



Alsager School  
An Achieving School - A Caring Community

## ADMISSIONS POLICY 2025-2026

Prepared by Mrs L Young, Deputy Headteacher  
November 2023

Shared with the full Governing Body in November 2023  
& then presented for approval  
at the Quality & Standards committee meeting  
on 22/11/2023  
and subsequently approved and adopted on the same date.

Chair of Governors:  
Mr C Cooke

Signature:

Date: 22/11/2023

## 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 school has an agreed admission number of 265 pupils for entry in Year 7 (September 2025).

#### 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 coordinated 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. Looked after children and previously looked after children – as defined in section 1.7 of the school's admission code.
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, ST72NW
  - Pikemere Primary School, ST7 2SW
  - Excalibur Primary School, ST7 2RQ
  - Cranberry Academy, ST7 2LE
  - Rode Heath Primary School, ST7 3RY
  - Weston Primary School, CW2 5LZ
  - St Gabriels Primary School, ST7 2PG

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. We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

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 may 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. The timetable for appeals is available on the school's website.

### **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.

If the year-group in question is full, i.e. admitting the child would prejudice the efficient provision of education or use of resources, the application will be refused. Parents will be given the opportunity to appeal against the school's decision through the appeals process.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, if we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol.

We participate in Cheshire East's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

### **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**

A waiting list will be held until 31st December for entry into the school in year 7. The waiting list will be held in line with the published oversubscription criteria. It will be subject to re-ranking every time a new applicant is added to, or removed from, the list. No waiting lists will be held for other year groups.

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**

Admission into Years 12 and 13 is also subject to academic entry requirements. Any applicant who does not meet the academic entry requirements for their chosen course will not be offered a place or their place will be withdrawn. This does not apply to Year 12 students transitioning into Year 13.

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.

**Monitoring Arrangements:**

This policy will be reviewed and approved by the Alsager School governing Body's Resources Committee every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number, or in response to a direction from the DfE), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.