



# **ADMISSIONS POLICY 2023 – 2024**

## **SIR WILLIAM STANIER COMMUNITY SCHOOL**

### **Admissions Policy 2023-2024**

This policy will provide a co-ordinated and structured programme to ensure that all Sir William Stanier school places are offered and allocated in an open and fair manner.

This admissions policy may be amended in writing at any time by agreement between the Secretary of State and Teaching Learning Alliance .

Sir William Stanier School follows the Cheshire East Local Authority agreed scheme for Admissions.

#### **Admissions to the Sir William Stanier School – transfer of students, KS2 – KS3.**

1. Come to see our School, attend an open evening or arrange a visit. 01270 660880
2. Refer to the guidance from the local authority school admissions website  
<https://www.cheshireeast.gov.uk/schools/admissions/admissions.aspx>
3. Apply online via the website link  
<https://www.cheshireeast.gov.uk/schools/admissions/admissions.aspx>

#### **In-Year applications and transfers**

1. Come to see our School, arrange a visit. 01270 660880.
2. Refer to the guidance from the local authority school admissions website  
<https://www.cheshireeast.gov.uk/schools/admissions/in-year-applications.aspx>
3. Complete the Admissions form on-line  
<https://www.cheshireeast.gov.uk/schools/admissions/in-year-applications.aspx>
4. You will be offered a place if there is one available in the year group requested, subject to the conditions of FAIR ACCESS set out by Cheshire East.

#### **Right of appeal**

If you are not offered a place at a Secondary school, you have the right to appeal. Any appeal should be directed to the Chair of Governors within 20 days of receiving notification that an offer of a place has been declined. The Governing Body of the school will consider this and an independent panel will be set up to process the appeal.

Teaching Learning Alliance will act in accordance with, and will ensure that an Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education.

#### **Admission Numbers**

The published admission number for Sir William Stanier School is 150 pupils per year in Years 7-11.

## **In Year Application of Transfers**

1. The Principal, Assistant Principal or appropriate Raising Standards Lead conducts the initial admissions meeting and tour of the school.
2. Prior to the meeting, information will have been requested from the previous school as outlined on the Admissions information sheet.
3. Once the admission date has been agreed:
  - \* The Year Admin staff will contact the previous school and request the pupil file and NC records / Common Transfer Form (CTF)
  - \* The Raising Standards Lead will:
    - allocate the student to a Tutor Group
    - inform Directors of Faculty of known subject information
    - inform the relevant tutor, who appoints 1 or 2 students to look after the new student (including break and lunchtime)
    - meet the student on arrival and arrange for the student to be given a timetable.
4. After approximately 6 weeks, the Raising Standards Lead will initiate an Interim Report from all Subject Teachers. The aim is to check if the student is settling in and is in the appropriate academic set. On completion, this will be collated by the Year Admin. Staff to enable the Raising Standards Lead to discuss the Interim Report with the student. Parents are informed of the Interim Report either by meeting or letter. The aim is to provide an opportunity for any problems to be highlighted and attempts made to resolve them.

## **Oversubscription Criteria**

Where more applications are received than there are places available, after the admission of pupils with a statement of special educational need naming Sir William Stanier School, applications will be considered in accordance with the Academy's published oversubscription criteria:

1. 'A 'looked after child' or a child who was previously looked after is eligible for admission under this criterion.<sup>[1]</sup> Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and accordingly the application would be prioritised under this criterion. Children who were not "looked after" immediately before being adopted, or made the subject of a child arrangement order or special guardianship order, will not be prioritised under this criterion.

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). Previously looked after children are children who were looked after but ceased to be so because they were adopted<sup>[2]</sup> (or became subject to a child arrangements order<sup>[3]</sup> or special guardianship order<sup>[4]</sup>) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

<sup>[1]</sup> This definition has been amended in accordance with paragraph 1.7 (footnote 17) of the School Admissions Code that came into force on 01 September 2021

<sup>[2]</sup> Children who were adopted are those who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002.

<sup>[3]</sup> Child arrangements orders (as defined in Section 8 of the Children Act 1989, amended by Section 12 of the Children and Families Act 2014) replace residence orders.

<sup>[4]</sup> A 'special guardianship order' is an order appointing one or more individuals to be a child's special guardian (or special guardians) (as defined in section 14A of the Children Act 1989).

2. Siblings. Pupils with elder brothers or sisters, step-brothers or step-sisters, foster brothers or foster sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the school (in years 7 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 zone of the school. Children will be classed within this category if they and their parents/carers are resident within the area served by the school on the closing date for applications.

4. Children not resident within the school's designated catchment area but attending a school nominated as a feeder/partner primary school for admissions purposes, as out-of-zone pupils. The agreed feeder/partner primary schools are:

- Monks Coppenhall
- Brierley Primary School
- Mablins Lane
- Hungerford
- Beechwood
- Leighton
- St Michael's
- Warmingham

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 coordinate point to the point of residence's coordinate point" [This criterion will be used as a tie-break in criteria (3) to (5) above.]

6. If the school cannot differentiate between the applications using criterion vi a random allocation tie-breaker will be applied. This may be required for example, where applicants reside in the same block of flats or are children of a multiple birth living at the same address.

### **Children of Multiple Births**

In relation to children of multiple births, exceptionally it may be necessary to offer places over the published admission number. This is to ensure that, as far as possible, siblings (i.e. twins, triplets or children from other multiple births) can attend the same school.

### **Parents and Carers with Shared Responsibility for a Child**

Where parents or carers 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). Full details must be submitted in writing to enable the Academy to determine which address will be used for the purpose of admission.

### **Waiting Lists**

Those pupils refused a place will be placed on a waiting list if their parents indicate in writing that they wish them to be so.

Waiting lists will be held 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 statutory right of appeal.

Waiting lists will be held until the end of the autumn term in the normal year of admission.

### **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.

If your application is received after the published closing date, 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.

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.

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.