



The Weaverham
Primary Academy

Admissions Policy for The Weaverham Primary Academy

Introduction and Rationale

Weaverham Primary Academy is a fully inclusive, publicly funded primary school that enables all children regardless of ability to learn in an environment which caters for their needs. Responsibility for the admission of pupils rests with the Academy Trust who follow the nationally agreed School Admissions Code. Through compliance with the School Admissions Code and Appeals Code we ensure that our admissions policy is fair and transparent.

We have a PAN (Planned admission number) of 30.

The Academy complies with School Admissions legislation requiring all Local Authorities (LAs) to co-ordinate admission arrangements in their area. Co-ordinated admission schemes provide a way to ensure that every parent living in a Local Authority (LA) receives an offer of one, and only one, school place on the same day, with letters being posted out on 16 April. Parents should formally accept or decline the place offered by the date stated in the LA Starting School Booklet.

As an Academy, we are our own admission authority, applying its own admission criteria as detailed below. However, all parents will only have to fill in one application form and will receive their offer from the LA in whose area they live.

The Common Application Form (CAF) must be used by all Cheshire parents applying for a school place, whether inside or outside Cheshire.

Application for Admissions in September 2019

Weaverham Academy will admit up to 30 pupils in Reception each September from 2019 and in all subsequent years.

Parents or carers of children can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age.

Places will be offered for the school year commencing each September in accordance with the most up to date Schools Admission Code.

The closing date for all applications is 15 January each year or nearest working day. Applications received after this date will only be considered as having been received in time in exceptional circumstances. In such cases, including medical, compassionate or relocation grounds, written evidence in the form of supporting documentation will be required. Late applications can only be accepted up to the date permitted by Cheshire West and Chester



Council's co-ordinated scheme with such date being determined by the Local Authority.

Where the number of applications for places is fewer than the PAN, all applicants will be offered a place.

OVERSUBSCRIPTION CRITERIA

Where more applications are received than there are places available, any supporting information will be considered in accordance with our Academy's oversubscription 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 residence 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 for whom there are particular medical or social reasons that justify admission to the Academy.** Supporting evidence from a registered professional, such as a medical practitioner, psychologist or social worker, may be provided which sets out the particular reasons why the Academy is the most suitable establishment and the difficulties that would be caused if the child had to attend another school. A panel of officers will consider the information presented and will determine whether the evidence is sufficiently compelling to apply this criterion to the application.
- 3) Siblings** – pupils with elder brothers or sisters, stepbrothers or stepsisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school.
- 4) 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.
- 5) Pupils living nearest to the school.** Distances are measured using Ordnance Survey mapping in conjunction with Local Land and Property Gazetteer (LLPG) to identify each property and each school. A straight line measurement in miles is taken from the place of residence to the preferred school to calculate the distance.

Where we cannot accommodate all pupils qualifying fewer than one of the criteria stated above, the next criteria will also be applied to determine priority for admission. For example, if a school cannot accommodate all *siblings* for whom an application has been received, all sibling applicants will be prioritised in the



order of:

- Siblings (criterion 4) who live within the school's designated catchment area (criterion 6)
- Siblings (criterion 4) who do not live within the school's designated catchment area (criterion 6)

All applicants within each criterion will be put into a distance order with priority being given to those that live nearest to the school, as stated in criterion 6 above.

Where it is identified that there are a limited number of places available and the school cannot differentiate between the applications using the nearest school criterion (criterion 6) a random allocation tiebreaker will be applied. This may be required for example, where applicants reside in the same block of flats or are children of a multiple birth living at the same address.

Offer of Places

Letters or e-mails informing parents or carers of the outcome of their applications will be sent out by Cheshire West & Chester Council on 16 April each year.

All applicants will be required to produce a short-form birth certificate for any child to whom a place is offered once the offer has been accepted. False information or the omission of material information may result in disqualification or the loss of a place after it has been offered, accepted or taken up.

Any parents or carers offered places from the waiting list (see below) will be required to accept or decline within two weeks of the offer being made.

Appeals procedure

Parents or carers whose applications for places are unsuccessful will be given an opportunity to appeal against the decision to an independent appeals panel. Full details of the procedures in relation to this are available from the Academy. Appeals are dealt with fairly by an independent appeals panel, in accordance with the School Admission Appeals Code. The appeals panel decision is binding on all parties.

Waiting List

Where in any year Weaverham Academy receives more applications for places than there are places available, a waiting list will operate which Weaverham Academy will maintain indefinitely.



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Any child's position on the waiting list will be determined solely in accordance with the over-subscription criteria. Where places become available they will be allocated to children on the waiting list in accordance with the over-subscription criteria.

Written November 2018

Policy valid: Academic Year 2018-19 and Academic year 2019-20