



Alsager School

An Achieving School - A Caring Community

## ADMISSION POLICY 2022-2023

Prepared October 2020  
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Presented for approval to the  
Curriculum & Personnel Committee of Alsager School  
on 4<sup>th</sup> November 2020 and subsequently approved and adopted on  
the same date

Chair of Curriculum & Personnel Committee:  
Mrs Joyce Halsall

Signature:

Date: November 4<sup>th</sup> 2020

\*This policy will be reviewed annually.

## School Admissions Years 7 - 11

### **An Achieving School: A Caring Community**

#### **Co-ordinated Admission Arrangements for secondary School**

The school will comply with School Admissions legislation requiring all Local Authorities (LAs) to co-ordinate admission arrangements in their area. Co-ordinated admission schemes provide a way for ensuring that every parent living in a Local Authority (LA) receives an offer of one, and only one, school place on the same day.

Foundation schools, as their own admission authority, apply their own admission criteria which is 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 East parents applying for a school place, whether inside or outside Cheshire East Authority. Parents should have regard to the contents of information booklets issued by the LA.

### **Admission Information**

#### **Admission Numbers**

The published admission number for this school is 265 for year 7, Year 8, Year 9 and Year 10 for September 2022 and 235 for Year 11. Published admission numbers are established for each school in order to decide whether any age group within a school is full.

#### **Admission and Age Groups**

Applications for admission, and any appeals, are normally considered in relation to the availability of places in the child's chronological age group, other than in exceptional circumstances.

#### **Admission of pupils residing outside the boundaries of Cheshire East Council**

Pupils residing outside the boundary of Cheshire East Authority are offered places on the same basis as pupils resident within Cheshire East however, applications on their behalf for a place at this school must be made using an application from their home LA in line with co-ordinated admission arrangements, e.g. pupils resident in other authorities wishing to express a preference for a place at this school, must include the school on their local authority's application form.

### Allocation of Places

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

All preferences must be in writing and those meeting the criteria for this school will be met except where this would prejudice efficient education or the efficient use of resources, e.g. if the year group in question is full.

### Admissions Criteria

**In the event of Alsager School being over-subscribed the Governors of the school, in prioritising applications, will use the following criteria:-**

1. Cared for children and previously cared for 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. Pupils resident within the designated catchment area of the school. Our catchment map can be found within Appendix 1 which accompanies this policy.
4. Children of members of staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made.
5. Pupils not resident in catchment but attending one of the following feeder primary schools:-
  - Alsager Highfields Community Primary School
  - Pikemere Primary School
  - Excalibur Primary School
  - Cranberry Academy
  - Rode Heath Primary School
  - Weston Primary School (From September 2015)
  - St Gabriels Primary School

All schools will be treated equally.

6. All other pupils based on distance criteria.

If the school is named in an Education Health Care Plan the Governors have a duty to admit the child to the school.

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.

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 the national Land and Property Gazetteer, which measures straight line distances in miles from the schools co-ordinate point and the place of the child's residence co-ordinate point.

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

Late applications for places will be considered after all applications received on time.

Pupils whose applications for year 7 are unsuccessful will be placed on a 'waiting list' until the end of the Autumn Term.

### **Admission Appeals**

Parents who are not offered a place here have a right of appeal to an Independent Schools Appeals Panel. Appeals must be made within 20 school days of the decision not to offer a place. Appeals must be submitted in writing, but parents have the right to present their case to the Panel in person. The Panel will allow you to be accompanied by a friend or to be represented although government advice is that legal representation should not normally be necessary. Decisions of Schools Appeal Panels are binding on the school governing body and parents.

### **Repeat Applications**

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

### **In year Admissions**

With effect from September 2013 in-year admissions have no longer been coordinated by the Local Authority.

Parents seeking transfer to a Cheshire East publicly funded school are able to apply directly to the school using the Local Authority application form. Applications to Alsager School will follow the Local Authority Co-ordinated Scheme and will involve the following five steps

1. All applications will be made on the Local Authority Application Form
2. Completed applications will be forwarded directly to the School
3. Schools will process the applications
4. Schools will notify parents and the LA of decisions on applications
5. Admissions Authorities will administer appeal applications for unsuccessful applicants

Schools can refer in year applications to the Fair Access Protocol.

### **Late Entries/Applications**

Applications received after the closing date will be recorded as 'late' and considered after all on time applications unless the Local Authority confirms that the reasons presented in support of the late submission justify the application being considered alongside on-time applications. Reasons can include exceptional medical reasons preventing an earlier application or late removal into the area. Reasons must be presented at the time of application and supporting documentation must be provided, which must be received by the dates specified in part two.

### **Waiting Lists**

Pupils whose applications are unsuccessful for year 7 will be placed on a waiting list until the end of the Autumn term. If a parent decides to appeal against the decision not to offer a place for their child at Alsager School the child's name will automatically be placed on a waiting list in case any further places become available. Parents who decide not to appeal can also ask for their child's name to be included on a waiting list if they wish. Placing a child's name on a waiting list does not affect the right of appeal.

The waiting list will be held in criteria order and not be held on a 'first come, first served' basis. New applications will be added to the waiting list in criteria order and should places become available, these will be offered in line with the over-subscription criteria outlined above. The waiting list for admissions into Year 7 will be retained until the end of the autumn term.

### **College Admissions Years 12 - 13**

#### **Alsager School**

The general guideline for the admission of students into the sixth form is that there is an appropriate course of study accessible to the student. Experience suggests that students embarking on A level courses or similar should have normally achieved at least 5 GCSE passes at grade 4 or above, or equivalent qualifications with a grade 5 or above required in some subjects. Minimum entry requirements are the same for internal and external applicants. In addition, the students must have sat the full suite of exams in the core subjects, English Literature, English Language, Maths and Science.

All students, including those who are applying for the Traineeship Pathway are required to attend an Advice and Guidance Interview to ensure that they have chosen the appropriate course and have the required grades for entry.

The Schools Admissions code requires school which set out to admit external candidates to its Sixth Form to have a published admission number. The admission number for year 12 students is 30 students. The admission number only refers to students joining the school for the first time and does not include students transferring from earlier year groups.

Students refused a place in the Sixth Form have a right of appeal, whether the student is already attending the school or is an external candidate.

For details as to how to appeal, please see appropriate sections in the School Admission Policy Years 7 – 11.