Applying for School Places

Cheshire East guide for parents

2015/16
Apply online for a school place
it’s quick and easy

Click: www.cheshireeast.gov.uk from 1 September
By:  31 October 2014 for secondary
     15 January 2015 for primary

If you are a parent resident in Cheshire East, with a child born between 1 September 2010 and 31 August 2011, your child will be due to start primary school in September 2015.

Follow us on Twitter @CE_Admissions

If you do not have web access, apply by contacting 0300 123 5012. Late applications may be disadvantaged.
Introduction

Tony Crane
Director of Children’s Services

Dear Parents

Starting school is a big step for any child, and as a parent, you play an important part in helping your son or daughter through this transition. In preparation, you have probably already given some thought to the schools that you would like your child to attend.

This information booklet is designed to help you through this process. It provides important deadlines and information about Cheshire East schools, including contact details. It also explains how applications are processed and includes data about the number of applications received last year and how places were allocated.

Most Cheshire East residents choose to apply online for school places, which you can do by following the link on our website at www.cheshireeast.gov.uk. Please make a note of the closing date to ensure that your application is not disadvantaged:

31 October 2014 – Secondary School (Year 7) Applications
15 January 2015 – Primary School (Reception Class) Applications

If you have any queries please contact us by e-mail admissions@cheshireeast.gov.uk or by telephone on 0300 123 5012.

May I take this opportunity of wishing your child every success at their new school.

Tony Crane
Director of Children’s Services
Apply online at www.cheshireeast.gov.uk

It’s quick and easy!

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Contact:

School Admissions
Cheshire East Council
Floor 7, c/o Municipal Buildings
Earle Street
Crewe
CW1 2BJ

Email: admissions@cheshireeast.gov.uk
Twitter: @CE_Admissions
Telephone: 0300 123 5012
Fax: 01270 686491

The information contained in this booklet relates to the school year 2015-2016. Although correct at the time of printing (August 2014), there may be changes before or during the 2014-2015 school year and in subsequent years. Further information can be obtained from the Council and from individual schools.
Application timetable

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<th>Primary Admissions</th>
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<td>1 September 2014</td>
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<td>Prospectus available.</td>
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<td>The right to withdraw places not accepted</td>
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<td>Waiting lists prepared and vacancies re-allocated. Waiting lists will</td>
<td>After 16 March 2015</td>
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<td>be held in criteria order. Parents offered places on this basis will</td>
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<td>Appeal application deadlines</td>
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<td>Appeal hearings (on time applications) (as far as possible)</td>
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<td>Appeal hearings – late applications</td>
<td>Within 40 days of deadline</td>
<td>Within 40 days of deadline</td>
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<td>where possible, or 30 school days of appeal being lodged</td>
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Important Information

Residency

When you apply for a school place your application will be considered on the basis of the residency of your child. For applications made during the normal admission round this will be where your child lives on the date published for the receipt of supporting documentation. You must therefore notify us if you move house after you have submitted your application as this could affect your priority for admission within the oversubscription criteria and your position on a waiting list, if applicable.

The place of residence for late applications received after the date published for the receipt of supporting documentation will be the address at the time of application.

Proof of address and residency may be requested. Address information provided on the application form may also be verified through liaison with other departments within the Local Authority as with those made during the normal admission round.

Places offered on the basis of a fraudulent or intentionally misleading application may be withdrawn.

Re-allocating Places

Offers will be made on the 2 March 2015 (secondary places) and 16 April 2015 (primary places). If you are unsuccessful with your application you can request that your child is added to the school’s waiting list. Any vacancies will be re-allocated from the waiting list after 16 March for secondary school places and after 30 April for primary school places.

As a general principle, children in Cheshire East are taught in the year group for their age range along with other children in the same age range. This is sometimes referred to as the child’s chronological peer or age group.
For admission to primary school, admission authorities are required to provide for the admission of all children in the September following their fourth birthday.

**September 2015 Admission:**
Any child born between:
1 September 2010 and 31 August 2011

Flexibilities exist for children whose parents do not feel they are ready to begin school at this point.

For some children, exceptionally it may be considered appropriate that the child transfers to secondary school early, or remains in the primary school for another year before transferring and in both cases being taught outside their chronological peer/age groups. Whilst there is no statutory barrier to children being admitted outside their chronological peer group, the decision on whether your request can be agreed rests with the admission authority for the school. School admission authorities are required to make a decision based on the circumstances of the case.

The admission authorities for the different categories of schools are listed on page 7.

**Delaying Admission to the Reception Class**

When considering admission into the reception class for the first time in September following your child’s fourth birthday i.e. into the chronological peer group, you may feel that your child is not ready to start school. In such cases you can still apply for admission to that chronological peer group but request that your child attends part-time until they reach compulsory school age, or that the date your child is admitted to school is deferred until later in the same academic year and until your child reaches statutory school age, which is the term after your child’s fifth birthday.

If you are a parent of a summer born child, your son or daughter will not reach statutory school age for almost a full school year after the point at which they could first be admitted to school. If you are considering delaying admission until the following academic year rather than applying for admission to your child’s chronological peer group, you will need to discuss this with the schools that you are thinking of applying to. Your views will be fully considered and you will receive advice from the school to help you decide on the best course of action before a decision is taken by the relevant admission authority. You will also need to discuss your intentions with your home local authority in order that arrangements can be made to include your child in the relevant school admission application round, if this is agreed. This is to ensure that you do not miss out on important information about applying for school places. For non-statutory guidance published by the Department for Education (DfE) about summer born children, please visit the DfE website at www.education.gov.uk

If the admission authority agrees to your request to delay admission until the following year, this does not guarantee a place in the reception class at that school. The decision on the application for reception, which will need to be made through the normal admission round, will be based on the published admission arrangements as for all applications. Therefore you need to be made aware that an application for an oversubscribed school could be unsuccessful, even though the application for delayed entry is supported by the admission authority.

**Early/Delayed Transfer to Secondary School**

For some children, exceptionally it may be considered appropriate that the child transfers to secondary school early, or remains in the primary school for another year and in both cases being taught outside their chronological peer groups. If this applies to your child, you will need to discuss this with the school and seek agreement to this arrangement. This may be applicable for children of exceptional ability and maturity or for children whom it is considered would benefit from being taught outside their chronological peer group in order that their individual or special needs can be met.

**In Year Admission to Other Year Groups**

If you are applying for a school place outside the normal admissions process as an ‘in year’ admission; possibly moving from one school to another due to a house move, or for other reasons, and you will be applying for a place in a different chronological peer/age group to the one that your child would normally be admitted to based on his/her age, you must raise...
this with the school/s that you are considering applying to. As explained above, the decision on the request for admission to another year group rests with the relevant admission authority. Where the Local Authority is the admission authority, these schools will need to refer the request to the Local Authority for a decision.

For more information about the 'in year' application process, please refer to the booklet, In Year Admissions – Cheshire East guide for parents.

Children with Statements of Special Educational Needs (SEN) or Education, Health and Care Plans

The Children and Families Act 2014 requires the governing bodies of all maintained schools to admit a child with a Statement of SEN or Education Health Care Plan that names their school.

Children with complex special educational needs are normally identified either before commencing school, by Health, Social Care or Early Years settings, or at school by the school’s headteacher and staff. Steps will be taken via a Graduated Approach, to meet the child’s needs in consultation with parents. Where necessary schools may ask for help and advice from the Council’s Children Services which may lead to additional funding being allocated or a statutory assessment of the child’s needs. Parents are always fully included in the consideration of and provision for their child. The Council makes every effort to reach agreement with parents on an appropriate school place. In very few cases, where it is not possible to reach full agreement on special educational provision or an appropriate school place, parents can access disagreement resolution services and mediation services. Parents also have a right of appeal to the Special Educational Needs and Disability Tribunal.

This Authority’s policy is to educate children with special needs in mainstream schools as far as possible. It is recognised, however, that for some children special facilities need to be provided either at a resourced mainstream school, or by attending special school. Within mainstream schools, the Local Authority provides for Autistic Spectrum Condition at 4 primary schools and 2 secondary schools and for Hearing Impairment at 2 primary and 2 secondary schools:

Resourced mainstream primary schools

For children with Autistic Spectrum Condition:
- Hermitage Primary School
- Ivy Bank Primary School
- Puss Bank Primary School
- Wilmslow Grange Community Primary and Nursery School

For children with Hearing Impairment:
- Lindow Primary School, Wilmslow
- Middlewich Primary School

Admission to these resourced mainstream schools will be counted towards the school’s Published Admission Number (PAN), details of which are published in the Primary School Supplement.

Resourced mainstream secondary schools

For children with Autistic Spectrum Condition:
- Middlewich High School (separate PAN of 12)
- Wilmslow High School (separate PAN of 12)

For children with Hearing Impairment:
- Middlewich High School (separate PAN of 8)
- Wilmslow High School (separate PAN of 8)

Admission to these resourced mainstream schools will be based on the admission numbers (PANs) shown above and in addition to the Published Admission Number (PAN) listed in the Secondary Schools Supplement.

Further information about the admission of pupils with Statements of Special Educational Needs or Education, Health and Care Plans is available from Cheshire East Council’s Special Educational Needs and Disabilities (SEND) Assessment and Monitoring Team, 1st floor, Macclesfield Town Hall, c/o Municipal Buildings, Earle Street, Crewe, Cheshire, CW1 2LL. Contact by e-mail: senteam@cheshireeast.gov.uk or telephone 01625 378042.
The application process

Completing Your Application Form

All applications for school places must be made in writing using the application form provided by the Local Authority. The Cheshire East application form is for completion by Cheshire East residents only as applications must be made on your ‘home’ local authority’s form, i.e. the authority where you live.

The online application form is the preferred method for Cheshire East residents. For admission in September 2014, around 96% of parents used our online form and feedback has been very positive.

If you would like to apply online, you must visit our website at www.cheshireeast.gov.uk
This is a quick and easy way to apply and you will be able to view your offer on the published offer date instead of waiting for your offer letter to be received in the post. If you do not have access to the internet, please contact us on 0300 123 5012

If you are applying for a place at an Other Publicly Funded School in Cheshire East (Academy, Voluntary (Church) Aided, Foundation, Free, Studio or Trust school), we will forward your application details for the attention of the governing body. For schools maintained by other local authorities, we will forward your application details to the relevant local authority.

Please do not include any independent schools on your application form as these must be made to the school.

When completing your application form, you must include all your preferred schools, even if they are not Cheshire East schools. Your application will be considered by the admission authority of each school named as a preference on your application form.

School Preferences

As required by law, this Authority makes arrangements for its residents to express three school preferences ranked in order of priority and to provide reasons in support of each preference. Supporting documentation can also be provided.

Please note: Applications for admission are normally considered in relation to the availability of places in your child’s chronological age group, other than in exceptional circumstances.

When applications for school places are received, a place will be offered if there are sufficient places to meet demand. This is in accordance with an admission authority’s statutory duty to comply with parental preference. If a school is oversubscribed, however, a place will not be offered if to do so would prejudice the provision of efficient education or the efficient use of
resources. The admission authority for the school has responsibility for deciding how many places can be offered before this prejudice is reached. This is normally based on its agreed published admission number (PAN), although decisions in some cases may be made by the admission authority to admit above the published admission number.

**Please note:** The duty to comply with parental preference is removed for a period of two years where the child has been permanently excluded from two or more schools from the date on which the latest exclusion took place.

**Equal Preferences**

We invite all our parents to submit three school preferences. All preferences will be considered on the basis of **equal preferences.** This means that all your preferences will initially be considered without reference to your preference ranking.

Preferences for oversubscribed schools will be considered against the published oversubscription criteria for the school to determine the priority for admission. If this results in success with more than one of your preferences, we will send you a single offer based on the order that you have ranked these schools on your application form and any potential offers for lower ranked preferences will automatically be discounted. The offer that we will notify you of will be made on behalf of the admissions authority for the school as shown on the previous page.

**Nearest School with a Vacancy**

If you are a Cheshire East resident and all of your preferences are unsuccessful, as your ‘home’ local authority, we will make you an offer of a place at the nearest Cheshire East school with a vacancy after all preferences have been considered. This will include offering vacancies at other publicly funded schools in liaison and agreement with the governing bodies of those schools.

To identify the nearest Cheshire East school with a vacancy, we will use our Ordnance Survey address point data system, which measures straight line distances in miles from the address point of your home to the address point of the school. The address point is based on a six figure grid reference and this can be anywhere on the site and therefore not necessarily at the front or middle of the property or site.

If you are not resident in this Authority and have been unsuccessful with your preference/s for a Cheshire East school, we will not allocate you an alternative school as the process for securing a school place for your child will be managed by your ‘home’ local authority.

**Attendance at a Nursery or Co-located Children’s Centre**

Some children attend a nursery or co-located children’s centre attached to their parents’ preferred school. It is important to note that this attendance does not guarantee admission to the primary school or offer a higher priority for admission within the oversubscription criteria compared with applications from parents of children that do not attend.

If you do have a child on roll at a nursery or co-located children’s centre, you must still apply for a place at the school. All applications will be considered in accordance with the school’s published oversubscription criteria.

**Parents with Shared Responsibility for a Child**

**Parental Disputes**

Local authorities can only make one offer per child. Therefore, where parents are unable to reach an agreement and more than one application is submitted, the Local Authority will process the application of the parent who is the primary carer i.e. where the child lives for the majority of the week including weekends. Supportive documentation on residency (as above) may be required.

Our advice to you is that you should aim to use all of your three preferences so that you increase your chance of being offered a school of your choice.
The application process

If you have shared responsibility for a child, i.e. your son or daughter lives at two addresses during the week, living with ‘mum’ for one part and ‘dad’ for another, 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). If this applies to your child, you must provide full details in writing at the time of application to enable the Local Authority to determine which address will be used for the purpose of admission. A panel of officers will consider the information provided. If the panel 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 used. In such circumstances, documentary evidence must be provided.

Where care is shared jointly and it is not possible to determine which parent is the principle carer and no Child Benefit is claimed, the LA will consider the primary residence as the address where the child is registered for GP purposes.

Changing Preferences

Once the closing date has passed, we will not normally accept a change of preference unless we are satisfied that there is a genuine reason for doing so, such as a recent house move. If you feel that you need to change your preferences for a very good reason, you must provide us with full details and where appropriate, supporting information, so that the circumstances can be fully considered. Full details must be received by 8 December 2014 for secondary applications and 16 February 2015 for primary applications.

In the case of a recent house move, you must provide a letter from the solicitor confirming the completion date or a signed rental agreement showing the start date of the tenancy. We may request further confirmation such as evidence of disposal of previous property and recent utility bills. A panel of officers will consider the information presented in support of the late change of preference and we will then confirm to you the decision.

If you change your preferences after the statutory closing date and you have been advised that there is no genuine reason for doing so, you will be advised that the application will be treated as a new application and therefore considered as late which could affect your chance of success with your school preferences. If you decide to change your preferences after the published dates for receipt of supporting information (which are 6 December for secondary applications and 14 February for primary applications) your ‘new’ application will be treated as a late application.

Moving House

If you move house during the application process you must inform us immediately of your new address, even if details of a future change of residency were included on the application form. We will require supporting evidence to show that your place of residency has changed:

• A letter from the solicitor confirming the completion date;
• A signed rental agreement showing the start date of the tenancy. The rental agreement must cover the dates published for the receipt of supporting information.

In addition, we may request further information such as a copy of your council tax bill and utility bills. We may also request further information such as evidence of disposal of your previous property.

Information and supporting evidence must be received by 8 December for secondary applications and 16 February for primary applications. Any information received after these dates cannot be used to process your application, but will be used to send the decision letter on the published offer date. If failure to notify the Local Authority of a change of residency results in a place being offered in error, this offer may be withdrawn. This is particularly relevant if this has caused disadvantage to another applicant. We will require evidence of the address change as part of this process.
Late Applications

It is really important that you submit your application on-time to avoid any unnecessary disappointment with your school preferences. There is no guarantee that a late applicant will receive an offer of a school place on the published offer day of 2 March 2015 for secondary applications and 16 April 2015 for primary applications.

If your application is received after the published closing date of 31 October for secondary applications and 15 January for primary, it will be recorded as ‘late’ and considered after all on-time applications. This could mean that your application is unsuccessful.

The exception to this will be where the Local Authority has received from you an explanation for the late submission along with supporting information and is satisfied that the reason given justifies the application being considered alongside on-time applications. Reasons that may be accepted include exceptional medical reasons preventing an earlier application or late removal into the area. Your reasons must be presented at the time of application and supporting documentation must be provided to the Local Authority by the deadline of 8 December for secondary and 16 February for primary.

In the case of a recent house move, we will require supporting evidence to show that the place of residency has changed. This will include a letter from the solicitor confirming the completion date, or if relevant, a signed rental agreement showing the start date of the tenancy. The document must include residency on the date published as the deadline for receipt of supporting information. Further information may be requested to confirm residency, for example, recent utility bills or evidence of disposal of previous property.

In respect of medical reasons preventing an earlier application, a letter of confirmation from a medical practitioner will be required.

Any late applications received after the deadline for the receipt of supporting information will be processed as late applications even if there is a good reason for the late submission.

Please Note: Any late applications received after the allocation process has started, which will be around 16 January for secondary school places and 13 March for primary, may not be dealt with until after the process has been completed. This means that late applications received after these dates may be put to one side and processed alongside waiting lists applicants from 16 March (Secondary school places) and from 30 April (primary school places).

The place of residence for late applications received after the date published for the receipt of supporting documentation will be the address at the time of application. Proof of address and residency may be requested. Your address may also be verified through liaison with other departments within the Local Authority. You must notify us if you move house after you have submitted your application as this could affect your priority for admission within the oversubscription criteria and your position on a waiting list, if applicable.

Places offered on the basis of a fraudulent or intentionally misleading application may be withdrawn.

Published Admission Numbers (PANs)

To determine how many school places can be offered, the Local Authority and governing bodies of other publicly funded schools set published admission numbers. The published admission number is based on the capacity (size) of the school. For example, if a primary school has 7 classrooms that are all big enough to take 30 pupils, the school can accommodate 210 children in total with 30 pupils in each year group from reception to Year 6. A PAN of 30 is therefore published. Another example would be if a high school has sufficient room to accommodate 1050 pupils across its five year groups from year 7 to year 11, there would be room in each year group for 210 pupils and therefore a PAN of 210 would be published. The PANs for each school are included in the supplements to this booklet entitled Cheshire East Schools. PANs can change from one year to the next and therefore the number of pupils admitted in a previous year can be different. This may be due to changes in the accommodation or the way classes have been organised.
Processing applications

The PAN applies to the year of entry (which for Cheshire East includes the reception class, year 7 class and sixth form). As this is based on the accommodation available at the school, it is expected that this number will continue to be applied as that year group moves through the school. Other local authorities may admit pupils at different points of entry, for example admission to infant and junior schools or lower, middle and upper schools. Applications for admission in these cases must still be made to the ‘home’ local authority.

**Applying the Oversubscription Criteria**

If you apply for a school that is oversubscribed i.e. where the number of preferences received is more than the number of places available (the PAN), the school’s oversubscription criteria will be used to determine which preferences have priority for admission.

The oversubscription criteria for Community and Voluntary Controlled Schools, and those agreed by the governing bodies of other publicly funded schools are listed in the primary and secondary supplements to this booklet entitled Cheshire East Schools.

**Catchment Areas**

**All Cheshire East Schools**

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.

You can check your catchment area school on our website at www.cheshireeast.gov.uk or by contacting the Authority on 0300 123 5012.

Please note: where ‘catchment area’ is included as a criterion, places cannot be guaranteed at the local ‘catchment area’ school but, you may wish to bear in mind that if the school is oversubscribed and you do not state a preference for it on your application form, all available places may be offered to parents who have applied for a place. Places will be offered on the basis of the published oversubscription criteria and this can result in an offer regardless of whether a child lives in the catchment area.

You may wish to consider including your ‘catchment area’ school as one of your preferences just in case a higher preference for another school is unsuccessful.

**Local Authority Schools**

Children are considered resident in the ‘catchment area’ for a school under the Local Authority’s admission arrangements if they and their parents are resident in the area served by the school on the date published for the receipt of supporting documentation. Supporting information may be requested to verify the place of residence. Preferences for the catchment area school for the confirmed address will be considered under criterion 3, unless a higher criterion is applicable.

**Other Publicly Funded Schools**

Some schools, where the governing body is the admission authority, do not give priority for admission on the basis of residency in the school’s catchment area. You will need to refer to the admission arrangements published in the primary and secondary school supplements to this booklet, entitled ‘Cheshire East Schools’ to check the oversubscription criteria for these schools.
Processing applications

Infant Class Size Legislation (ICSL)

When considering applications for infant classes, i.e. where the majority of children are aged seven or younger, the law requires that no more than 30 pupils are taught by a single school teacher. Therefore, further admissions will only be agreed in very exceptional circumstances. Exceptional circumstances would be applied:

- to rectify an error that resulted in a child not being offered a place;
- to admit a child with a Statement of Special Educational Needs or EHCP a cared for child or previously cared for child;
- to admit a child that has moved into the area outside the normal admission round for whom there is no other available school within a reasonable distance;
- to admit a child through the normal admission round who has a twin or sibling from a multiple birth;
- to admit a child of UK Service personnel outside the normal admissions round.

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 same school. These children would be considered as permitted exceptions to Infant Class Size Legislation.

Under exceptional circumstances, if a school is named in the Statement for a child with Special Educational Needs (A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 that specifies the special educational provision required for that child) or Education, Health and Care Plan any siblings (including twins or other children of multiple birth) will be considered for admission in accordance with criterion ii of the oversubscription criteria. This is to ensure that siblings from a multiple birth can attend the same school.
The next stage in the process

Decisions on Applications

If you live in Cheshire East we will send you written confirmation (including e-mail) of the decision on your application. This will include offers for places in Cheshire East schools and schools in other local authorities, as appropriate. We will also notify applicants applying for Cheshire East school places from other countries. If you applied online you will be able to log on to your online account on the 2 March 2015 (secondary) and 16 April 2015 (primary) to view the school offered. You will also be able to request to receive your offer by e-mail.

Please Note: Offers confirmed by letter will be sent out on the published offer day by second class post. If you will be receiving your offer by post please allow time for your letter to be received before contacting the Local Authority as offers will not be confirmed over the telephone.

Decisions will be notified on behalf of the relevant admission authority.

Accepting or Declining Places Offered

Once we have made you an offer of a school place you must accept or decline it by our published dates of 16 March 2015 for secondary applications and 30 April 2015 for primary applications. For late applications notified after the offer date you must accept or decline the place offered within 10 working days of the date of the offer.

We reserve the right to withdraw places not accepted by this date.

If you choose to decline the school place offered, it will be re-offered to the parent of the next child on the school’s waiting list. It is important that you think carefully before declining, particularly if this is your local school. The reason for this is that if you decline pending the outcome of an appeal for your preferred school and your appeal is unsuccessful, the place originally offered may no longer be available and the nearest school with a vacancy might be much further away. Accepting a place at a school does not prejudice your legal right of appeal for a preferred school.

Waiting Lists and Reallocating Declined Places

Once we have sent out offers of school places, parents must accept or decline the school place. Any places declined are then re-offered to parents of children held on the school’s waiting list. You can request in writing (including e-mail) that your son or daughter is added to a school’s waiting list. All requests must be sent to the Local Authority. Any vacancies will be reallocated after 16 March 2015 for secondary and 30 April 2015 for primary.
Waiting lists will be held by the admission authority in criteria order (based on the school’s oversubscription criteria) and not on a ‘first come, first served’ basis and will include children whose parents have specifically requested in writing (including e-mail) that they be placed on the waiting list, along with those for whom an appeal application has been received and new applicants.

Waiting lists will normally be held up until the end of the Autumn Term 2015. Some schools, where the governing body has the role of admission authority, may hold waiting lists beyond this date. For more information please contact the school. Placing your child’s name on a waiting list does not affect your legal right of appeal.

Please Note: Children who are subject of a direction by a local authority to admit, or are part of a managed transfer from a closing school, or who are allocated to a school in accordance with the Local Authority’s Fair Access Protocol will take precedence over those on a school’s waiting list.

Legal Right of Appeal

If you have been unsuccessful with your application, you have a legal right of appeal to an independent appeals panel to challenge this decision. The decisions of appeals panels are binding on the Local Authority and on school governing bodies. Applications for admission appeals are normally considered in relation to the child’s chronological age group, other than in exceptional circumstances.

Appeal applications must be submitted in writing and a separate appeal application form will be needed for each school appeal. If you decide to appeal, it is not compulsory that you attend the appeal hearing but you do have the right to do so. At the hearing you will have the opportunity to present your case to the independent appeals panel. You can be accompanied by a friend or adviser or you can send a representative. If you submit an appeal you will be given more detailed information on the appeals arrangements.

The Local Authority is the admission authority for all Cheshire East Community and Voluntary Controlled Schools and therefore arranges the appeals for these schools. Further information and an appeals application form are published on our website. Alternatively you can telephone the Local Authority to request an application form. If you are appealing for a place in an other publicly funded school, please contact the school to request an application form. For appeals against decisions made by the admission authority of schools outside Cheshire East, please contact the school or the relevant local authority for more information.

Please note: There are different arrangements for appeals relating to school places for pupils with Statements of Special Educational Needs or Education, Health and Care Plan. Appeal forms can be obtained from First-Tier Tribunal (HESC), Special Educational Needs and Disability, 2nd Floor Old Hall, Mowden Hall, Staindrop Road, Darlington DL3 9BG. For more information please visit the Tribunal’s website at www.sendist.gov.uk or by telephoning 01325 392760.

Admission Appeals and Infant Class Size Legislation (ICSL)

Apart from some very limited exceptions, no infant class may contain more than 30 pupils being taught by a single school teacher. Any admissions which would increase an infant class to more than 30 pupils to one school teacher would result in a breach of Infant Class Size Legislation and would require ‘qualifying measures’ to be taken to comply with this legislation.

Qualifying measures that could be taken include:

- Organising an extra class;
- Appointing an additional teacher;
- Providing/building an additional classroom;
- Introducing or extending mixed age group teaching, e.g. grouping year one and year two children together in classes of 30 or less.

When the Local Authority or school governing body can show to an appeals panel that any further admissions would require qualifying measures, an appeal can only be upheld (i.e. resulting in a place offered) if the appeals panel decide either that:

- the child would have been offered a place if the admission arrangements had been properly implemented; or
The next stage in the process

• the child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the School Standards and Framework Act 1998; and/or

• the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

Infant Class Size Appeal Outcomes

<table>
<thead>
<tr>
<th>Year of Admission</th>
<th>Number of Appeals</th>
<th>Appeals Upheld</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2012</td>
<td>125</td>
<td>8</td>
</tr>
<tr>
<td>September 2013</td>
<td>111</td>
<td>10</td>
</tr>
<tr>
<td>September 2014</td>
<td>51</td>
<td>2</td>
</tr>
</tbody>
</table>

Registering Pupils at School

All places offered should be taken up within 20 school days of the agreed date of admission. If this is likely to be a problem, you must notify the school of the circumstances preventing this. Places not taken up within 20 school days may be withdrawn and reallocated.

Repeat Applications

Repeat applications will not normally be considered within the same school year. If your circumstances or the circumstances for the school have changed significantly since the original application was made, you can submit a request to the Local Authority for consideration.

Appeal Hearings

Appeals for admission in September 2015 will be heard by 19 June 2015 for secondary transfer and by 21 July 2015 for primary schools. This applies to applications for which decisions have been sent out on the published offer day.

For late applications processed after the published offer date, these will be heard within 30 school days of the appeal being lodged. Appeals for admission in September will be heard together where possible. Late appeal applications will not be held before scheduled appeals even where this exceeds the 30 school day limit.
Applications for admission to the sixth form of a Cheshire East school are dealt with by the school. Children already in the school are not required to apply formally for places in Year 12 but should have reached the minimum entry requirements for admission into the sixth form. Minimum entry requirements are the same for internal and external applicants.

The law does not allow schools to interview pupils or their families for entry to Year 12, although meetings may be held to provide advice on options and entry requirements for particular courses. Admission arrangements are published in the Sixth Form Supplement – available online or by request. Information is also published on the school’s website.

**Sixth Form Minimum Entry Requirements**

- The minimum entry requirement for admission to the sixth forms of Cheshire East community schools to study primarily at A level is 5 GCSEs grade A* to C (or equivalent). Individual subjects may require a specific level of attainment. Further information will be provided by the school.

- Minimum entry requirements for admission onto specific vocational courses vary and a full list of requirements can be obtained from the school. Parents are advised to contact the school for further information.

- For admission to sixth forms in other Cheshire East publicly funded schools, the minimum entry requirements are included in the Sixth Form Supplement and are available from the school.

**Sixth Form Admission Arrangements**

In the event that the number of eligible applicants exceeds the number of places available (PAN), the oversubscription criteria to be applied can be found in the Sixth Form Supplement and are available from the school.

**Published Admission Numbers – External Candidates Only**

The published admission number relates to external candidates only. The admission numbers are based on an estimate of the minimum number of external candidates likely to be admitted, although it would be acceptable to exceed this if demand for available courses can be met. Please see relevant school website for further details.

<table>
<thead>
<tr>
<th>Schools with Sixth Forms</th>
<th>PAN</th>
<th>School Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Hallows Catholic College</td>
<td>50</td>
<td>A</td>
</tr>
<tr>
<td>Alsager School</td>
<td>30</td>
<td>A</td>
</tr>
<tr>
<td>Brine Leas School</td>
<td>25</td>
<td>A</td>
</tr>
<tr>
<td>Congleton High School</td>
<td>40</td>
<td>A</td>
</tr>
<tr>
<td>Eaton Bank Academy</td>
<td>10</td>
<td>A</td>
</tr>
<tr>
<td>Holmes Chapel High School</td>
<td>25</td>
<td>A</td>
</tr>
<tr>
<td>Knutsford Academy</td>
<td>10</td>
<td>A</td>
</tr>
<tr>
<td>Knutsford Academy: The Studio</td>
<td>75</td>
<td>A</td>
</tr>
<tr>
<td>Malbank School and Sixth Form</td>
<td>75</td>
<td>F</td>
</tr>
<tr>
<td>Poynton High School</td>
<td>50</td>
<td>C</td>
</tr>
<tr>
<td>Sandbach High School and Sixth Form College</td>
<td>35</td>
<td>A</td>
</tr>
<tr>
<td>Sandbach School</td>
<td>35</td>
<td>FS</td>
</tr>
<tr>
<td>The Fallibroome Academy</td>
<td>30</td>
<td>A</td>
</tr>
<tr>
<td>Tytherington School</td>
<td>20</td>
<td>F</td>
</tr>
<tr>
<td>Wilmslow High School</td>
<td>50</td>
<td>C</td>
</tr>
</tbody>
</table>

**Post 16 Education**

The Education and Skills Act 2008 raised the age at which young people, who do not already hold a level 3 qualification (equivalent to 2 x A levels), are required to participate in education or training (Raising of the Participation Age/RPA). This does not necessarily mean pupils have to stay on at school after Year 11 as they will have a choice about how they want to participate post-16, which could be through full-time education, such as school or college; work-based learning such as an Apprenticeship; or part-time education or training if they are employed, self-employed or working not for reward (e.g. volunteering) for 20 hours or more a week (for a minimum of 8 consecutive weeks). This study must be for an ‘accredited’ qualification. This change applied from 2013, when young people were required to stay in education or training until the end of the academic year.

Apply online at [www.cheshireeast.gov.uk](http://www.cheshireeast.gov.uk)
Sixth form admissions

in which they turned 17 years of age and from 2015 until they reach their 18th birthday. Further information about post-16 provision can be obtained by contacting your child’s secondary school.

Sixth Form Admission Appeals

Any applicant refused a place in Year 12 is entitled to make an appeal to an independent appeal panel, whether the child is already attending the school or is an external candidate.

Parents or children* refused admission to a sixth form in a Cheshire East community or controlled school will be advised to contact the Local Authority for an appeal application form and information about the appeals process.

For appeals against decisions of other publicly funded schools please contact the school.

* The Education and Skills Act 2008 made changes to the law relating to admissions and appeals placing a duty on local authorities to make arrangements:

a) for children to express a preference as to the school at which they wish to receive sixth-form education (i.e. secondary education suitable to the requirements of pupils who are over compulsory school age); and

b) for children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school, to express a preference as to the school at which they wish to receive education other than school sixth-form education.

Regulations give a corresponding right of appeal to a child who expresses a preference for a school place. Children’s rights are in addition to the rights of parents to express a preference as to the school at which they wish their child to receive education.
School transport

It is the responsibility of parents to ensure that their children get to and from school at the appropriate time each day. In the case of pupils of statutory school age (5-16) who attend their nearest suitable school and live beyond the statutory walking distance from it, the Council will provide free school transport. The statutory walking distance is defined in law as over 2 miles for pupils under the age of 8, and over 3 miles for those aged 8 and above, although Cheshire East’s Policy includes a variation to the distance limit for primary aged pupils. Distances are measured via the shortest available walking route between home and school and are calculated by using a digital mapping system.

For the purpose of administering the School Transport Policy, the ‘nearest suitable school’ will be defined as either: the catchment school under the Council’s zoning arrangements; or the nearest school to the home address, which may be different from the catchment school. Different arrangements will apply to primary and secondary aged pupils as follows:

- Free transport will be provided to the ‘nearest suitable school’, as defined above, where a pupil lives more than 2 miles from primary school or 3 miles from secondary school;
- For secondary aged pupils only, free transport will be provided if the pupil is from a low income family (based upon family eligibility for Free School Meals, or family being in receipt of the maximum level of Working Family Tax Credit), and attends one of the three nearest qualifying schools that is between 2 and 6 miles of the home address (or an appropriate faith school between 2 and 15 miles if preferred on the grounds of religious belief).

The Council will consider requests from parents for free transport for children who live within the statutory distance from their nearest suitable school, but who have to travel along a section of route that has been assessed by the council as ‘unavailable’. It is the responsibility of parents to transport their child safely to school or to make appropriate arrangements and, when assessing the route, the Council will assume that the child will be accompanied by a responsible person.

Travelling to School

The Council has a general duty to promote the use of sustainable travel and transport to and from school. To meet this, all Cheshire East schools have developed travel plans. Schools may consider promoting a number of sustainable travel schemes to encourage walking, cycling, public transport or car sharing. Further information about the schemes that schools may wish to promote can be found in the Sustainable School Travel section at www.cheshireeast.gov.uk/schooltransport

School places at alternative schools are usually offered on the basis that parents are responsible for any necessary travelling arrangements and the costs involved. In some cases, pupils who are not eligible for free school transport may be able to purchase a spare seat place on an existing school contract if one is available, for which a charge applies. The Council will not pay travelling expenses to parents who choose to send their child to a more distant school in another Local Authority in preference to their local school.

Apply online at www.cheshireeast.gov.uk
Customer Feedback and Complaints

Cheshire East Council aims to provide high quality services but acknowledges that things can go wrong. You may wish to tell us if we have succeeded in providing a high quality service, a member of staff has impressed you or just to comment on how we could improve on our services. A complaint can be an expression of dissatisfaction about the Council’s action or lack of action or about the standard of a service. This also applies to an organisation or contractor acting on behalf of the Council. Please Let Us Know by visiting our contact us page: www.cheshireeast.gov.uk/feedback

School Complaints

If you have a complaint about an issue relating to a publicly funded school, you should raise this with a senior member of staff at the school or with the head teacher. If a complaint cannot be resolved in an informal way all schools are required to have a policy and procedure for dealing with complaints. The model complaints policy recommended to Cheshire East Schools can be downloaded from our website at www.cheshireeast.gov.uk/governors.

Complainants also have the right to appeal to the Secretary of State if they are not satisfied with the way the school has dealt with their complaint, once the school’s complaints process has been exhausted. Complaints to the Secretary of State are handled by the Government’s Department for Education (DfE)

Discipline and Exclusions

Schools are aware that they share with parents, responsibility for the behaviour of children in their care. All school governing bodies maintain a written statement of general principles for their school’s behaviour and discipline policy. Details are available from each school. Parents are fully involved whenever matters take a serious turn. Detention is permitted but there is no corporal punishment although schools may use ‘reasonable force’ to control or restrain pupils in certain circumstances. In exceptional cases Headteachers may exclude pupils from school, either for a fixed period or permanently. Parents have the right to make representations about exclusion to a Committee of the school’s governing body. In the event of permanent exclusion parents also have a right of appeal to an Independent Appeals Panel. Parents requiring further information or a copy of the Council’s leaflet for parents on Pupil Exclusions from School should seek advice from their child’s school or the authority.

Family Information Service

Family Information Service is a free, impartial one-stop-shop service for parents and young people aged 0–19, providing accurate and detailed information on services in Cheshire East, regionally and nationally. From childcare to tax credits to guidance on bullying, the Family Information Service can assist with all manner of enquiries, big or small. You can contact them on 0300 123 5033 or by email fis.east@cheshireeast.gov.uk or visit our website www.cheshireeast.gov.uk/fidy

Governing Bodies

Every school has a governing body which is charged with providing strategic direction and accountability for the school. Governors are volunteers, and all governing bodies are made up of representatives from the school and the local community. All governing bodies include parents of pupils at the school. The governors have key responsibilities for setting the school aims and policies and for overseeing the budget and the staffing arrangements for the school. In their role of supporting and challenging the school, they play a key part in improving outcomes for the children within their school. Governing bodies work in close partnership with the Headteacher in making decisions. The Headteacher, not governing body, is responsible for the day-to-day leadership and management of the school. Further information about the role of the governing body and about how to become a governor in a Cheshire East School is available from the School Governance Team on 0300 123 5036, email: schoolgovernance@cheshireeast.gov.uk or on our website at: www.cheshireeast.gov.uk/governors.

The governing bodies of Academies have a similar role to those of Local Authority maintained schools and are accountable to the Academy Trust.
School Meals

School meals are provided in all primary and secondary schools. There are also facilities for pupils to eat a packed lunch brought to school.

Universal Infant Free School Meals

From September 2014 Central Government plans to introduce a new initiative to provide Universal Infant free school meals to all children attending Reception, Year 1 and Year 2. Should you wish your child to receive a school meal under this initiative then please speak to your school directly when your child is due to start.

Income Related Free School Meals

Pupils of all ages attending local authority (LA) publicly funded schools from families in receipt of a qualifying state benefit may also register with the local authority in order to receive income related free school meals, with the additional benefit of the school qualifying for the Pupil Premium. The Pupil Premium is additional funding distributed to schools in respect of pupils who have been registered for income related free school meals. In order to view the list of qualifying benefits including the most up to date changes in the Department for Work and Pensions’ Welfare Reform Act and how income related free school meals are affected, or to make an application please visit www.cheshireeast.gov.uk/fsrm, or call the Free School Meals Helpline - 0300 123 5012.

School Uniform

Headteachers, in consultation with school governors, decide whether or not there should be a school uniform. Details of uniform, where appropriate, are given in each school’s prospectus which can be obtained from the school. The Council does not help parents with the cost of school uniform or physical education kit, except for pupils attending residential special schools where separate arrangements apply. All pupils are expected to conform to a reasonable standard of clothing and personal appearance and parents are asked to try to ensure that pupils attend school suitably dressed.

Travelling to School

The Council has a general duty to promote the use of sustainable travel and transport to and from school. To meet this, all Cheshire East schools have developed travel plans. Schools may consider promoting a number of sustainable travel schemes to encourage walking, cycling, public transport or car sharing. Details on the schemes that schools may wish to promote can be found at: www.cheshireeast.gov.uk/schools

Apply online at www.cheshireeast.gov.uk
More information

General information about Church schools can be obtained from the appropriate Church of England or Catholic Diocesan Education Authorities. Addresses and telephone numbers are set out below.

**Church of England**
Mr J Turnbull, Director of Education,
Chester Diocesan Board of Education,
Church House, Lower Lane, Aldford,
Chester, CH3 6HP
Phone: 01244 681973
Fax: 01244 620456
Email: churchhouse@chester.anglican.org

**Catholic Church**
Reverend D Roberts, Director of Education,
Diocese of Shrewsbury Schools Commission,
2 Park Road South, Prenton,
Birkenhead, CH43 4UX
Phone: 0151 652 9855
Fax: 0151 653 5172
Email: education@dioceseofshrewsbury.org

**Neighbouring Local Authorities**

Follow us on Twitter: @CE_Admissions
### Other authorities’ contact details

<table>
<thead>
<tr>
<th>Authority</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| **Cheshire West and Chester Local Authority** | School Admissions  
Children and Young People's Services  
Wyvern House  
The Drumber  
Winsford  
CW7 1AU  
Tel: 0300 123 7039  
Fax: 01606 288793  
Email: admissions@cheshirewestandchester.gov.uk |
| **Derbyshire County Council**    | Admissions and Appeals Team  
Children and Younger Adults  
Saltergate, Chesterfield, S41 7LF  
Tel: 01629 537479  
Email: admissions@derbyshire.gov.uk |
| **Halton Local Authority**       | School Admissions Team  
Rutland House  
Halton Lea  
Runcorn  
Cheshire  
WA7 2GW  
Tel: 0151 511 7271/0151 511 7338  
Email: schooladmission@halton.gov.uk |
| **Manchester Local Authority**   | Integrated Admissions  
Directorate for Children and Commissioning Services  
Manchester City Council, PO. Box 532,  
Town Hall, Manchester, M60 2LA  
Phone: 0161 245 7166  
Fax: 0161 237 3407 |
| **Shropshire Local Authority**   | School Admissions Team  
Learning and Skills  
Shirehall  
Abbey Foregate  
Shrewsbury  
SY2 6ND  
Tel: 0345 6789008  
Email: school-admissions@shropshire.gov.uk |
| **Staffordshire Local Authority**| Schools Admissions and Transport Service  
Tipping Street,  
Stafford ST16 2DH  
Tel: 01785 278593  
Fax: 01785 278656  
Email: admissions@staffordshire.gov.uk |
| **Stockport Local Authority**    | Admissions Support & Advice Team  
Services to People , 3rd Floor Stopford House, Stockport.  
SK1 3XE  
Tel: 0161 217 6028  
Fax: 0161 953 0012  
Email: admissions.support@stockport.gov.uk |
| **Stoke-on-Trent Local Authority**| Admissions and Family Services  
Children and Young People's Services  
Floor 2, Civic Centre, Glebe Street  
Stoke on Trent ST4 1HH  
- Admissions/Transport - South of the city – 01782 236867  
- Admissions/Transport - North of the city – 01782 236885  
Email: admissions@stoke.gov.uk |
| **Trafford Local Authority**     | School Admissions  
2nd Floor, Waterside House  
Waterside, Sale. M33 7ZF  
Tel: 0161 912 5007  
Fax: 0161 912 4407  
Email: school.admissions@trafford.gov.uk |
| **Warrington Local Authority**   | Admissions Team  
Families and Wellbeing Directorate  
New Town House  
Buttermarket Street  
Warrington WA1 2NH  
Tel: 01925 443322  
Fax: 01925 443140  
Email: schooladmissions@warrington.gov.uk |

Apply online at [www.cheshireeast.gov.uk](http://www.cheshireeast.gov.uk)
Term and holiday date schedule

For 2015-16 academic year

These dates are mandatory for Community and Voluntary Controlled schools. They are also recommended for adoption by Academies and Free Schools and Voluntary Aided, Foundation and Trust schools.

Schools for which these dates are mandatory must designate 5 days as in-service training (INSET) days, no more than two of which may be consecutive. Schools are required to have at least three consecutive pupil contact days in any week in which the school is open to pupils.

<table>
<thead>
<tr>
<th>AUTUMN TERM 2015</th>
<th>No of days open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Close</td>
<td>Tuesday 1 September Wednesday 23 October</td>
</tr>
<tr>
<td>HALF TERM</td>
<td>Monday 26 – Friday 30 October</td>
</tr>
<tr>
<td>Open Close</td>
<td>Monday 2 November Friday 18 December</td>
</tr>
<tr>
<td>CHRISTMAS HOLIDAY Monday 21 December 2015 – Friday 1 January 2016</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPRING TERM 2016</th>
<th>No of days open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Close</td>
<td>Monday 4 January Friday 12 February</td>
</tr>
<tr>
<td>HALF TERM</td>
<td>Monday 15 – Friday 19 February</td>
</tr>
<tr>
<td>Open Close</td>
<td>Monday 22 February Friday 1 April</td>
</tr>
<tr>
<td>EASTER HOLIDAY Monday 4 April – Friday 15 April</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMER TERM 2016</th>
<th>No of days open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Close</td>
<td>Monday 18 April Friday 27 May</td>
</tr>
<tr>
<td>HALF TERM</td>
<td>Monday 30 – Friday 3 June*</td>
</tr>
<tr>
<td>Open Close</td>
<td>Monday 6 June Thursday 21 July*</td>
</tr>
<tr>
<td>Total days open</td>
<td></td>
</tr>
</tbody>
</table>

Good Friday = Friday 25 March; Easter Monday = Monday 28 March 2016

*Primary schools may choose to take two weeks holiday at the summer half term, in which case the term will end one week later on Thursday 28 July 2016
How do I apply for a School place?

If you are applying for a Cheshire East school place, you will need to complete the application form provided by your home authority i.e. the authority where you live. Application forms are available at the beginning of the process in September. If you are a Cheshire East resident you can apply online at www.cheshireeast.gov.uk. This facility will be available until the published closing date for applications.

Alternatively you can contact us on 0300 123 5012. If you prefer, you can complete the application form included at the end of this booklet. Once you have considered the information included in this booklet, and if possible having visited schools, you should then indicate three preferences in priority order on the application form.

What are the benefits of applying online?

Applying online is quicker and easier and you can complete and submit your application from home and request to receive an e-mail acknowledgement. There is no risk of the application being lost in the post and you can apply right up until the closing date for applications. Many of our parents who have previously applied online found that a significant benefit in applying online is that they receive their offer of a school place by e-mail or by logging onto their online account on the published offer date, rather than waiting for a letter to be received in the post.

Does the law say I can choose the school my child attends?

The law does not give you the right to choose a school for your child. However, it does allow you to express a preference as to which school you would like your child to attend. The Authority must try to meet that preference. The same applies to the governing bodies of Academies and Free Schools, and Voluntary Aided, Foundation and Trust Schools that are responsible for admissions to their schools rather than the Council.

What are the chances of my first preference being met?

Your first preference will be met, unless, as the law says, to do so would ‘prejudice the provision of efficient education or the efficient use of resources’. This simply means that as long as there are places available at the school, preferences will be met. For many schools, more applications can be received than the number of places available. In such circumstances applications are prioritised on the basis of the school’s published oversubscription criteria. The oversubscription criteria used by the Local Authority for all Community and Voluntary Controlled schools and the arrangements for Academies and Free Schools, and Voluntary Aided, Foundation and Trust Schools where the governing body is responsible for admissions are published in the primary and secondary school supplements to this booklet. You should give careful consideration to the oversubscription criteria before stating your preferences as this will give you more information about your level of priority for a school place if the school receives more applications than it has places.

How do I know how many places are available?

The primary and secondary schools supplements to this booklet provide information on schools in Cheshire East, including the published admission number (PAN), which is the number of places available in the relevant year group. Admission numbers are derived from the school’s physical capacity i.e. the total number of pupils that the school can accommodate.

What happens if there are more applications for a school than there are places available?

The published oversubscription criteria for the school will be applied to determine who will be offered the places. If potentially we can offer you a place at more than one of your preferred schools, we will make you a single offer which will be for the school that you ranked the highest on your application form. If you are a Cheshire East resident and we are unable to offer any of your preferences, we will allocate you a place at the nearest Cheshire East school with a place available. For other publicly funded schools this will be in liaison and agreement with the governing body. This will not affect your legal right of appeal against a decision not to offer you one of your preferences.
I have only one school I want to name as my preference. Is my first preference more likely to be met if I do not give a second and third preference?

No. We advise that you express three preferences in priority order for schools of your choice. Some schools will have more children wanting a place than there are places available and your first and only preference may be unsuccessful as a result of this. If you only state one school preference and we are unable to offer you a place at this school, we will offer you a place at the nearest school with a vacancy (Cheshire East residents only) after all other preferences have been considered and this may not be a school that you would have chosen yourself. If you state three preferences and your highest (first) preference is unsuccessful, the Local Authority can consider your other choices, rather than ‘choosing’ one for you. In addition, if all your local schools are filled up with children for whom these schools have been named as preferences, you may be allocated a place at a school some distance away as the nearest school with vacancies after all preferences have been considered.

Please Note: if you name the same school more than once on the application form this will not increase your chances of being successful, but will mean that you will only have one preference to be considered.

My child has medical/social needs. Can I choose the school place to meet my son or daughter’s needs and will my application be successful?

Not necessarily. The law allows you to express a preference for any publicly funded school and to provide information in support of your application. All applications are then considered against the published oversubscription criteria for oversubscribed schools. Cheshire East is a fully inclusive authority and therefore the needs of all children can be met by any school and, as such, priority over other children is not given on the basis of medical or social needs. An application for admission to an oversubscribed school can therefore be unsuccessful. You will have a legal right of appeal if this applies to you. Admission authorities for other schools set their own admission arrangements and in some cases, a higher priority can be given for children with particular needs who do not have a Statement of Special Educational Needs or Education Health Care Plan. Please refer to the admission arrangements published in the primary and secondary schools supplements to this booklet for the arrangements of individual schools.

Where particular needs result in a Special Educational Needs or Education Health Care Plan, the school named in the Statement will be offered.

Is my child automatically entitled to a place at the school serving our catchment area?

No. Most schools are served by a geographical area called the catchment area from which the school generally admits pupils. Whilst a level of priority may be given within the oversubscription for children resident in a school’s designated catchment area, the law will not allow places to be guaranteed or reserved. This could mean that an application for a catchment area school is unsuccessful if the school is oversubscribed with children in this criterion.

There are reasons why my child cannot attend a particular school. Will these reasons give me a higher priority for admission to my preferred school?

No. The additional information that you present on your application must be in support of admission to your preferred school/s. Whilst you are free to explain the reasons why a particular school (which may be your local or catchment area school) is unsuitable, this will not influence your priority within the oversubscription criteria for another school named as a preference. All your preferences will be ranked on the basis of the published criteria and in the event that you receive an offer of a place at a school you expressly stated you would not accept, this will only occur if either that school is named as a lower ranked preference or is the nearest school with a vacancy as all your preferences were unsuccessful. You will have a legal right of appeal against the unsuccessful preferences and you can decline the school offered.
Will the catchment area school be able to accommodate all applications from parents resident in the catchment area?

Not necessarily. Generally, there are enough places for all children living in a school’s catchment area as well as places for children living outside the catchment area. However, for some schools, changes in the population and the pattern of parental preference can result in applications from within the catchment area exceeding the number of places available. In the primary and secondary school supplements to this booklet, you can read about the allocations last year as an indication of the likelihood of success with your application. This is only an indication for the reasons aforementioned.

What if I move house after I have sent in my application?

If you move house after submitting your application you must notify us in writing (by letter or e-mail). Proof of this new residency will be required. If proof is received before the deadline for receipt of supporting documentation (see Application Timetable), then we will be able to update your child’s record and use this new address when allocating school places. If it received after this deadline, then we will only be able to update your child’s record after allocation of school places. Your new address will be used for correspondence purposes, e.g. for sending the offer letter Please refer to the information in this booklet about changes submitted after the published closing dates.

If my preferred school is in another authority, should I include it on the application form?

Yes – the co-ordinated admission process allows you to express a preference for any publicly funded school (this includes Academies, Studio and Free Schools, and Voluntary Aided, Foundation and Trust Schools) including those in another English authority. If you wish your child to be considered for a school in another authority, please include the name of the school in preference order on your application form. We will exchange information with the other local authority to ensure that your preference is considered.

Will I be considered for a place at the catchment school serving my new address?

Provided that you name the school on your application you will be considered for a place at your local (catchment) school. However, we are unable to guarantee a place for your child. If you know that you will be moving into a different catchment area prior to completing the application form, you can name your new local school on your application form and state the new address and date of proposed move on the application form. You must notify us when you have actually moved in as this may change your criteria for admission. Proof of residency will be required. Please refer to the information in this booklet about changes submitted after the published closing dates.

Can applications be considered for pupils who do not live in Cheshire East?

Yes – Any applications for the admission of pupils who live outside Cheshire East are always considered on an equal basis and in accordance with published arrangements.

My child has an older brother/sister already attending a school which is not our local catchment school. I want both children to be at the same school. Will I get a place?

Not necessarily – If there are not enough places to accommodate all parents’ preferences, priority will be given in line with the relevant school’s oversubscription criteria. For Community and Voluntary Controlled schools, a higher priority is given to siblings of children attending the school and who will continue to attend the school at the time of admission. Many other admission authorities do the same. You will need to look at the published admission arrangements for the school that you would like your child to attend to check the priority within the oversubscription criteria.
How do I apply for a place for my child at a Cheshire East Academy or Voluntary (Church) Aided, Foundation, Free, Studio or Trust school?

If you are a Cheshire East resident you should name the school as one of your preferences on the Cheshire East application form. For these schools, the governors are responsible for the admission of pupils into the school and therefore we will exchange information with them about your application. For Voluntary Aided schools you can also approach the school as further information may be required (e.g. In Roman Catholic schools, a baptismal certificate may be required). Supplementary information forms for Voluntary Aided schools are included on our website at www.cheshireeast.gov.uk/schools and are available from the relevant schools.

If I am refused a place at my preferred school(s) can I appeal?

Yes. For Community and Voluntary Controlled schools you can appeal against the Local Authority’s decision and for other publicly funded schools, you can appeal against the decision of the governing body.

What happens if I am not offered any of my three preferences?

If you are resident in Cheshire East, we will offer you a place at the nearest school with a vacancy. This will not affect your legal right of appeal against a decision not to offer you one of your three preferences.

What happens if I change my mind after I’ve sent the form back?

If you change your mind about the schools you have named of your form, you will need to write to us stating the reason/s for changing your preference/s. If this request is made before the published closing dates of 31 October for secondary school places and 15 January for primary school places, your application details will be changed. Any changes made after these dates will result in your application being treated as late, which could result in a disadvantage, unless we accept that there is a genuine reason for the change, e.g. a recent house move. This information must be stated at the time of the application in order that we can consider your request. Any parent wanting to make a change after the published closing dates for applications without good reason will be advised that the application will be treated as late. Please refer to the section in this booklet on late applications for more information.

When will I know the outcome of my application?

If you applied online you can view the offer on our published offer dates. If you used a paper application form, you will receive a letter in the post and this will be posted out by second class post on the published offer date. If you applied late and after the allocation process has started, your application will not be considered until after mid March for secondary applications and end of April for primary applications. This will mean that you will not receive a decision until after this date. Please refer to the information earlier in this booklet about late applications.

What if I do not want the place offered for my child?

All parents must notify us of their decision on the offer made to them. Online applicants can accept or decline the place online. If you applied on the paper application form you must complete the response form provided and return this to us by the deadlines indicated earlier in this booklet.

Places ‘declined’ will be reallocated to the next person on the school’s waiting list. If you are declining the place offered, you must inform us of the alternative arrangements made for your child’s education. We urge you to consider the implications of declining a place offered to you without first securing an alternative school place.

After the accept/decline deadline dates (see timetable earlier in this booklet) waiting lists will be prepared and vacancies will be reallocated. If you wish to discuss alternative schools with vacancies, you can telephone us on 0300 123 5012.
Frequently asked questions

What if I do not return my ‘accept or decline form’ by the closing date?

If you do not inform us by the published date of your decision on the offer made to you, this could result in us withdrawing the school place, especially if the school in question has a waiting list. To ensure that you are not disadvantaged, please return your response, as requested, by the deadline.

If I decline the school place offered without making alternative arrangements, will the Local Authority find me a school for my child?

Our advice to you is that you should not decline the place offered to you unless you have already made alternative arrangements. If you are a Cheshire East resident, we do have a duty to provide you with a school place, but this may not be a school of your choice. If you choose to decline the place offered it is your responsibility to ensure that your child receives an education and we can provide you with advice about alternative schools with vacancies for September. This will not affect your legal right of appeal. Please telephone 0300 123 5012 for more information.

What if I need some advice or assistance with my application?

You can either contact us on 0300 123 5012 to speak to an adviser, or you can e-mail your query or write in to request further information or advice. Contact details are included in this booklet.
Your right as a ‘parent’ to apply for a place at a school of your choice

In accordance with legal requirements, Cheshire East Council makes provision for ‘parents’ to apply for a place at a school of their choice. Section 576 of the Education Act 1996 defines a ‘parent’ as,

- all natural parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility* for a child or young person
- any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law).

*People other than a child’s natural parents can acquire parental responsibility through
- being granted a residence order
- being appointed a guardian
- being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare)
- adopting a child
- (in the case of step-parents) in agreement with the child’s mother (and other parent if that person also has parental responsibility for the child) or as the result of a court order.

Where a child’s parents are not married to each other, the child’s father can gain parental responsibility by registering the child’s birth jointly with the mother; through a ‘parental responsibility agreement’ between him and the child’s mother; and as the result of a court order. In addition, a local authority can acquire parental responsibility if it is named in the care order for a child.

Please Note:

Your application can only be discussed with the ‘parents’ whose details you have included on your application form.
Application Form

Application for Admissions in September 2015
Cheshire East Residents Only

The best way to apply is online at www.cheshireeast.gov.uk
(You will be able to view your offer online on the published date)

Child's Surname

Date of Birth

Child's First Name(s)

Sex: M F

Address at which pupil is resident. During the admissions procedure you must notify School Admissions in writing of any change of home address. Where a place is offered based on the address given on the preference form but it is subsequently found to have changed because you have moved home, the place may be withdrawn. Your statutory right of appeal will not be affected.

Child's current school (including Nursery) and Local Authority (LA) if applicable

Postcode Phone No

Length of time at this address yrs mths

Parent details

Mr/Mrs/Ms/Dr etc. Initials Surname Daytime Phone No: 

Mr/Mrs/Ms/Dr etc. Initials Surname Daytime Phone No: 

Address(es) (if different from pupil’s address) and email address (where available)

Name of preferred schools and the name of the Authority in which the school is located. Any schools outside Cheshire East Local Authority will need to be listed here as well. Please state 3 preferences in ranked order. (Do not include fee-paying independent schools)

Example Midshire High School LA Cheshire East

1st Preference 

2nd Preference 

3rd Preference 

Please tick any of the following reasons applicable to each of your choice of schools.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>1st Pref</th>
<th>2nd Pref</th>
<th>3rd Pref</th>
</tr>
</thead>
<tbody>
<tr>
<td>Siblings (brothers and sisters – provide details opposite)</td>
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<td></td>
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<tr>
<td>Catchment Area</td>
<td></td>
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<tr>
<td>Distance</td>
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<tr>
<td>Feeder/Partner Primary</td>
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<tr>
<td>Religion (please state denomination)</td>
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</tr>
</tbody>
</table>
**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 school and expected to continue at the school in the following school year.

<table>
<thead>
<tr>
<th>Name of Sibling</th>
<th>School &amp; year group</th>
<th>Date of Birth</th>
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Does your child have a Statement of Special Educational Needs or Education Health Care Plan? Yes ............... No ...............  
Is your child ‘Cared for’, or has been previously ‘Cared for’ by a Local Authority (ie in care of Social Services)? Note: please provide documentary evidence to support this, or Social Worker contact details  
If yes, please state which Local Authority  
Is your child one of a Multiple Birth (eg, twin)?  
If yes, please ensure a form is completed for both children Yes ............... No ...............  

**Other Relevant Circumstances**  
Please include here any further information which you consider may be relevant to your preference(s). Continue on a separate sheet, if necessary. You may wish to make separate statements in support of each of your preferences. Please provide full details of dual residency.  
**Example:** Parent is a member of staff at the school or a Crown Servant or member of UK Armed Forces; Note: A Unit postal address or quartering area address will be required in advance of removal to the area for this to be considered. Refer to booklet for more information.

**Faith Schools**  
If you have stated a preference for a faith school you should also contact the preferred school as additional information may be required in support of your application.

I declare that all the information which I have provided is true. I understand that any school place offered on the basis of fraudulent or intentionally misleading information may be withdrawn. I have read the Council’s information booklet on admissions.

Signed ...................................................................................................................................................................................  (Mr/Mrs/Ms/Dr etc.)

Print Name ............................................................................................................ Date ..............................................................

PLEASE RETURN THIS FORM TO: School Admissions, Cheshire East Council, Floor 7, c/o Municipal Buildings, Earle Street, Crewe CW1 2BJ.  
If you require an acknowledgement please provide a stamped addressed envelope with your application.

**Closing Date for Applications: 31 October 2014 for Secondary and 15 January 2015 for Primary**  
Forms received after this date will be processed after all on time applications. Please refer to information in the admissions booklet on late applications.

DATA PROTECTION ACT The Council maintains a Register Entry in respect of Education which includes the administration relating to pupils. Personal information provided on this form is treated in confidence and complies with the requirements of the Act. This information may also be shared with other local authorities.

VERIFICATION OF INFORMATION – the Council may verify information you have provided on this form which could involve contacting other departments of the Council who maintain appropriate records. In instances where the information provided is different from that held by them they may use the information on this form.
Use of Information – Data Protection and Security

When might we share your application information?

In order that your application can be processed in accordance with your wishes, Cheshire East Borough Council will share your personal information within the Local Authority, with other relevant local authorities and with relevant schools. Relevant local authorities include your home local authority i.e. the authority where you live and local authorities where the schools named on the application form are located; relevant schools include the schools listed as preferences and the current or most recent school.

Cheshire East Borough Council has a duty under the Children's Act 2004 to work with partners to provide and improve services to children and young people in the area. Therefore, Cheshire East may also use the information provided for admission to school for other legitimate purposes, which may necessitate the sharing of information held with other bodies responsible for administering services to children and young people within the local authority including School Transport, Social Care and Health and also partners in Public Health.

The Council also has a duty to protect the public funds it administers, and to this end it may use the information you have provided on this form for the prevention and detection of crime, including fraud. This may necessitate sharing information with other local authorities, government departments and law enforcement agencies.

Data Security

All admissions application data is stored securely and maintained in accordance with the Data Protection Act. Applicants who choose to make their applications on the paper form will have their details entered electronically by Cheshire East Council officers.

Verification of Address Details

To ensure that school places are allocated correctly, other Council records may be used to verify the address provided on your application form.

Protecting Data

The Data Protection Act 1998 is a law designed to protect the privacy of individuals, in particular with regards to the processing of their personal information. The Act covers manual (paper) records as well as those held on computer.

Cheshire East Borough Council will ensure that any personal or sensitive information given to them for the purpose of School Admissions will be held in accordance with the Data Protection Act 1998 and its eight principles, which are:

- Processing must be fair and lawful;
- The information we obtain must be for specific and lawful purposes;
- The information must be adequate, relevant and not excessive for those purposes;
- The information must be accurate and kept up to date;
- We must not hold the information for longer than is necessary;
- We must process your information in accordance with your rights;
- The information must be subject to the appropriate technical and organisational security measures;
- We must not transfer the information outside the European Union unless the country in question provides adequate security.

Schools Data Protection

Under the Data Protection Act, schools are data controllers and are responsible for registering individually with the Information Commissioner's Office as well as complying with the eight principles of the Act when using, storing and protecting personal data.

Freedom of Information

All information held by Cheshire East Borough Council is subject to the Freedom of Information Act 2000. Potentially any information held may be released to the public upon receipt of a request. Personal data will be assessed under the requirements of the Data Protection Act 1998 and will only be released if it does not incur a breach of any of the data protection principles.
Questionnaire

Did you find this guide helpful?
Please answer the questions below, cut out this page and return it to the address at the foot of this page.

Please circle as appropriate

<table>
<thead>
<tr>
<th>Did you find the guide</th>
<th>Poor</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>Very Good</th>
</tr>
</thead>
<tbody>
<tr>
<td>clearly written?</td>
<td>1</td>
<td>2</td>
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<td>4</td>
<td>5</td>
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<tr>
<td>easy to understand?</td>
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<tr>
<td>included the information you wanted?</td>
<td>1</td>
<td>2</td>
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</tr>
<tr>
<td>well laid out, so that you could find the sections you wanted?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>helped you to understand the admission process in Cheshire East?</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<td>5</td>
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</tbody>
</table>

Overall, how helpful did you find the guide?                                            | 1    | 2 | 3 | 4 | 5         |

Is there anything not covered in the guide which you think should be included in future?

____________________________________________________________________________________

____________________________________________________________________________________

Do you have any other suggestions for improving it?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Responding as a parent/governor/Council employee/other?  
– please specify

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Thank you for your help.

Please return to:

School Admissions, Cheshire East Council  
Floor 7, c/o Municipal Buildings, Earle Street, Crewe, CW1 2BJ  
Email: admissions@cheshireeast.gov.uk  
Twitter: @CE_Admissions  
Telephone: 0300 123 5012  
Fax: 01270 686491
This document is available in alternative formats on request. Please call the Customer Services on 0300 123 5012.
Do you need information, advice or guidance for your family but don’t know who to ask?

Then call the Family Information Service on 0300 123 5033

The Family Information Service can help you and your family in finding the right information, advice and services, such as:

- Discussing your childcare options and finding local childcare
- Advice and support services for Teenagers and Young People
- Services and support for children with additional needs and/or a disability
- Parenting & child behaviour support services
- Information & advice around the safety and protection of children
- Advice on how to access Tax Credits, Childcare Vouchers and the Free Early Education Entitlement
- Fun activities and events for all the family
- ...and much more

We offer a free, confidential and impartial information, advice and guidance service for families with children and young people 0 - 19 years of age.

tel: 0300 123 5033
email: fis.east@cheshireeast.gov.uk
web: www.cheshireeast.gov.uk/fis
directory: www.cheshireeast.gov.uk/fidy

Visit us on

Facebook: Family Information Service (Cheshire East Council)
Twitter: FISCheshireEast

Cheshire East Council