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TOGETHER for Children and Young People

Together we will make Cheshire East a great place to be **young**

Local Authority Admissions Arrangements for Community and Voluntary Controlled Schools from September 2028

1 September 2027



Cheshire East Council

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1. LOCAL AUTHORITY ADMISSION ARRANGEMENTS – COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS.

1.1 These admission arrangements apply to Cheshire East **community and voluntary controlled schools** from the school year 2028-29. Cheshire East Council (the Local Authority) is the admission authority for these schools and is responsible for offering places at these schools.

1.2 Applications for the normal admission round (i.e. into reception at 4+ and secondary transfer at 11+) and 'in year' (i.e. into any year group outside the normal admission round) shall be considered in accordance with the arrangements set out below and the provisions set out in the Local Authority's agreed Coordination Scheme, School admissions policies (cheshireeast.gov.uk).

2. PUBLISHED ADMISSION NUMBERS (PANs)

2.1 The Local Authority has agreed published admission numbers (PANs) for its community and voluntary controlled schools. This is the number of children that will normally be admitted into the relevant age group (e.g., reception and year 7 in September). The admission number is set based on the number of pupils the school can accommodate and therefore usually, PANs will continue to be applied i.e. to all subsequent year groups in addition to the relevant age group. Admission numbers for 2026 and subsequent years, subject to any review, are set out in **Appendix 3**.

2.2 The Local Authority may agree (through consultation with the governing body) admission over PAN where to do so would not result in prejudice to the provision of efficient education or efficient use of resources at the school. The Local Authority will not be able to agree admission over the published admission number where to do so would result in a breach of infant class size legislation, which requires that infant classes (those classes where the majority of children will reach the age of 5, 6, or 7) contain no more than 30 pupils with a single qualified teacher. This will include considering whether a child could be a permitted exception.

3. EDUCATION, HEALTH and CARE PLANS

3.1 All children whose Education, Health and Care (EHC) plan names the school must be admitted.

An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

4. OVERSUBSCRIPTION CRITERIA

4.1 Where more applications are received than there are places available, after children with Education, Health and Care (EHC) plans, priority for admission will be based on the Local Authority's published oversubscription criteria as follows:

1) **'Cared for Children' and Children who were 'Previously Cared for'.**

- A 'cared for child' is a child who is in the care of a local authority or provided with accommodation by that local authority (as defined in section 22 of the Children Act 1989).

- Children previously 'cared for' are children who were 'cared for' as defined above, but immediately after being 'cared for' became subject to an adoption, child arrangements order (formerly residence order), or special guardianship order. A child arrangements order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 amended by Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). This includes children who appear to (in the view of Cheshire East) have been in state care outside of England and ceased to be in state care as a result of being adopted.

2) **Siblings** – pupils with brothers or sisters, step-brothers or step-sisters, foster brother or sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household (for the majority of the school week) already attending the preferred school (in years *Reception* through to *Year 10*) and expected to continue at the school in the following school year (i.e., at the time of admission).

3) **Children resident within the designated catchment area of the school.** Children will be classed within this criterion if they and their parent(s) are resident within the area served by the school.

4) **Children attending a school nominated as a feeder primary school for admissions purposes** (Applies to Secondary Schools only). See appendix 1.

5) **Pupils living nearest to the school** measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's co-ordinate point to the place of the child's residence co-ordinate point.

Where a school cannot accommodate all pupils qualifying under one of the criteria stated above, the next criterion will be applied to determine priority for admission. For example, if a school cannot accommodate all *children resident within the catchment area (criterion 3)*, the priority will be in the order of:

- Resident in the catchment area (criterion 3) attending a feeder school (4) and living nearest to the school (5)
- Resident in the catchment area (criterion 3) not attending a feeder school (4) and living nearest to the school (5)

All applicants within each criterion will be put into a distance order with priority being given to those that live nearest to the school, as stated in criterion 5. Where there are a limited number of places, and the Local Authority cannot differentiate between the applications using the distance criterion (criterion 5) a random allocation tie-breaker will be applied. This may be required, for example, where applicants reside in the same block of flats.

Notes:

Previously Cared for Children

For previously looked after (also known as Cared for) children (criterion 1) we may request relevant documentation such as the adoption order or special guardianship order and written correspondence from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

Residency

The Local Authority will accept applications from families resident in the United Kingdom, and from outside the United Kingdom. For the normal admissions round applications will be considered on where the child is residing on the date published for receipt of supporting documentation. In-year applications will be processed on where the child is resident at the time of the application.

Children will be considered within criterion (3) if they and their parent(s) are resident on the date published for the receipt of supporting documentation (section 16 Key Dates). Supporting information may be requested to verify the place of residence. To ensure a fair process, checks may be undertaken with other Council Services including Council Tax records and Electoral Roll.
The only exception to this is for children of UK service personnel (UK Armed Forces) where a Unit postal address or quartering area address will be accepted in advance of a move into the area, subject to official written confirmation of the address and relocation date. Preferences for the catchment area school for the confirmed address will be considered under criterion (3) unless a higher criterion is applicable.

Feeder Primary Schools

Children eligible for priority due to their attendance at a named feeder primary school (criterion 4) will only remain eligible for this priority whilst on roll at the primary school. If the child leaves the school, including transferring to high school, this priority within the oversubscription criteria will no longer apply.

Definition of a 'Parent'

In this policy and in education law, the definition of a 'parent' includes a natural or adoptive parent of the child (regardless of whether the child lives with them, has contact with them, or they have parental responsibility for the child). It also

includes a person who is not a natural or adoptive parent of the child, but who has care of and/or parental responsibility for the child.

5. PARENTS WITH SHARED RESPONSIBILITY FOR A CHILD

5.1 Only one application can be made for each child. Parents that share responsibility should agree between them who will apply.

Where parents have shared responsibility for a child 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). The Local Authority may request full details to be submitted in writing 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.

Examples of other evidence and information that may be considered:

- Details of how the child splits their time between the two addresses.
- Court orders or other legal documents.
- Where Child Benefit is claimed.
- Where the child is registered for GP purposes.
- The address the current nursery/pre-school or Primary school have on their records.

Where both parents have parental responsibility, the local authority is unable to resolve or take sides in disputes. Instead, parents are required to resolve matters between themselves, and, where this is not possible, seek a resolution through the courts.

6. CHILDREN OF MULTIPLE BIRTHS

6.1 For children of multiple births, exceptionally it may be necessary to offer places over the published admission number to ensure that siblings (i.e., twins, triplets, or children from other multiple births) can attend the same school. This is in accordance with the School Admission (Infant Class Size) Regulations 2012 where additional children may only be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

7 .MOVING HOUSE

7.1 Parents must inform the Local Authority immediately of a change of address, even if details of a future change of residency were on the application. The Local Authority will require evidence to show that the place of residency has changed as follows:

- A letter from the solicitor confirming the completion date.
- A signed rental agreement showing the start of the tenancy (in accordance with the arrangements set out in the Local Authority's Coordination Scheme)

7.2 The Local Authority may request further information including copies of utility bills. Other information may be required, such as evidence of disposal of previous property. Information will be verified by officers using Council Tax records. Proof that the child now resides at the new property may be required.

7.3 For applications made as part of the normal admission round, (e.g., reception and year 7 in September) information and supporting evidence must be received by the dates stated in these arrangements. Satisfactory confirmation of residency at the property will result in the application being considered on the new address. Proof of residency received after the published dates will not be used to process the application but will be used to send the decision letter/e-mail on the published offer date.

8. WAITING LISTS

8.1 Waiting lists for the normal admission round will be held until the 31 December. They will be held in line with the published oversubscription criteria and not on a 'first come, first served' basis. Placing a child's name on a waiting list does not affect the right of appeal. Waiting lists for oversubscribed schools will include those children whose parents have requested in writing (including e-mail) that they be placed on the waiting list, along with new applicants and those for whom an appeal has been received. Vacancies will be re-allocated to children held on the school's waiting list in line with the dates published.

9. LATE APPLICATIONS – NORMAL ADMISSION ROUND ONLY

9.1 Applications, changes of preference and supporting documentation received after the dates specified will be considered late. Late applications will be considered after all on-time applications unless the Local Authority considers that there are good reasons for the application being late, which must be stated at the time of application. Reasons such as exceptional medical reasons preventing an earlier application, or a late house move into the area will be considered and supporting documentation must be provided. Where supporting documentation has been received by the dates specified and the Local Authority has accepted reasons stated for the late application, the application will be considered as if it had been received on-time. Late applications may be disadvantaged.

10. ACCEPTING AND DECLINING PLACES

10.1 All parents will be required to **accept or decline** the school place offered by the published dates. The Local Authority reserves the right to withdraw places not accepted by this date. If the Local Authority does not receive a response by the date specified in that first correspondence, a reminder letter or email will be sent with a second opportunity to respond, giving a deadline of a further 5 days. This will include notification that if no response is received to that reminder, the school place will be withdrawn.

11. RIGHT OF APPEAL

11.1 Parents who are not offered a place for their child at a preference school have a right of appeal to an independent appeals panel. Parents can appeal for each school for which admission has been refused, by the dates published. For appeals against decisions on preferences for community and voluntary controlled schools, forms are available on the Local Authority's website. Paper forms can be requested. Outside the normal admissions process, completed forms should be returned to the Local Authority within 20 school days from the date of notification that the application for admission was unsuccessful.

12. REPEAT APPLICATIONS

12.1 Repeat applications will not usually be considered within the same school year unless the circumstances for the parent or school have changed significantly since the original application was made. Full details must be provided to the Local Authority for consideration.

13. DEFERRED ENTRY AND PART-TIME ATTENDANCE IN RECEPTION YEAR

13.1 All children are entitled to a full-time place in Reception in the September following their fourth birthday.

Where a place has been offered:

a) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and

b) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Where parents are considering either of these alternative starting dates, parents are advised to contact the school to discuss.

13.2 Parents may decide that their child will not start school until they reach compulsory school age, which is known as 'deferred entry'.

13.3 Where parents choose to defer entry until later in the school year, we will hold their place in Reception for a maximum of two terms (until the end of the Spring Term). Places cannot be deferred beyond this point.

13.4 Parents may decide that their child will attend school part-time until they reach compulsory school age.

13.5 Where parents want to defer their child's entry and/or choose for them to attend school part-time, they should apply for a place in the normal way and, once they have accepted the offer of a place contact the school to discuss.

14. DELAYED ENTRY FOR SUMMER BORN CHILDREN

14.1 Children born between 1 April and 31 August are considered "summer born" children under the School Admissions Code and do not reach compulsory school age until 31 August on / following their fifth birthday.

14.2 Parents may decide to send their summer born child to school a year later than usual. The child would be admitted into their normal age group (Year 1) unless agreed otherwise. Parents should consider that their child will have missed Reception Year there may not be a place available in Year 1.

14.3 Parents may request their child is admitted one year later than usual, outside their normal age group, to Reception. The procedure for making these requests is set out in appendix 2.

14.4 Parents are strongly encouraged to make their requests in a timely manner, ideally well ahead of any application deadlines, so that they can obtain a decision in principle which will enable them to make informed decisions on school preferences when they apply for admission. Requests will be dealt as set out in appendix 2.

If the choice is made to delay entry until the following September (A year below the normal age group) the following should be considered:

- Any secondary school the child moves to will not be obliged to continue to educate them outside of their normal year group.

- If the child does remain out of their normal year group in secondary school, they will reach statutory school leaving age before they have completed their secondary education.

Parents are advised to read the Department for Education Guidance for parents: Summer born children starting school: advice for parents

15. ADMISSION OF CHILDREN OUT OF THEIR NORMAL AGE GROUP

15.1 Parents have a right to request that their child is admitted to a year group other than their normal year group at a school. This may be to a year group below or above, and there may be any number of reasons for making this request. Parents do not have a right to decide that their child will be admitted outside their normal age group.

15.2 Parents should make their requests to the local authority in writing.

15.3 Requests for admission outside normal age group are not applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make their requests in a timely manner, ideally well ahead of any application deadlines, so that they can obtain a decision in principle which will enable them to make informed decisions on school preferences when they

subsequently apply for admission. A separate request must be made to the Local Authority for each school being considered.

15.4 A Panel of Officers will consider whether to agree the request in principle, or refuse the request as set out in appendix 2.

16. KEY DATES

Process	Secondary Transfers	Primary Admissions
Application process starts	1 September 2027	1 September 2027
Closing date for applications	**31 October 2027***	**15 January 2028***
Preferences forwarded to other LAs	15 November 2027	7 February 2028
Preferences forwarded to Academies, Free, VA and Foundation Schools	22 November 2027	21 February 2028
Deadline for receipt of supporting documentation	**17 December 2027**	**25 February 2028**
Academies and Free Schools, VA and Foundation Schools to respond	17 December 2027	13 March 2028
Provisional allocations of places at Cheshire East schools sent to other LAs for their residents	Around 17 January 2028	Around 14 March 2028
Responses to other LAs on potential offers of places in their schools for Cheshire East residents (so far as possible)	21 January 2028	19 March 2028
Allocations to be finalised	4 February 2028	27 March 2028
Offers released	**1 March 2028****	**18 April 2028****
Deadline for accepting or declining places	**15 March 2028**	**2 May 2028**
Waiting lists prepared, late applications processed, and vacancies allocated. Waiting lists will be held in criteria order. Parents offered places on this basis will be required to accept or decline the place offered within 10 school days.	**After 15 March 2028**	**After 2 May 2028**
Appeals Application Deadlines	**29 March 2028**	**16 May 2028**
Appeal Hearings	By 14 June 2028	By 18 July 2028
Appeal Hearings – late Applications	Within 40 school days of deadline where possible, or 30 school days of appeal being lodged	
Appeal Applications – 'In Year' Admissions	Within 20 school days from the date of notification that the application for admission was unsuccessful.	
Appeal Hearings – 'In Year' Applications	Within 30 school days of appeal being lodged	Within 30 school days of appeal being lodged
Please note: Deadline for Admission Authorities to publish Appeal Timetables on their website		28 February of relevant year

* National closing date for applications

** In accordance with the School Admissions Code 2021, offers must be made on National Offer Day (1 March for secondary transfer, and 16 April for primary admissions **or the next working day**).

Appendix 1 – Feeder/Partner Primary Schools

Ruskin Community High School	Wilmslow High School
Edleston Primary School	Alderley Edge Community Primary School
Gainsborough Primary and Nursery School	Ashdene Primary School
Pebble Brook Primary School	Gorsey Bank Primary School
	Handforth Grange Primary School
	Lacey Green Primary Academy
	Lindow Community Primary School
	Nether Alderley Primary Academy
	St Anne's Fulshaw C of E Primary School
	Styal Primary School
	The Wilmslow Academy

Appendix 2 - Cheshire East's process for requesting Admission of Children Out of their Normal Age group, in line with statutory guidance provided by the DfE:

1. **Parent** contact headteachers of preferred school(s) to discuss a potential request. Parents are advised to share information about their child and the reasons for the potential request to assist the Headteacher in providing a professional view.

2. **Parent** requests admission outside normal age group to the local authority including evidence to support their request.

3. **The Local Authority** will make a decision based on the circumstances of each case and in the best interests of the child concerned, taking into account the parents' views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery out of their normal age group, and whether they may naturally have fallen into a lower age group, if it were not for being born prematurely. We will consider the views of the Headteacher of the School and, where provided, the Headteacher of any current or previous school. This is not an exhaustive list, and parents may put forward any matters for the Panel to consider.

4. **The Local Authority** will notify parent(s) of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand why it came to that decision. Where the request is agreed in principle, this letter should accompany the application for admission subsequently made for a place at the school.

5. Agreement to admissions outside normal age group does not guarantee a place at the preferred school. Applications will be considered in line with the oversubscription criteria within these Admissions Arrangements. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group. Parents do not have a right of appeal against a refusal of a request for admission outside normal age group.

For summer born children:

If the request is approved

- Local authority notifies parent.
- parent withdraws application for reception place for chronological year group, if an application has already been made.
- parent can then apply for reception places the following year.

If the request is rejected - admissions authority notifies parent and provides reasons for rejection.

- parent decides whether to accept reception place for chronological year group if one has been offered, or delay child's start until following September and apply for a Year 1 place that year.
- parent rejects offer of reception place if offered in their chronological year group - child does not attend school for the year and parent must apply for a Year 1 place.
- parent accepts reception place if one has been offered for the chronological year group - child starts school in reception in their correct cohort.

Appendix 3 – Published Admissions Numbers (PANs) for 2028 Community and Voluntary Controlled Schools

Primary Schools	School Status	PAN 2027	Capacity Indicative Admission Number	PAN Change for 2028
Ashdene Primary School	Community	60	60	
Beechwood Primary School and Nursery	Community	60	52	
Bickerton Holy Trinity CE Primary School	Voluntary Controlled	20	20	15
Bollington Cross CE Primary School	Voluntary Controlled	25	25	
Brierley Primary School	Community	30	30	
Buglawton Primary School	Community	30	29	
Chelford CE Primary School	Voluntary Controlled	13	12	
Dean Valley Community Primary School	Community	30	30	
Edleston Primary School	Community	30	30	
Elworth CE Primary School	Voluntary Controlled	60	60	
Goostrey Community Primary School	Community	30	29	
Havannah Primary School	Community	30	30	
High Legh Primary School	Community	30	30	15
Lindow Community Primary School	Community	30	30	
Mablins Lane Community Primary School	Community	90	90	
Middlewich Primary School	Community	60	60	
Mobberley CE Primary School	Voluntary Controlled	30	30	
Rainow Primary School	Community	28	25	
Rode Heath Primary School	Community	30	30	
Scholar Green Primary School	Community	30	30	
Sound and District Primary School	Community	21	19	
St Anne's Fulshaw, CE Primary School	Voluntary Controlled	19	19	
Styal Primary School	Community	17	17	
The Dingle Primary School	Community	60	60	
Vernon Primary School	Community	60	52	
Vine Tree Primary School	Community	30	30	
Weaver Primary School	Community	30	30	
Wrenbury Primary School	Community	20	20	

Secondary Schools	School Status	PAN 2027	Capacity Indicative Admission Number	PAN Change for 2028
Ruskin Community High School	Community	140	148	
Wilmslow High School	Community	360	360	