TOGETHER for Children and Young People

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

Local Authority Co-ordinated Admissions Scheme from September 2028

1 September 2027



Cheshire East Council

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LOCAL AUTHORITY COORDINATED ADMISSIONS SCHEME 2028-29

1. BACKGROUND

1.1 This scheme applies for admission for school year starting September 2028.

1.2 The scheme meets the requirements for co-ordinating admission arrangements under The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, made under the School Standards and Framework Act 1998 (SSFA/98), for the area of Cheshire East Council (the Local Authority).

1.3 This coordinated scheme applies to all publicly funded schools in Cheshire East and to preferences expressed by Cheshire East parents, including applications for schools in other Local Authorities. This scheme does not apply to applications for special schools, independent schools, University and Technical Colleges or Studio Schools.

1.4 Parents making applications as part of the normal admission round for publicly funded schools in other authorities with a different age of transfer (i.e. middle and upper schools) are included within these arrangements.

1.5 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.

1.6 For families 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. This is in accordance with the School Admissions Code (2021, paragraph 2.21).

1.7 In most cases, children arriving from overseas have the right to attend schools in England. It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school.
Parents of overseas nationals entering the UK, who wish to apply for a state-funded school place, should check that they have a right of abode or that the conditions of their immigration status otherwise permit them to access a state-funded school.

2. NORMAL ADMISSION ROUND – GENERAL INFORMATION

2.1 Section 86 of the SSFA/98 provides that local authorities must make arrangements for parents to express a preference as to the school they wish

their child to be educated at. 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.

2.2 All parents of pupils **resident** in the area administered by Cheshire East Council will be required to make their application on the common application form available from this Local Authority (as the 'home' authority). Applications for places sent directly by parents to individual maintained schools cannot be accepted and parents will be advised to contact their 'home' authority. Parents seeking places at independent (i.e. fee paying) schools must apply directly to the school.

2.3 For community and voluntary controlled schools, in its role as the admission authority, Cheshire East Council is responsible for determining who can be allocated a place in accordance with its published admission arrangements.

2.4 For academies, free, voluntary aided, foundation and trust schools, decisions on applications will normally be made by the governing board. The exception to this will be where the governing board has made arrangements for another body to consider the application and to determine by reference to the school's admission criteria if a place can be allocated.

2.5 For applications for schools outside Cheshire East, the relevant local authority will be responsible for coordinating decisions on applications through liaison, where relevant, with admission authorities in its area.

2.6 The Local Authority will collate all admission arrangements in its composite prospectus and publish on the Local Authority's website. A hard copy of the agreed admissions arrangements will be available on request from the Admission Authority of the relevant school(s).

2.7 All preferences made in accordance with the Local Authority's arrangements will be met except where this would prejudice the provision of efficient education or the efficient use of resources e.g., normally where the year group in question is full. The duty to comply with parental preference is, however, 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.

2.8 If the pupil is a Cheshire East resident and Cheshire East Council is not able to offer any of the preferences stated on the application form a place will normally be allocated at the nearest Cheshire East school with a vacancy using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's coordinate point to the place of the child's

residence coordinate point. This will include allocating vacancies at academies, free, voluntary aided, foundation and trust schools in liaison and agreement with the governing boards of these schools.

2.9 Where a preference has been received for a child resident in another local authority and a place cannot be offered, Cheshire East Council will not allocate an alternative place.

2.10 Written offers will be made by Cheshire East Council to residents in its area, in its role as the home authority, on behalf of the admissions authority for the school allocated as follows:

Admissions authority	**Category of school**
Cheshire East Council	All community and voluntary controlled schools in Cheshire East
Maintaining Local Authority	All non-Cheshire East community and voluntary controlled schools.
Governing Board of the school	Academies, free, voluntary aided, foundation and trust schools

2.11 In the normal admissions round, offers of primary and secondary places must be sent by the home local authority and schools must not contact parents about the outcome of their applications until after these offers have been received. Admission authorities must not provide any guarantees to applicants of the outcome of their application prior to the formal notification of any offers of a place in a suitable school by the home local authority Schools must not notify parents that a place has become available but must inform their maintaining local authority in order that an offer can be made by the home authority.

2.12 A governing board, in its role as the admission authority for a school, **must** comply with the following procedures:

a) Determine or make arrangements for another body (including the maintaining local authority) to determine by reference to the school's admissions criteria the order of priority in which each application for the school is ranked;

b) To notify their maintaining local authority of their determination or arrange for the body appointed by them to notify the Local Authority on their behalf.

2.13 Parents will be informed in writing of their legal right of appeal against any decision not to offer them a place at a school stated as a preference on their application form. Further information on the appeals process will be available on the Local Authority's website and by contacting the Local Authority or relevant admission authority.

2.14 Parents can appeal in respect of each school for which admission has been refused. All appeals should be sent to the admission authority for the school for which admission has been refused.

2.15 Waiting lists, where held, will be in criteria order 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 will be held for all schools until 31 December in the normal year of admission. Waiting list arrangements implemented after 31 December will be determined by individual admission authorities. For community and voluntary controlled schools, waiting lists will be closed at this point.

2.16 Repeat applications will not usually be considered within the same school year unless the child's or the school's circumstances have changed significantly since the original application was made. Full details of the change of circumstances must be provided for consideration by the Local Authority.

3. NORMAL ADMISSION ROUND APPLICATION PROCESS

3.1 Children reach compulsory school age at the beginning of the term following their 5th birthday. Under the Local Authority's policy, children may start school in the reception class in the September following their 4th birthday. For transfer to secondary school, children will usually transfer at the beginning of the autumn term following their eleventh birthday.

3.2 Parents can request that the date their child is admitted to the primary school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Applications for deferred admissions must be made by the published closing date. Parents will not however, be able to defer admission beyond the academic year for which the original application was accepted or beyond the beginning of the term after the child's fifth birthday.

3.3 There is no statutory barrier to children being admitted outside their normal year group. Paragraph 2.17 of the School Admissions Code (2021) enables a parent to request that their child is admitted outside of their normal age group, providing flexibility for children whose parents do not feel they are ready to begin school before they reach compulsory school age.

Admission authorities are responsible for making the decision on which year group a child should be admitted to but are required to make that decision based on the circumstances of the case. If parents are requesting delayed

admission until the following year, an application must be submitted in accordance with the dates published for that application round (e.g., if requesting delayed entry until September 2028, an application must be made from September 2027).

Children born from 1st April to 31st August are "summer born children" and reach compulsory school age in the September following their fifth birthday. Parents of these children may request admission to the reception class in the September after their fifth birthday. Parents should follow the relevant admission authority's policy in relation to educating children out of their normal year group. Parents are advised to read the Department for Education Guidance for parents.

3.4 Requests can be made for early or late transfer to secondary school. Parents considering such a request must in the first instance speak to the headteacher of the child's primary school and preferred high school(s).

3.5 The application process will commence on **1 September** in the year preceding the admission year.

3.6 The common application form will invite parents to express 3 school preferences ranked in order of priority. Parents may give reasons for their preferences and may provide any additional documents in support of their preference(s).

3.7 The child's place of residence will be the address of the parent with whom the child is permanently resident on the date published for the receipt of supporting documentation. Supporting information may be requested to verify the place of residence. To ensure a fair process, administrative checks may be undertaken, which will include verifying addresses against Council Tax records.

3.8 Where care is shared jointly, the primary carer will be taken to be the parent with whom the child lives for the majority of the week (Monday to Friday), and it is this address that will be used for admissions purposes. If it is not possible to determine which parent is the primary carer, the Local Authority will determine residence based on where the child is registered for purposes of child benefit or (where no benefit is claimed) where the child is registered for GP purposes. Full details must be submitted in writing to enable the Local Authority to determine which address will be used and A panel of officers will consider the information provided.
Local authorities can only make one offer per child (School Admissions Code, 2021 paragraph 2.12 (a)), 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.

3.9 Parents should submit the completed application form to this Local Authority by the statutory closing dates.

3.10 Parents are asked to provide details of any siblings attending the preferred school at the time of application and who will be attending at the time of admission, details of the current school attended and the length of time resident at the address provided.

3.11 If a parent expresses a preference for a school designated as having a religious character (faith school) they will be asked to state the religious denomination of their child on their application form. Parents will be advised to contact the school as they may also be required to complete a Supplementary Information Form (SIF). Forms will be available from the school. SIF's will request information in addition to that provided on the common application form. Such request must be made in accordance with paragraphs 2.4 of the School Admissions Code (2021). Examples of additional information that can lawfully be requested include membership of, or relationship with the church, or a reference from a priest or other religious minister as proof of religious commitment.

3.12 All preferences will be considered on the basis of the **equal preference model** for allocating places, in accordance with legal requirements. This means that in the first instance, all preferences will be considered against the relevant published oversubscription criteria **only**, i.e. without reference to the preference ranking. Thereafter, where a pupil can potentially be allocated more than one school place stated on the application form, the **single offer,** determined by the home local authority, will be for the school ranked highest by the parents.

3.13 Preference ranking will not be shared with admission authorities in accordance with paragraph 2.7 of the School Admissions Code 2021 as this cannot lawfully be used when applying oversubscription criteria.

3.14 Where a school receives a supplementary information form, this Local Authority will not consider it to be a valid application unless the parent has also listed the school on their home LA's Application Form, Supplementary information forms should be returned directly to the school concerned.

3.15 When a parent has submitted their application on the common application form but has not also submitted a supplementary information form (where relevant), the admission authority must nevertheless consider the application in accordance with legal requirements. Where a SIF has been received the admission authority must be proactive in ensuring that there is an application, in order for the preference to be considered. In circumstances where a SIF has not been completed the application will be assessed on the basis of the information submitted to the governing board on the home local authority's common application form.

3.16 For secondary transfer only, the Local Authority will have records for all children resident within its area who attend Cheshire East primary schools. In order to make sure where possible that all resident pupils are included in the co-

ordinated admissions process, this Local Authority will also request data from neighbouring authorities.

3.17 The Local Authority's composite prospectus will be available on its website no later than 12 September. Hard copies will be available on request from the Local Authority.

3.18 The composite prospectus will include information on the application process including key dates, a copy of the common application form, details of Cheshire East schools and allocation data relating to applications for the previous year.

4. CHANGING PREFERENCES IN THE NORMAL ADMISSION ROUND

4.1 After the closing date for applications, the Local Authority will not accept a change of preference unless it is satisfied that there is a genuine reason for doing so, such as a recent house move. Full details must be provided to the Local Authority for consideration and by the published deadline for receipt of supporting information.

4.2 Any parent wishing to change a preference after the closing date for applications without a genuine reason for doing so in the opinion of the Local Authority will be advised that the application will be treated as a late application.

4.3 For a recent house move, evidence such as a letter from the solicitor confirming the completion date or a signed rental agreement* showing the start of the tenancy will be required. Further confirmation may also be required, including evidence of disposal of previous property and recent utility bills to confirm the actual place of residency. *A signed rental agreement must cover the date published as the deadline for receipt of supporting information.

4.4 A panel of officers will consider information presented in support of the late change of preference. The parent will be notified of the decision.

5. PROCESSING APPLICATIONS FOR THE NORMAL ADMISSION ROUND

5.1 The following actions will be implemented in accordance with the dates published.

5.2 Cheshire East Council will exchange applications for schools in the areas of other English local authorities and will provide details of applications to its own admissions authority schools for consideration.

5.3 Cheshire East own admission authority schools will provide the Local Authority with details of pupils in criteria order under its admissions criteria.

5.4 Cheshire East Council will inform other local authorities of offers to be made to pupils resident within their boundaries and request details of offers they will be

making to Cheshire East residents.

5.5 Places will normally only be offered up to the published admission number (PAN), which applies to the normal year of entry. A child cannot be refused admission to the normal year of entry on the grounds of prejudice to the provision of efficient education and efficient use of resources unless the PAN has been reached. For admission to year groups other than the normal point of entry, it is expected that the admission number will continue to be applied. However, if circumstances have changed since the year of entry, a place may be refused even if the admission number has not been reached.

5.6 Admission authorities that intend to admit above the PAN where it is considered that further admission/s would not have a detrimental effect on the school, should notify the Local Authority at an early stage to enable the local authority to deliver its coordination responsibilities effectively.

6. NOTIFYING PARENTS OF DECISIONS

6.1 Cheshire East Council will send the parents of pupils who reside in Cheshire East written confirmation of the decision on the application. This will include offers for places in Cheshire East schools and schools in other local authorities. Where online applications have been received, the parent making the online application can log on to their online account on the published date to view the school place offered and will also receive their offer by e-mail. Offers confirmed by letter will be sent out on the published offer day by second class post.

7. LATE APPLICATIONS

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

7.2 For a recent house move, evidence such as a letter from the solicitor confirming the completion date or a signed rental agreement* showing the start of the tenancy will be required. Further confirmation may be required including evidence of disposal of previous property and recent utility bills to confirm the actual place of residency. *Evidence must cover the dates published as the deadline for receipt of supporting information.

7.3 Where medical reasons prevented an earlier application, a letter of confirmation from a medical practitioner will usually be required.

7.4 Late applications received after the published deadline for the receipt of supporting information are likely to be classed as late and processed after all on-time applications unless there is an exceptional reason for the late submission, for example, a child that has recently come into local authority care where a previous application had not been made.

7.5 Late applications will be processed at the time waiting lists are prepared and in accordance with the dates published.

8. MOVING HOUSE

8.1 Parents must inform the Local Authority immediately of a change of address, even if details of a future change of residency were included on the application form. The Local Authority will require supporting evidence to show that the place of residency has changed. This should include a letter from the solicitor confirming the completion date or a signed rental agreement showing the start date of the tenancy. Any rental agreement 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. Proof that the child now resides at the new property may be required.

8.2 Proof of residency received after the deadline for the receipt of supporting information will not be used to assign a higher criterion for admission but will be used to send the decision on the published offer date.

9. ACCEPTING AND DECLINING PLACES

9.1 Parents will be required to **accept or decline** the school place offered by the dates published in part two of these arrangements. 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.

9.2 For late applications notified after the offer date parents will be required to accept the place offered within **10 working days** of the date of the offer.

10. WAITING LISTS

10.1 Waiting lists for oversubscribed schools will consist of those children whose parents have requested in writing (including e-mail) that they be placed on the waiting list, along with late applicants and those for whom an appeal application has been received. Waiting lists will be held in criteria order and not on a first come first served basis.

10.2 Vacancies will be re-allocated to children on the school's waiting list in line with the dates published in these arrangements.

10.3 After the start of the school term in September, all admission authorities will hold up-to-date information on waiting lists until the 31 December. After this date the Local Authority will no longer hold waiting lists for schools for which it is the admission authority. Other admission authorities that have published that they will continue to hold waiting lists after this date will be responsible for maintaining their waiting lists in accordance with their own published admission arrangements.

11. ADMISSIONS APPEALS

11.1 The application decision letter/e-mail will explain the parent's right of appeal and how appeals may be made. Applications for appeal should be received by the dates published.

11.2 Parents can appeal for each school for which admission has been refused.

11.3 Appeals against decisions notified after the published offer day will be heard within 40 days of the published appeals deadline where possible, or if received too late, within 30 school days of the appeal being lodged.

11.4 Appeals for late applications should be received within 20 school days from the date of notification that the application was unsuccessful.

11.5 All appeal applications should be sent to the admission authority for the school for which admission has been refused.

12. 'IN YEAR' ADMISSIONS – APPLICATION PROCESS

12.1 'In year' applications are those made during the school year into any year group other than the normal point of entry (i.e. normal admission round). This will include applications from parents of children moving into Cheshire East from another local authority's area, moving within Cheshire East, or seeking to transfer to an alternative school for other reasons. Where schools have chosen not to participate in the Local Authority Co-ordinated Scheme this will be published on the Cheshire East website,

12.2 Parents seeking Cheshire East school places 'in year' will be required to complete the Cheshire East Council 'in year' application form. Forms are available on the Council's website and in hard copy on request, applications can be made over the telephone on 0300 123 5012.

12.3 Parents will be advised to contact their preferred school to progress their application.

12.4 Parents will be invited to provide information in support of their application. Application details will be shared with the relevant schools/admission authorities if in the area of Cheshire East Council.

12.5 Parents will be asked to provide details, where applicable, of any siblings attending the preferred school at the time of application and who will be attending at the time of admission, details of the current school attended and the length of time resident at the address provided.

12.6 Personal data including that of sensitive nature (including special category information) provided for the purpose of school admissions will be held in accordance with the General Data Protection Regulations and its principles. Details of which are published on the Council's website under "Data Protection". In order that applications can be processed in accordance with parents' wishes, personal information may be shared within the Local Authority, with other relevant local authorities and with relevant schools. Relevant local authorities include the home local authority (where resident) 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. Full details of the way your date is stored and used can be found in the Council's Privacy Notice, which can also be found on our website.

12.7 To ensure that a place is offered at a suitable school as quickly as possible, some applications will be processed in accordance with the Local Authority's Fair Access Protocol. The operation of Fair Access Protocols is outside the arrangements of co-ordination and is triggered when a parent of an eligible child has not secured a school place under in-year admission procedures. Parents will receive full information before this procedure is implemented. The Local Authority's Fair Access Protocol: agreed in partnership with the headteachers of both primary and secondary schools, will not affect the parent's right to express preferences for schools of their choice or to challenge unsuccessful applications through the appeals process. Permanently excluded pupils ready to be admitted into a new school will be offered admission under the Fair Access Protocol. Information about the process is published on the Council's website.

12.8 If a parent expresses a preference for a school designated as having a religious character (faith school) they will be asked to state the religious denomination of their child on their application form. Parents may be required by the school to complete a supplementary information form. Forms will be available from the school. Supplementary information forms (SIFs) will request information in addition to that provided on the common application form. Such request must be made in accordance with paragraphs 2.4 of the School Admissions Code (2021). Examples of additional information that can lawfully be requested include

membership of, or relationship with the church, or a reference from a priest or other religious minister as proof of religious commitment.

12.9 The Local Authority will publish on its website information on vacancies in Cheshire East publicly funded schools.

12.10 Parents seeking a transfer to an alternative school for reasons other than a house move will be strongly advised to discuss the proposed transfer with the current school before submitting an application.

12.11 The Local Authority will maintain up-to-date records of applications and their outcomes through liaison with schools.

12.12 Parents can apply online, by telephone or by hard copy application form.

12.13 Parents making applications for schools in other local authorities' areas will be advised to contact the relevant local/admission authority for advice about their own application process.

12.14 Applications will not normally be accepted more than 6 school weeks prior to the intended date of admission. An exception to this is where an application is made during the summer term, for admission at the beginning of the following September. In this case, applications will be accepted up to 8 school weeks prior to intended date of admission.

13. PROCESSING APPLICATIONS

13.1 All applications should be processed within no more than 10 school days from the receipt of application. Different timescales will apply to applications processed in accordance with the Local Authority's Fair Access Protocol.

13.2 Where there are spaces in the relevant year group a place will normally be offered to the parent.

13.3 If the year group in question is full, a decision to refuse admission will be made by the admission authority.

13.4 Where a school is oversubscribed, the admission authority will rank the applications in accordance with their published oversubscription criteria.

13.5 Decisions will be confirmed in writing to the parent by the admission authority and the letter/e-mail will include information about the legal right of appeal and a start date, where relevant.

13.6 Where a preference has been unsuccessful, written correspondence will confirm the decision on the application and will advise the parent to contact the Local Authority for advice about alternative schools with vacancies.

13.7 Written correspondence confirming offers will advise the parent to contact the school to accept or decline the school place within no more than 10 school days from the offer date.

13.8 Where a school feels that further admissions can be agreed on the basis that to do so will not result in a breach of infant class size legislation or will not prejudice the provision of efficient education or efficient use of resources, the application must be referred to the admission authority for a decision.

13.9 Decisions on applications will be notified to the Local Authority to enable the Local Authority to keep up-to-date records.

13.10 Successful applicants will normally be expected to take up their offer of a school place within 10 school days from the offer date.

13.11 Repeat applications will not be considered within the same school year, unless the parent's or the school's circumstances have changed significantly since the original application was made. Full details of the change of circumstances must be provided on the application form for consideration.

14. WAITING LISTS

14.1 Waiting lists will not be held for community or voluntary controlled schools other than in accordance with legal requirements, which require that they are held up until the 31 December for the normal year of admission (i.e. reception and year 7 admissions). Where waiting lists are held by other admission authorities, children will be added to waiting lists in criteria order and not on a first come first served basis.

14.2 For 'in year' waiting lists only, children who are subject of a direction by a local authority to admit, 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 the waiting list.

15. 'IN YEAR' APPEALS

15.1 Appeals should be submitted within 20 school days from the date of notification that the application was unsuccessful.

16. DEFINITION OF RELEVANT AREA

16.1 The School Standards and Framework Act 1998 requires each local authority to establish a 'Relevant Area(s)' in which admission authorities must consult regarding their proposed admission arrangements. The Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999 requires local authorities to review and consult on their proposed relevant area every two years.

16.2 It is proposed that for individual admission authorities within Cheshire East, the relevant area should be:

- All schools or neighbouring Local Authorities which are within 10 miles for a secondary school and 5 miles for a primary school (primary schools need not consult secondary schools).
- All other bodies as prescribed within the School Admissions Code

17. 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**).

18. GLOSSARY

Admission Authority
The body responsible for setting and applying a school's admission arrangements. For community or voluntary controlled schools, this body is the local authority unless it has agreed to delegate responsibility to the governing body. For foundation or voluntary aided schools, this body is the governing body of the school. For Academies, this body is the Academy Trust.

Admission Arrangements
The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places.

Admission Number (or Published Admission Number – (PAN))
The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's admission arrangements.

Catchment Area
A geographical area, from which children may be afforded priority for admission to a particular school. A catchment area is part of a school's admission arrangements and must therefore be consulted upon, determined, and published in the same way as other admission arrangements.

Common Application Form
The form parents complete, listing their preferred choices of schools, and then submit to local authorities when applying for a school place for their child as part of the local co-ordination scheme, during the normal admissions round. Parents must be allowed to express a preference for a minimum of three schools on the relevant common application form as determined by their local authority. Local authorities may allow parents to express a higher number of preferences if they wish.

In-Year Admission
An application is an in-year application if it is for the admission of a child to a relevant age group and it is submitted on or after the first day of the first school term of the admission year; or it is for the admission of a child to an age group other than a relevant age group.

Home Local Authority
A child's home local authority is the local authority in whose area the child resides.

National Offer Day
The day each year on which local authorities are required to send the offer of a school place to all parents in their area. Secondary National Offer Day is 1 March (or the next working day). Primary National Offer Day is 16 April (or the next working day).

Normal Admissions Round
The period during which parents are invited to express three preferences for a place at any state-funded school, in rank order on the common application form provided by their home local authority. The deadlines for parental applications of 31 October (for secondary places) and 15 January (for primary places) and offers made to parents on National Offer Day.