



Alsager School

ADMISSIONS POLICY 27-28

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Presented for approval
At the Full Governing Body Meeting
of Alsager School on 01/10/2025
and subsequently approved and adopted
on the same date.

Chair of Governors: Mr D Edwards

Signature:

Date: 01/10/2025

1. AIMS

1.1. This policy aims to:

- Explain the process of applying for a place
- Set out the School's arrangements for allocating places to applicants
- Give information on how to appeal against a decision not to offer a place

2. LEGISLATION AND STATUTORY REQUIREMENTS

2.1. This policy is based on the following

- School Admission Code 2021
- School Admission Appeals Code 2022

2.2. As an Academy, the school is required by its Funding Agreement, to comply with these codes, and with the law relating to admissions, as set out in the School Standards and Framework Act 1998 <https://www.legislation.gov.uk/ukpga/1998/31/contents>

2.3. This policy complies with our Funding Agreement and Articles of Association.

3. DEFINITIONS

3.1. The normal admissions round for Year 7 is the period during which parents can apply for state-funded school places at the school's normal point of entry (Year 7), using the common application form provided by their home Local Authority.

3.2. The normal admissions round for Year 12 is the period during which parents can apply for state-funded school places at the school's normal point of entry (Year 12), using the application details at the school's website www.alsagerschool.org

3.3. 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.
 - ◇ Became subject to a child arrangements order (formerly residence order).
 - ◇ Became subject to a special guardianship order.
- A child arrangements order is an order settling arrangements to be made to the person with whom the child is to live under section 8 of the Children Act 1989 amended by the 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).
- Internationally adopted previously looked after children (IAPLACs). When applying oversubscription criteria, IAPLAC will be treated in the same way as children previously looked after in England (PLAC).

3.4. All children who meet the criteria listed in paragraph 3.3 will hereafter be referred to as ‘Looked After and Previously Looked After Children’.

3.5. The Cornovii Trust is hereafter referred to as the ‘Trust’.

3.6. Alsager School is hereafter referred to as “the School”

4. HOW TO APPLY

4.1. **For applications in the normal admissions round for entry into Year 7**, you should use the application form provided by your home Local Authority (regardless of which Local Authority your preferred schools are in).

4.2. Pupils residing outside the boundaries of Cheshire East are offered places on the same basis as those resident within Cheshire East, however applications must be made using their home Local Authority’s application form.

4.3. You will receive an offer for a school place directly from your Local Authority. The only exception to this would be if you are not resident in England at the time of application, whereupon applications must be made via the Cheshire East website www.cheshireeast.gov.uk/schools/admissions, or to Cheshire East by telephone or post.

4.4. **For applications in the normal admissions round for entry into Year 12**, you should use the application form on the school’s website www.alsagerschool.org

4.5. **In-year applications for Years 7-11**, for a place in the academic year, should apply via the Cheshire East website www.cheshireeast.gov.uk/schools/admissions, or directly to Cheshire East by telephone or post, as we are part of the Coordinated Admissions Arrangements with our Local Authority. Your decision outcome will be direct from the School.

4.6. **In-year applications for Years 12-13** should be made by contacting the school directly www.alsagerschool.org Your decision outcome will be direct from the school.

5. REQUESTS FOR ADMISSIONS OUTSIDE THE NORMAL AGE GROUP

5.1. Applications for admission, and any appeals, will be admitted to the school within their own age group. In exceptional circumstances, parents may wish to request for their child(ren) to be educated outside of their normal age group. Parents are advised to contact the school, to discuss such a request and submit any relevant evidence with their formal application. The decision whether to offer a place out of year group rests with the school and decisions will be taken in line with the School Admissions Code 2021. Parents will have a right of appeal if a place is refused at the academy. Parents do not have a right of appeal if a place is offered in a year group other than the year group for which they applied.

6. ALLOCATION OF PLACES

- 6.1. The published admission number (PAN) for Year 7 is 265 pupils.
- 6.2. The published admission number (PAN) for Year 12 is 30 students. This only applies to students not on roll in Year 11 at the School at the time of the application.
- 6.3. If the School is not oversubscribed in the year group applied for, all applicants will be offered a place.
- 6.4. All children whose Education, Health and Care (EHC) plans name the school, after consultation and coproduction, will be admitted to the school.
- 6.5. If the school is oversubscribed, receiving more applications than the number of places available (the PAN), places will be offered to those who meet the criteria set out in Section 7 of this policy, in order, until all places are filled.
- 6.6. Where a school cannot accommodate all pupils qualifying under one of the criteria stated below, places will be allocated to the students living nearest to the school measured using the national Land and Property Gazetteer, which measures straight line distances in miles from the school's co-ordinate point and the place of the child's residence co-ordinate point. Where the Admission Authority cannot differentiate between the applications using the distance criterion a random allocation tiebreaker will be applied.
- 6.7. 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 (vi) below. Where it is identified that there are a limited number of places available and the Admission Authority cannot differentiate between the applications using the distance criterion (criterion vi) a random allocation tiebreaker will be applied.
- 6.8. 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. Please note that this is only possible when the sibling is the next child who would be admitted, i.e. the 266th child when ranked using the admissions criteria.
- 6.9. We will not refuse to admit a child on behavioural grounds in the normal admissions round. 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. We participate fully in Cheshire East's Fair Access Protocol. This helps to 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.

7. OVERSUBSCRIPTION CRITERIA

7.1. Looked After and Previously Looked After Children

- As defined in paragraph 3.3 of this policy.

7.2. Siblings.

- Pupils with brothers or sisters, step-brothers or step-sisters, foster brother or sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household (for the majority of the school week) already attending the preferred school (in years 7 through to 12) and expected to continue at the school in the following school year (i.e., at the time of admission).

7.3. Children of Staff.

- 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 (this does not include volunteers or casual contracts).

7.4. Children attending one of the following named 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.

7.5. Pupils resident within the designated catchment area of the school.

- Our catchment map can be found within Appendix 1 which accompanies this policy.

7.6. Distance:

- All other pupils based on distance criteria, measured using the national Land and Property Gazetteer, which measures straight line distances in miles from the school's co-ordinate point and the place of the child's residence co-ordinate point. Highest priority will be given to children who live closest to the school. A child's home address is where they are resident for the majority of nights in a normal school week.

8. PROOF OF ADDRESS/RESIDENCY

8.1. Proof of address and residency may be required, and the Admissions Authority retains the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.

9. CHILDREN RESIDING AT MORE THAN ONE ADDRESS

- 9.1. 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 Trust to decide which address to use for admission purposes. Please note, this will normally be where the child lives for the majority of the week (Monday – Friday).

10. ADMISSION APPEALS

- 10.1. If your child's application for a place at the school is unsuccessful, the reasons for this and information on how to appeal will be provided.
- 10.2. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the School following the procedure on the website www.alsagerschool.org.
- 10.3. 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.
- This normally takes place using a virtual meeting platform such as Zoom. 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 and the parents.

11. LATE APPLICATIONS

- 11.1. Late applications for Year 7 places (those received after 31st October 2023) will be considered after all the on-time applications.
- 11.2. Late applications for Year 12 places (those received after 30th November 2023) will be considered after all the on-time applications.

12. REPEAT APPLICATIONS

- 12.1. Repeat applications will not be considered within the same school year, unless there has been a significant change in circumstance since the last application.

13. WAITING LISTS

- 13.1. A waiting list will be held until 31st December for the relevant years of entry into the school (years 7 and 12). 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.

14. SIXTH FORM

- 14.1. Admission into Years 12 and 13 is also subject to academic entry requirements. Any applicant who does not meet the academic entry requirements will not be offered a place or their place will be withdrawn. This does not apply to Year 12 students transitioning into Year 13.
- 14.2. All applicants must provide evidence of their GCSE grades (or equivalent) on enrolment to secure the offered place. This must be completed prior to the first day of school in September. Failure to do this will result in the offered place being withdrawn.
- 14.3. Any applicant who is refused a place in the Sixth Form is entitled to appeal and you should follow the procedure outlined in paragraph 10.1 of this policy.
- 14.4. 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. Students embarking on A level courses or similar will have achieved at least 5 GCSE passes at grade 4 or above, or equivalent qualifications. In addition, the students must have taken the full suite of exams in the core subjects, English Literature, English Language, Maths and Science and have achieved grade 4 or above in Maths and English (Language or Literature).
- 14.5. For some level 3 courses, typically those with higher NEA / coursework components, students may have one of maths or English at a grade 3, but will be required to resit this GCSE alongside their other studies, until a grade 4 or better is achieved.
- 14.6. Minimum entry requirements are the same for internal and external applicants and are clearly explained in the course details.
- 14.7. 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.

15. MONITORING ARRANGEMENTS

- 15.1. This policy will be reviewed annually by the Local Governing Body.
- 15.2. Whenever changes to admissions arrangements are proposed, except for the published admission number (PAN), the Local Governing Body, on behalf of the Trust, will publicly consult on these changes. A consultation will take place as a minimum once every 7 years.