where applicants wish to be considered under the medical or social reasons criterion they should indicate this on application and state the nature of the condition and/or circumstances.

The applicant must also provide the LA with written evidence from a recognised professional such as a consultant, doctor or social worker in support of their application. The supporting evidence must relate specifically to the child or family and this school and must clearly demonstrate why this is the only school that could cater for the child's specific requirements/needs. It should also explain any difficulties that would arise if the child had to attend an alternative school. This evidence must be submitted along with the application to the LA by the closing date for applications at the latest.

If the required evidence is not provided, the Trust will not give further consideration to any un-submitted circumstances.