Admissions Policy

2024 and beyond

DISTRIBUTION	This is a Trust-wide policy and applies to the Trust.		
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RATIFIED BY THE DIRECTORS OF THE FALLIBROOME TRUST			
POLICY REVIEW DATE		Annually. Admissions arrangements must be determined by 28th February.	
POLICY REQUIREMENT		STATUTORY	

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The Fallibroome Trust (Company number: 07346144). A company incorporated as private limited by guarantee.
Registered Office situated in England and Wales

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STATEMENT OF INTENT

At The Fallibroome Trust, we welcome all pupils, and places at our schools are offered in an open and fair way. Our admissions process is delivered in-line with the Equality Act 2010, the School Admissions Code, the School Admission Appeals Code, the Human Rights Act 1998 and the School Standards and Framework Act 1998.

The number of places available is determined by the capacity of each school and is called the 'agreed admissions number'. Our published admissions numbers (PAN) are:

	School	PAN
Primary Schools	Adlington Primary School	15
	Broken Cross Primary School	30
	Gawsworth Primary School	30
	Nether Alderley Primary School	15
	Marlborough Primary School	60
	Upton Priory Primary School	60
	Whirley Primary School	30
Secondary Schools	Eaton Bank Academy	210
	The Fallibroome Academy	240
	The Winsford Academy	240

The table below sets out who the admission authority is and other responsible bodies in our school.

Type of school	Who is the admission authority?	Who deals with complaints about arrangements?	Who is responsible for arranging/providing for an appeal against refusal of a place at the school?
Academy	Academy Trust	Schools Adjudicator	Academy Trust

Signed:

CEO Date:

Chair of Trustees Date:

Legal framework

1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

    - Equality Act 2010
    - Human Rights Act 1998
    - School Standards and Framework Act 1998
    - DfE (2021) 'School Admissions Code'
    - DfE (2022) 'School Admission Appeals Code'

2. This policy operates in conjunction with the following Trust policies:

    - Data Protection Policy

ROLES AND RESPONSIBILITIES

1. The admission authority is responsible for:
    - Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
    - Outlining the school's admissions arrangements and publishing them on the academy website.
    - Communicating clearly any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process.
    - Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.
    - Determining the admission arrangements on an annual basis and publicly consulting stakeholders on any proposed changes to the admission arrangements.
    - Setting clear, fair and effective oversubscription criteria which do not discriminate against any pupil.
    - Communicating oversubscription criteria clearly to parents.
    - Notifying the LA of any in-year admissions and their outcomes.
2. The Schools Adjudicator is responsible for:
    - Acting in line with the relevant legislation and guidance pertaining to admissions.
    - Receiving concerns and objections regarding the admission of pupils and making recommendations to the admission authority as a result of these concerns and objections.
    - Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.
3. The appeals clerk is responsible for:
    - Having an in-depth knowledge of the relevant appeals codes and other relevant law.
    - Providing an independent and impartial service for admission appeals.
    - Making the necessary administrative arrangements for hearings.
    - Notifying all parties of the order of proceedings in advance of an appeals hearing.
    - Responding to queries from appellants in advance of an appeals hearing or identifying who will be appropriate to respond.
    - Being an independent source of advice on procedure and admissions law.
    - Keeping accurate records of proceedings and providing written notification of the appeals panel's decisions.

ADMISSIONS

DETERMINING A PAN

1. The number of places available is determined by the capacity of the school.
2. The maximum PAN for new Reception pupils is 30.
3. The admission authority will notify the LA of their intention to increase the school's PAN and reference the changes on the school's website.
4. If the admission authority can accept more pupils than the PAN, it will notify the LA in good time so that the LA can deliver their coordination responsibilities effectively.

OVERSUBSCRIPTION CRITERIA

1. In the event of there being an oversubscription of applicants to the school, oversubscription criteria will be applied. Each school's oversubscription criteria can be found in Appendix A of this policy
2. Each school will strive to accept all pupils who name the school in their EHC plan. If it is unclear whether a child meets the oversubscription criteria, the admission authority may request proof of address. This proof will not include any of the information detailed in 3.8 of this policy.
3. If there is a 'tie-breaker' between oversubscribed pupils, the school will follow a fair, clear and effective procedure by allocating the place to the pupil who lives closest to school.
4. When formulating their admission arrangements, the admission authority will not carry out the following:
    - Place any conditions on the consideration of any application other than those in the oversubscription criteria published in their admission arrangements
    - Take into account any previous schools attended, unless it is a feeder school
    - Give priority to children whose parents rank preferred schools in their application
    - Give priority to children based on any practical or financial support their parents give to the school or associated parties (including any affiliated religious organisation)
    - Give priority to children according to the occupational, marital, financial or educational status of parents applying – apart from where these factors determine a child's pupil premium eligibility, and for children whose parents work at school
    - Take account of reports from previous schools about children's past behaviour, attendance, attitude or achievement, or that of any other children in the family
    - Discriminate against any protected characteristic
    - Give priority based on a child's or their parents' past or present hobbies or activities
    - Interview children or parents
    - Request financial contributions as part of the admissions process
    - Request photographs of children – apart from for proof of identity when sitting selection tests

EQUAL OPPORTUNITIES

1. Each school will not establish admissions criteria that excludes individuals with a particular protected characteristic.
2. The admissions criteria will not exclude a greater proportion of pupils with particular protected characteristics, unless the school can justify how this is a proportionate means of achieving a legitimate aim.
3. The admissions criteria will not discriminate against disabled applicants, unless the school can justify how this is a proportionate means of achieving a legitimate aim

ADMISSIONS PROCEDURES

1. The school will offer open events and school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the school will make reasonable adjustments for disabled applicants or disabled parents.
2. The school may assess its ability to cater to the applicant's needs by:
    - Inviting the applicant to attend the school for half a day
    - Visiting the applicant's home
    - Visiting the applicant's current education provision

CONSULTATION AND DETERMINATION

1. The admission authority will consult on any proposed changes to the admissions arrangements.
2. Consultation will last for a minimum of six weeks and will take place between 1 October and 31 January in the determination year.
3. The admission authority will consult on admissions arrangements at least once every seven years, even if no changes have been made in that time.
4. The admission authority will consult with the following:
    - Parents of all pupils
    - Stakeholders
    - Other admission authorities within the relevant area
    - The local Governing Boards and the LA who are not the admission authority
5. The admission authority will publish a copy of the full proposed admission arrangements on the Trust website. Each school will publish the contact details of the individual responsible for admissions liaison on the school website.
6. A copy of the proposed admission arrangements will be made available upon request.
7. Admission arrangements will be determined by 28 February in the determination year on an annual basis, even when no changes to the arrangements have been made.
8. Finalised admission arrangements will be published on the school website.
9. A copy of the finalised admission arrangements will be sent to the LA for entry by 15 March in the determination year.

10. Any objections to the admission arrangements will be directed to the Adjudicator by 15 May in the determination year.

APPLICATIONS AND OFFERS

1. Parents will be provided with a common application form (CAF) where they will note their three preferred schools, along with a brief explanation, in rank order – the schools do not have to be located in the LA area where the parents live.
2. Parents will provide LAs with the following information within the CAF:
    - Their name and their child's name and date of birth
    - Theirs and their child's address and proof of residence
3. The CAF will be submitted to the parents' LA.
4. Parents are not guaranteed to have their preferences met.
5. The admission authority will request supplementary information for the purpose of processing applications where necessary.
6. Admission authority will not request any of the following:
    - Any personal details, including information on criminal convictions or financial status
    - The first language of the parent or child
    - Details about the parents' or child's disability, medical or SEND requirements
    - Any parental agreement to follow the ethos of the school in a practical way
    - For the child to complete any part of the form or for both parents to provide signatures
7. Once a place has been offered, the admission authority may ask for the child's short birth certificate as proof of birth date.
8. For previously LAC and LAC, the admission authority will request a copy of the adoption order, child arrangements order or special guardianship order, and a letter from the LA confirming that the child was looked after immediately prior to the order being made.
9. A clear, fair and objective waiting list will be provided until 31 December of each year. Priority will not be given to pupils based on the date they were placed on the list. LAC and previously LAC will take priority over the waiting list.

"IN YEAR" ADMISSIONS

In Year admission are pupils joining in years 1 – 11 and any pupils joining Reception after the start of the school year

1. Parents will need to complete the on-line application form provided on the Cheshire East Council website: **www.cheshireeast.gov.uk/schools** or **www.cheshirewestandchester.gov.uk/schools**. Hard copies of the in-year application form are available from the Council offices or from the school. It is recommended that on-line applications are made were possible to avoid delays. Alternatively, you can apply for a place directly through the school but the above application form will need to be completed in hard copy before being passed to the Local Authority. If completing an on-line application, the on-line request will automatically be forwarded to our school office.

2. All applications will be processed in school and if the relevant year group has a vacancy, a place will be offered wherever possible. If a there is not a vacancy in the relevant year group, you will be notified of your legal right of appeal.
3. If the school is oversubscribed with applications, preferences will be considered in line with the published oversubscription criteria of the Academy.

SIXTH FORMS ONLY

1. Applications to sixth forms can be made using the CAF; however, pupils already on roll who are transferring into Year 12 are not obliged to use it.
2. The entry criteria for each sixth form can be found in Appendix B
3. The entry requirements for the sixth form are the same for all pupils, irrelevant of their previous school, and where oversubscribed, priority will be given to LAC and previously LAC who meet the academic criteria – all other oversubscription criteria will apply as normal.
4. An offer will only be withdrawn if it has been made in error, a parent has not responded within 20 working days, or if the offer was made via a fraudulent or misleading application.
5. If any application is found to be fraudulent after a child has started at the school in the first term of the new academic year, the school may withdraw the place. If the fraudulent application is found after this time, the pupil will not be removed.
6. **[Primary schools only]** All offers will be made on National Offer Day, i.e. 16 April or the next working day.
7. **[Secondary schools only]** All offers will be made on National Offer Day, i.e. 1 March or the next working day.
8. The admission authority will maintain a waiting list for oversubscribed schools.
9. The admission authority will make clear in the admissions arrangements the process for requesting admission outside of the normal age group for the admissions round.
10. Each headteacher will assist the admission authority with deciding on which year group a child will enter. Once a decision has been reached, the child's parents will be informed in writing along with an explanation of how the decision was reached and any reasons why.
11. Pupils not of usual school age will not be given less of a priority where the school is over subscribed.
12. Applications for children coming from overseas will be treated in accordance with EU law or Home Office rules.
13. For children of UK service professionals, the following procedure will be adhered to:
    - A place will be allocated to the child in advance of the family arriving in the area named in the application form.
    - The application must be accompanied with an official letter confirming the relocation date and the service unit's postal address or quartering area address when considering the application against the oversubscription criteria.
    - The application will not be refused on the grounds of the child not currently living in the area, nor will places be uniquely reserved.
14. The arrangements for service children will be in line with the government's commitment to removing disadvantage for service children.

MOVING HOUSE

Parents and carers must inform the Academy immediately of a change of address, even if details of a future change of residency were included on the application form. The Academy will require supporting evidence to show that the place of residency has changed as follow:

- A letter from the solicitor confirming the completion date
- A signed rental agreement showing the start of the tenancy

In addition, the Academy may request further information including copies of council tax and utility bills. Other information may be required; such as evidence of disposal of previous property. In all cases, information will be verified using Council Tax records.

In respect of applications made as part of the normal admission round, (e.g. into the Reception class in September for the first time) information and supporting evidence must be received by the dates set by the Academy which will match exactly the date set by the Local Authority. Satisfactory confirmation of residency at the property (as aforementioned) will result in the application being processed on the basis of the new address. Proof of residency received after the published dates will not be used to process the application but will be used to send the decision letter/e-mail on the published offer date.

WAITING LISTS

Waiting lists will only be held for the normal admission round (September admissions into the Reception class) and only until the end of the Autumn term. They 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. Waiting lists 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 new applicants and those for whom an appeal application has been received.

LATE APPLICATIONS – NORMAL ADMISSION ROUND ONLY

Late applications will be considered after all on-time applications unless the Academy considers that there are good reasons for the application being late, which must be stated at the time of application, e.g. exceptional medical reasons preventing an earlier application, late removal into the area. Supporting documentation must be provided by the cut-off date which is the same as that used by the Local Authority Co-ordination Scheme.

ACCEPTING AND DECLINING PLACES

All parents will be required to accept or decline the school place offered by the published date as stated on the Academy Website. The Academy reserves the right to withdraw places not accepted by this date.

ADMISSIONS APPEALS

1. When informing a parent of their unsuccessful admissions application, a letter will be sent which includes the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal.
2. Parents will be informed in the letter that, if they wish to appeal, they must make the appeal in writing.
3. Grounds for appeal are not limited.

CONSTITUTION OF APPEALS PANELS

1. The admission authority and the appeals panel will act in accordance with all relevant legislation and guidance.
2. The judicial function of the appeals panel will be transparent, accessible, independent and impartial, and will operate in accordance with the principles of natural justice.
3. A clerk will be appointed to the appeals panel who is independent of the school and the education functions of the LA.
4. The appeals panel will comprise a chair and at least two other panel members. The panel will also include at least one lay person and a person who has experience in education.
5. The chair of the appeals panel is responsible for the conduct of the hearing, including introducing parties, explaining individual roles and how the hearing will be conducted, and ensuring that parties have sufficient opportunity to state their case and ask questions.
6. Panel members will be independent from the school and will remain independent for the duration of their service.
7. The clerk is responsible for assigning members of the appeals panel; however, they will not assign the following disqualified persons:
    - A member of the LA which is the admission authority or in whose area the school is located
    - A member or former member of the governing board of the school
    - An employee at the LA or governing board of the school, other than a teacher or TA
    - Any person who has, or at any time has had, any connection with the admission authority, school or LA who may not act impartially
    - Any person who has not attended training required by the admission authority arranging the appeals panel
8. There will be three members of the panel available at all times during the appeals process. If any member has to temporarily withdraw, the hearing will be postponed until the panel member returns. If the panel member is unable to return, they will be replaced, and the appeals will be reheard.
9. Appropriate training will be given, funded by the admission authority, to all panel members and clerks before they take part in a panel hearing. As a minimum, this training will include:
    - The law relating to admissions.
    - The panel's duties under the Human Rights Act 1998 and the Equality Act 2010.

- Procedural fairness and natural justice.
- The roles of specific panel members, e.g. the chair.

10. Members of the appeals panel will receive travel and subsistence allowances where applicable and will be compensated for any loss of earnings or expenses.
11. The appeals panel must not have a vested interest in the outcome of the hearing.
12. The admissions authority will indemnify the members of the appeals panel against any legal costs and expenses they incur in connection with any decision taken in good faith whist acting as a member of the appeals panel.

APPEALS HEARINGS

1. The admission authority will publish an appeals timetable on their website by 28 February each year. The timetable will comply with section three of the 'School admission appeals code'.
2. Appeals will be lodged and heard for the **normal admissions round** within 40 school days of the deadline for lodging appeals.
3. For **late applications**, appeals will be heard between 30-40 school days of the appeal being lodged.
4. For **in year admissions**, appeals will be heard within 30 days of the appeal being lodged.
5. **[Sixth forms only]** Appeals will be heard within 30 school days of confirmation of exam results where an offer was conditional, or 40 days where a place is not conditional upon exam results.
6. Admission authorities will provide appellants with written notification of the date and all final arrangements of the appeal hearing, including a deadline for the submission of any further evidence that was not sent in the original appeal.
7. The admission authority will comply with any request for information to help parents prepare their case for the appeals hearing.
8. All evidence relating to the appeal hearing will be passed on to the clerk, including the admission process, reasons for the decision and how the admission would cause prejudice to the education provision of the school.
9. The clerk will send all the papers required for the hearing to both parties and the members of the panel seven days before the hearing.
10. The presenting officer will be responsible for relaying to the attendees the decision not to admit the child, and answer questions where necessary.
11. Appellants may attend in person or be represented by another individual. Where appellants cannot attend, a decision will be made based on the written evidence.
12. Appeal hearings must be private and held in an accessible location. The order of the appeals will be:
    - Case for the admission authority.
    - Questioning by the appellant(s) and panel.
    - Case for the appellant(s).
    - Questioning by the admission authority and panel.
    - Summing up by the admission authority.

- Summing up by the appellant(s).

13. Multiple appeals will be heard, either individually or in groups, by the same appeals panel where appropriate.
14. Notes of the hearing will be made and kept securely by the admission authority for a minimum of two years. These notes are, in most cases, exempt from disclosure under the Freedom of Information Act 2000 and the Data Protection Act 2018.

REACHING A DECISION

1. When reaching a decision, the admission authority will have due regard to section three of the 'School admission appeals code'.
2. Appeals decisions will either be upheld or dismissed – there will be no conditional decisions made, in line with section 94(6) of the School Standards and Framework Act 1998.
3. The final decision will be decided by a simple majority. If votes are split equally, the chair will make the casting vote.
4. The final decision and accompanying reasons will be communicated in writing to the appellant, admission authority and the LA.
5. The decision letter will be signed by the clerk or chair of the appeals panel and sent no later than five school days after the decision has been made.
6. If a child has been refused admissions due to any SEND, this will be considered by the First-tier Tribunal (SEND) and not the appeals panel.
7. [Admission appeals for infant classes only] The admission authority will have due regard for the two-stage process outlined in the 'School admission appeals code' when negotiating appeals regarding infant class sizes.

COMPLAINTS

1. Appellants do not have the right to more than one appeal in respect of the school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant due to a material change in the circumstances of the parent, child or school but still refused admission.
2. Appellants can apply for a place at the school for a different academic year.
3. If appellants have an issue with the appeal process, they can complain to the Secretary of State.
4. If appellants have an issue with the appeal process, they can complain to the school directly.

MONITORING AND REVIEW

1. This policy will be reviewed by the Trustees on an annual basis in the Autumn term.
2. Any changes to this policy will be communicated to all staff and other interested parties.

APPENDIX A: OVERSUBSCRIPTION CRITERIA

In the event of there being an oversubscription of applicants to the school, oversubscription criteria will be applied. Each school's oversubscription criteria can be found below.

CHILDREN WITH EDUCATION HEALTH CARE PLANS (EHCP)

The Academies will

- subject to their right of appeal to the Secretary of State in relation to a named pupil, admit all pupils with an Education Health Care Plan naming the Academy.
- give highest priority to looked after children or previously looked after children in accordance with the relevant provisions of the School Admissions Code. (as defined in section 22 of the Children's act 1989)

FOR THE PURPOSES OF THE CRITERIA, THE FOLLOWING DEFINITIONS ARE USED.

CATCHMENT AREAS

- The point within the school grounds from which the school will measure any distance or radii is the door of the school reception. This point will be used to determine the school's catchment area. This should be measured using the child's primary address.
- The catchment area is a 5-mile radius from the school.
- The school will accept pupils from outside the catchment area – oversubscription criteria will apply where applicable.

PARENTS AND CARERS WITH SHARED RESPONSIBILITY FOR A CHILD:

Where parents or carers have shared responsibility for a child the place of residency will be determined as the address where the child lives 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 to determine which address will be used for the purpose of admission. A panel of Academy governors will consider the information provided. Where the Academy 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.

SIBLINGS AND CHILDREN OF STAFF

- For the purpose of this policy, "sibling" is defined as any brother or sister related by **blood or marriage and any fostered or adopted siblings.**
- Where oversubscribed, the school will give priority to children whose siblings are currently at the school and at the time of admission expected to continue at the school the following year.
- For the purpose of this policy, "children of staff" refers to any children of staff who have been employed by the school for two or more years at the time at which the application was made, and where the member of staff has been recruited to fill a vacant post where there is a demonstrable skill shortage.

ADMISSION CRITERIA

PRIMARY SCHOOL ADMISSION CRITERIA

The following oversubscription criteria apply to the Primary Schools in the Fallibroome Trust

School	PAN
Adlington Primary School	15
Broken Cross Primary School	30
Gawsworth Primary School	30
Nether Alderley Primary School	15
Marlborough Primary School	60
Upton Priory Primary School	60
Whirley Primary School	30

OVERSUBSCRIPTION CRITERIA

Where the Academy is over-subscribed the Governors, in prioritising applications from parents expressing a preference for the Academy, will use the following criteria:

1. **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 those children who appear to (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. **Siblings**

   Pupils with brothers or sisters, step-brothers or step-sisters, foster brother or foster sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred Academy (in years Reception through to Year 5) and expected to continue at the Academy in the following academic year. (i.e. at the time of admission).

3. **Children attending the Academy's own nursery provision Nursery.**

   Any child attending the Academy's Nursery provision commencing the autumn term of the admissions period preceding their year of entry to reception.

4. **For Upton Priory Only: Children of staff at the school**

   Priority will be given to children of members of staff who have been employed at the school for two or more years (at the time of application) and for new staff recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. **Children resident within the designated catchment zone of the Academy**

   Children will be classed within this category if they and their parents/carers are resident within the area served by the primary school or academy (as defined by the Cheshire East Council map) on the closing date for applications.

6. **Pupils living nearest to the Academy**

   Measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the address point of the Academy to the address point of the place of residence, on the closing date for applications.

NOTES

Where the Academy cannot accommodate all pupils qualifying under one of the criteria stated above, the next criteria will also be applied to determine priority for admission.

All applicants within each criterion will be put into a distance order with priority being given to those that live nearest to the Academy. Where it is identified that there are a limited number of places available, and the Academy cannot differentiate between the applications using the distance criterion, a random allocation tie-breaker will be applied. This may be required for example, where applicants reside in the same block of flats.

In the case of previously cared for children admission authorities may request a copy of the adoption order, child arrangements order or special guardianship order and a written correspondence from the local authority that last cared for the child confirming that he or she was cared for immediately prior to that order being made.

Children will be considered as resident within the catchment area if they and their parents/carers are resident on the date published for the receipt of supporting documentation. Supporting information may be requested to verify the place of residence. For children of UK service personnel (UK Armed Forces) a Unit postal address or quartering area address will be accepted in advance of removal into the area, subject to official written confirmation of the address and relocation date. Preferences for

the catchment area Academy for the confirmed address will be considered under 'Children resident within the designated catchment area of the Academy' criterion unless a higher criterion is applicable.

CHILDREN OF MULTIPLE BIRTHS

In relation to children of multiple births, exceptionally it may be necessary to offer places over the published admission number to ensure that, as far as possible, siblings (i.e. twins, triplets or children from other multiple births) can attend the Academy together.

SECONDARY SCHOOL ADMISSION CRITERIA

EATON BANK ACADEMY

ALLOCATING PLACES

1. In considering applications for places at Eaton Bank Academy where the number of preferences received exceeds the number of places available (i.e. the published admission number) preferences will be considered in accordance with our published oversubscription criteria.
2. 'Relevant age group' means 'normal point of admission' to the Academy; for example, Year 7 and Year 12.
3. OVERSUBSCRIPTION CRITERIA
    - 'Looked after children' or 'previously looked after children.' This is a child who is or has been in the care of a local authority or provided with accommodation by that authority (as defined in section 22 of the Children Act 1989).
    - Siblings – pupils with brothers or sisters, (including step-brothers or stepsisters, half-brothers or half-sisters if they are living together as part of one household), already attending the preferred school, and expected to continue at the Academy in the following school year. A pupil admission request will qualify under the sibling criterion even if the only sibling is in Year 11 at the Academy, provided they have applied to join the sixth form by 1st December. In relation to children of multiple births, exceptionally it may be necessary to offer places over the published admission number to ensure that, as far as possible, siblings (i.e. twins, triplets or children from other multiple births) can attend the academy.
        - Children who are currently attending any of the following "Feeder" Primary Schools:
        - Bosley St Mary's Primary School
        - Buglawton Primary School
        - Havannah Primary School
        - Marlfields Primary Academy
        - Marton & District C E Aided Primary School
        - Mossley C E Primary School
    - Children of Staff provided that they have been employed for a minimum of two years or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
    - Children living nearest to the Academy measured using the National Land and Property Gazetteer (NLPG)
    - Where the Academy cannot accommodate all pupils qualifying under one of the criteria stated above, the next criteria will also be applied to determine priority for admission. vii) In the event of a tie break, random allocation will be used to decide which of the children within that priority should be offered the available place.
4. Proof of address and residency may be required, and Governors retain the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.
5. If 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 in the form of an

accompanying note) to enable the Governors to decide which address (or, exceptionally, addresses) to use for admission purposes.

THE FALLIBROOME ACADEMY

In the event of The Fallibroome Academy being over-subscribed the Governors of the school, in prioritising applications, will use the following criteria:

1. Looked after children or previously looked after children as defined in section 22 of the Children Act 1989.

2. Pupils 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 of all staff employed at The Fallibroome Academy for two or more years, at the time at which the application for admission to the school is made, or staff recruited to fill a vacant post for which there is a demonstrable skill shortage. This does not include staff who are recruited to fulfil seasonal responsibilities (such as Examination Invigilators).

4. Pupils who attend one of the following feeder primary schools:

   - Bollinbrook
   - Broken Cross
   - Mottram St Andrew
   - Nether Alderley
   - Prestbury
   - Upton Priory
   - Whirley

   All schools will be treated equally.

5. All other pupils based on distance criteria.

In relation to children of multiple births, exceptionally it may be necessary to offer places over the published admission number. This is to ensure that, as far as possible, siblings (i.e. twins, triplets or children from other multiple births) can attend the same school.

The Published Admissions Number is 240. Where capacity is exceeded in any of the above admission criteria a place will be allocated to the student 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 student's permanent place of residence to the main school).

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

THE WINSFORD ACADEMY

In the event of the Academy being over-subscribed the governors of the school, in prioritising applications, will use the following criteria.

1. A 'Looked After Child' or a child who was previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements or special guardianship order). 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).
2. Children with exceptional medical, social or welfare needs which means the child must, because of those needs, attend the Academy. Appropriate evidence from a doctor or social worker must be provided;
3. Children resident within the designated catchment zone of the Academy.
4. Admission of students whose siblings currently attend the school and who will continue to do so on the date of admission;
5. Admission of students on the basis of proximity to the Academy.

The tie-breaker within categories would be:

- Differentiation between applications where distance criterion does not identify priority for admission – tie-breaker would be a random allocation;
- All other differentiations – tie-breaker would be a random allocation.

Notes: Sibling is defined as:

- A full brother or sister, whether or not resident in the same household;
- Another child normally resident for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989;
- In the case of twins (or two siblings in the same age cohort) and where there is only one place available in the Academy, both will be considered together as one application. The Academy will be authorised to exceed its Published Admission Number by one.

The 'home address' is where the child lives for the majority of the school week with a parent who has parental responsibility as defined in the Children Act 1989 and a parent includes a person who is not a parent but who has responsibility for him/her. This could include a student's guardians but will not usually include relatives such as grandparents, aunts, uncles, etc unless they have all the rights, duties, powers and responsibilities and authority which by law a parent of the child has in relation to the child and his/her property. Where parents 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, (i.e., where the child wakes up between Monday to Friday). 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.

Distances measured in a straight line using the Local Authority distance measuring system.

APPENDIX B:
SIXTH FORM ADMISSIONS CRITERIA

EATON BANK

This part of the policy refers to 16-19 year-old students seeking admission to Eaton Bank Academy Sixth Form at Year 12.

The published admission number (PAN) for the sixth form is 120 students per year in Year 12, of which up to 10 will be from external applications. The number of students who can be admitted above PAN will be determined annually in the light of accommodation, availability of teaching and other resources, and capacity of individual subjects available.

If the planned admission number is exceeded, priority will be given to internal candidates.

In the event that the number of external applicants exceeds the number of places available and further admissions cannot be agreed, the oversubscription criteria set out below will be applied to determine priority:

1. Students who are, or were previously looked after by the Local Authority (as defined in section 22 of the Children Act 1989).

2. Students living nearest to Academy measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from Eaton Bank Academy's coordinate point to the point of residence's coordinate point.

THE FALLIBROOME ACADEMY

Standard Criteria:

Students should have attained at least **3 GCSE passes at upper grade 5 or above** and **preferably 4 GCSE passes at grade 4 or above**, although 2 GCSEs may be accepted. **These should include GCSE Mathematics and GCSE English at Grade 4 or above.** We only accept GCSE grades but other qualifications can be considered as supporting information.

Students should also meet the minimum GCSE Entry Criteria as detailed in the Subject Entry Criteria sheet.

- Students with extenuating circumstances or with strong performance in particular subject areas will be favourably considered.
- We will consider applications from students who have been educated outside the English/Welsh examination system and may not have followed GCSE courses. In cases such as these:
    - we will evaluate the application based on the predicted outcomes from examinations that are being followed (e.g. the International Baccalaureate); or evaluate the quality of a portfolio of relevant work that should be submitted upon request by the application deadline.

- Students are able to study some subjects without having studied the subject at GCSE. Students need to demonstrate an interest in the subject supported by an acceptable level of achievement in their pre-16 courses.

Additional Criteria:

Having achieved the above standard, students will be admitted according to the following criteria:

- Cared for children and previously cared for children - as defined in section 22 of the children act 1989.
- Students 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.
- Children of all staff employed at the Academy for two or more years, at the time which the application for admission to the Sixth Form is made, or staff recruited to fill a vacant post for which there is a demonstrable skill shortage.
- Students who have attended Fallibroome.
- Students who attended a feeder Primary School:

Bollinbrook	Prestbury
Broken Cross	Upton Priory
Mottram	Whirley
Nether Alderley	

  All schools will be treated equally.
- All other students based on distance criteria.

Oversubscription
Where capacity is exceeded in **either a subject** or **within the Sixth Form** including a **minimum** of **30** places for external students), a place will be allocated to the student living nearest to the school using an "address-point" system (i.e. the Local Authority distance measuring system which measures straight line distance in miles from the student's permanent place of residence to the main school).

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

When a student 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 School to decide which address (or exceptionally, addresses) to use for admission purposes.

Forms arriving after the final option form deadline will be marked 'late' and considered **after** all applications received on time.

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

Students whose applications for Sixth Form remain unsuccessful but still meet the academic criteria set will be placed on a 'reserve list' for the first two weeks of the academic year. If any

further places become available, they will be allocated according to the oversubscription criteria set out in these arrangements.

Individual Advice and Guidance consultations will be held for each student applying to Sixth Form in order to offer the best advice in respect of their selection of A levels. Alternative post-16 pathways, which are available locally and may be more suitable, may be advised.

There is an expectation that all students will have demonstrated **good attendance, high standards of behaviour and high motivation and commitment** in Year 11 and that they are capable of achieving a successful outcome.

Students will be notified by post of the outcome of their application, at the latest by the end of April.

Schedule for Admissions to Sixth Form

January	Information and Application packs are made available from the date of the **Sixth Form Open Evening** which is normally mid-January. Provisional Application and Option Forms are to be submitted online to the Sixth Form Office **by the first Friday / Monday following the date of the open evening.**
March	Final Option Forms are issued and are to be submitted online by the **first Friday in March**
March/April	Students will be notified of the outcome of their application
June	Students will be expected to attend the Sixth Form Orientation Day which will be scheduled for a date in June, towards the end of the summer series of GCSE examinations.
August	GCSE results issued on the date published by the Joint Council for Qualifications
August/September	Sixth Form online enrolment for Year 12 will open on the day the GCSE results are issued.

The specific dates of each year's application cycle will be published on the Sixth Form webpages

APPENDIX C:
SCHOOL APPLICATIONS TIMETABLE SEPTEMBER 2024 ENTRY

Status	Primary schools	Secondary schools
Online application forms available	1 September 2023	1 September 2023
Closing date for applications	15 January 2024	31 October 2023
Deadline for giving supporting documentation (this matches exactly the date set by the Local authority)	15 February 2024[1] 20 February 2024[2]	7 December 2023
Notification of offers[3]	16 April 2024	1 March 2024
Deadline for accepting or refusing places	2 May 2024	15 March 2024
Waiting lists prepared and vacancies allocated	after 3 May 2024	after 15 March 2024
Deadline for accepting or refusing a place	10 school days from offer	10 school days from offer
Closing date for appeal applications	17 May 2024	29 March 2024
Appeal hearings (on time applications)	Within 40 school days of the deadline for lodging appeals (by 20 July 2024)	Within 40 school days of the deadline for lodging appeals (by 15 June 2024)
Appeal hearings (late applications)	Between 30-40 school days of the appeal being lodged	Between 30-40 school days of the appeal being lodged
In year admissions appeals	Within 30 school days of the appeal being lodged	Within 30 school days of the appeal being lodged
Sixth forms only Appeals		Within 30 school days of confirmation of exam results where an offer was conditional, or 40 school days where a place is not conditional upon exam results.

[1] Cheshire East schools

[2] Cheshire West and Chester schools

[3] National Offer Day, i.e. 16 April or the next working day for Primaries; 1 March or next working day for Secondaries.

APPENDIX D: ADMISSION APPEAL FORM

APPEAL AGAINST NON-ADMISSION

This form should be completed by the applicant's parent/guardian and returned to the named contact for the relevant school as listed at the end of this form.

School Details		
Name of school at which you want to appeal a place (tick one)	☐Adlington Primary School ☐Broken Cross Primary Academy ☐Eaton Bank Academy ☐Fallibroome Academy ☐Gawsworth Primary School ☐Nether Alderley Primary School	☐Marlborough Primary School ☐Upton Priory School ☐Whirley Primary School ☐Winsford Academy
Year group		
Parent/Guardian's Statement		
Please state reasons for the appeal as briefly and clearly as possible. You may continue your statement on additional pages, which should be returned with this form together with any other supporting documentation.		

Child's details		
First name		
Surname		
Date of birth		
Gender	Male ☐ Female ☐	
Is your child currently attending school	Yes ☐	Name of school:
	No ☐	School last attended: Date child left:
Is your child 'cared for' or been previously 'cared for' by a local authority (ie in public care)	Yes ☐ No ☐ If Yes, please state which local authority and provide a contact number:	
Is your child permanently excluded from school	Yes ☐ No ☐ If Yes, which school were they excluded from and date of exclusion? School: Date:	
Do you have any other school aged children?	Yes ☐ No ☐ If Yes please add for each child Name, DOB and child's present school	
Your details		
Title		
First name		
Surname		
Relationship to child	Parent ☐ Other ☐ If other please provide details:	
Do you intend to be present at the appeal?	Yes ☐ No ☐	
Current home address		
Are you moving from the address above into or within Cheshire?	Yes ☐ No ☐ If Yes, address to which you are moving	
Contact number		
Email address		
Special Access Arrangements Please indicate if you, or your representative, have any special requirements regarding disabled or restricted access to the appeal hearing		
Do you require the services of an interpreter?	Yes ☐ No ☐ If Yes, please state language required	

You may bring a friend with you to the hearing. If you wish to do so, please give the name of the person and the nature of their relationship (eg Mrs Smith – Sister). Please note, this cannot be a representative from school staff in support of appeal	

Data Protection Act
Personal information provided on this form is treated in confidence and complies with the Act.

Declaration
Under the school's admission arrangements, the Governors are required to admit students according to the criteria set out in the admissions policy.

By signing and returning this form, I confirm that I am aware that all paperwork relating to my child's application will be shared with those people/associations necessary for my appeal, which will include the Clerk to the Appeal Panel, Appeal Panel members and the school/governors' representative.

I wish to appeal against the decision of the admissions authority not to allocate a place for my child at the school named.

Signed:	Date:

This form along with any additional evidence you wish to be considered should be returned to the named contact at the relevant school below by email, or posted to the school's address.

School	Contact	Email Address
Adlington Primary School Brookledge Lane, Adlington, Macclesfield, SK10 4JX	Stephanie Swinson	head@adlington.cheshire.sch.uk
Broken Cross Primary Academy and Nursery Parkett Heyes Road, Macclesfield, SK11 8UD	Donna Lewis	head@brokencross.cheshire.sch.uk
Eaton Bank Academy Jackson Road, Congleton, CW12 1NT	Charlotte Condliffe	c.condliffe@eatonbank.org
Fallibroome Academy Priory Lane, Upton, Macclesfield, SK10 4AF	Rachel Allbutt	alb@fallibroome.org.uk
Gawsworth Primary School Longbutts Lane, Gawsworth, Macclesfield,	Headteacher	head@gawsworth.cheshire.sch.uk

SK11 9QU		
Nether Alderley Primary School Bradford Lane, Nether Alderley, Macclesfield, SK10 4TR	Richard Craven	head@netheralderley.cheshire.sch.uk
Marlborough Primary School Tytherington Drive, Tytherington, Macclesfield, SK10 2HJ	Sue Pollard	head@marlborough.cheshire.sch.uk
Upton Priory School Berwick Close , Off Prestbury Road, Macclesfield , SK10 3ED	Fiona Williams	fwilliams@uptonpriory.cheshire.sch.uk
Whirley Primary School Whirley Road, Broken Cross, Macclesfield, SK10 3JL	Amanda Edwards	head@whirley.org.uk
Winsford Academy Grange Lane, Winsford, CW7 2BT	Jane Fox	jane.fox@winsfordacademy.org.uk