



Proposed admission arrangements for 2023-2024 for Eaton Primary School

Part one

Applications for school places for the normal admission round into reception the September following the child's fourth birthday, and applications received for in year (i.e. into any year group outside the normal admission round), shall be determined in accordance with the provisions set out below. These admission arrangements apply to Eaton Primary School for the school year 2023-24 and for subsequent years, subject to any review.

Compulsory school age

Children reach compulsory school age at the beginning of the term following their fifth birthday. Under the Cheshire West and Chester Local Authority's policy, children may start school in the reception class in the September following their fourth birthday. Applications for admission are normally considered in relation to the availability of places in the child's chronological age group, other than in exceptional circumstances. Parents can request that the date their child starts school in the reception class 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.

For parents and carers with children born between 1 April and 31 August they should contact the local authority to obtain information on the 'Summer Born Policy' and for advice if they wish to consider delaying their child's entry for a full year. Parents and carers considering this option must apply in the child's chronological year group to ensure that they are part of the process should they decide not to delay their child's entry.

The vast majority of children in Cheshire West and Chester are taught in their chronological year group. To help younger children adjust to school, the school may propose to phase full time admission over the first four weeks of term, admitting these children on a part time basis. However it should be noted that parents have the right to insist that their child receives full time from the start of September and that they also can request that their child attends school on a part time basis until the child reaches compulsory school age.

Application process

Applications from Cheshire West and Chester residents for places in local authority maintained schools and academies, including applications for schools maintained by other local authorities, must be made on the Cheshire West and Chester Council common application form. The application process will begin on 1 September 2022.



As required by law, Cheshire West and Chester Council makes arrangements for parents and carers resident within the authority's administrative area to express up to three preferences for any English authority school/s, ranked in order of priority, using the council's common application form or online application facility and to give reasons in support of each preference, including any supporting documentation, before any places are offered.

Applicants not resident in an English authority or resident abroad should apply on the common application form or online application facility to Cheshire West and Chester Council if they wish to be considered for a Cheshire West and Chester school or academy. Applications received for the admission of pupils who are not resident in Cheshire West and Chester authority are always considered on an equal basis in relation to oversubscription criteria and deadlines as Cheshire West and Chester residents.

Acknowledgements

An acknowledgement confirming receipt of applications can be provided on request from parents and carers. A stamped addressed envelope must be provided. Online applicants will receive an automated email acknowledgement.

Children with a statement of special educational needs or an education health and care plan

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs or education health and care plan that names their school.

Published admission numbers

The Sandstone Trust have set a published admission number of 30 students for Eaton Primary School, which is the number of children that will be admitted into the relevant age group in the normal admission round for that school.

For applications received in year, which are those received after the first day of the school year into the relevant age group or into any other year group, the published admission number will normally continue to be applied as the relevant age group progresses through school.

All preferences made in accordance with the academy's admission arrangements will be met except where this would prejudice the provision of efficient education or the efficient use of resources, when the year group in question is full. In some circumstances the admission authority may agree with the school that admitting further



pupils will not adversely affect the school in the longer term. In such circumstances, a preference will be met, even where the year group is full.

Unless the child is a permitted exception as defined in The School Admissions Code, December 2014, the admission authority will not normally be able to agree admission over the published admission number where to do so would result in a breach of infant class size legislation. The law requires that infant classes, where the majority of children will reach the age of five, six or seven, contain no more than 30 pupils with a single qualified teacher.

Oversubscription criteria

Where more applications are received than there are places available and after the admission of pupils with statements of special educational needs or an education health and care plan, where the school is named in the statement, preferences for the academy, together with any supporting information, will be considered in accordance with the academy's published oversubscription criteria as follows:

- A looked after child or a child who was previously looked after by an English Local Authority but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship, order. A looked after child is a child who is in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions, as defined in section 22(1) of the Children Act 1989.
- A looked after child or a child who was previously looked after outside England but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship, order. A looked after child is a child who is in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions, as defined in section 22(1) of the Children Act 1989.
- Siblings. Pupils with brothers or sisters, step brothers or step sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school in years reception through to year five in a primary school. Siblings in year six will not be considered under this criterion for the normal admission rounds.
- Children resident within the designated catchment zone of the school. Children will be classed within this category if they and their parents or carers are resident within the area served by the school at the time of application. However, for the normal admission rounds, the admission authority may consider a change of address providing the child is resident in the new property and supporting documentation is received by 18 February 2022 for reception



applications, when the admission authority will begin the allocation of places process.

- Pupils living nearest to the school measured in a straight line from the centrally plotted Basic Land and Property Unit point of the child's home address to the centrally plotted basic land and property unit point of the school as defined by local land and property gazetteer.

Where the school cannot accommodate all pupils qualifying under one of the criteria stated above, the next criteria will also be applied to determine priority for admission.

For example, if a school cannot accommodate all siblings for whom an application has been received, all sibling applicants will be prioritised in the order of:

- Siblings who live within the school's designated catchment area
- Siblings who do not live within the school's designated catchment area

All applicants within each criterion will be put into distance order with priority being given to those that live nearest to the school, as stated above.

Where it is identified that there are a limited number of places available and the admission authority cannot differentiate between the applications using the nearest school criterion, a random allocation tie-breaker will be applied. This may be required for example, where applicants reside in the same block of flats or separate addresses measuring the same distance from the school.

Equal preferences

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 school's published oversubscription criteria only, without reference to the preference ranking. 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 on the application form by the parents or carers.

If the pupil is a Cheshire West and Chester resident and Cheshire West and Chester Council, as the home authority, is not able to offer any of the preferences stated on the form a place will be allocated at the nearest Cheshire West and Chester school (including faith schools) with known vacancies using the authority's mapping system for measuring straight line distances from the Basic Land and Property Unit point of the home address to the Basic Land and Property Unit point of the school in miles.



Where an application has been received from a parent resident in another authority and a place cannot be offered, Cheshire West and Chester Council will not allocate an alternative school place.

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 (twins, triplets or children from other multiple births) can attend the same school. In normal circumstances the admission 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, where the majority of children will reach the age of five, six or seven contain no more than 30 pupils with a single qualified teacher. However the School Admissions Code, December 2014 allows the admittance of a sibling in the same school year (twins, triplets or children from other multiple births) as a permitted exception where one sibling can be offered and not the other. This is a discretionary permitted exception and may not be agreed if the admittance of more children into a particular year group would cause prejudice to the efficient education and efficient use of resources to other children in that year group.

Children of UK service personnel

Places will be allocated in advance of the family arriving in the area for children of UK service personnel and veterans, if accompanied by an official government letter which declares a relocation date and a unit postal address or quartering area address for considering the application against local authority oversubscription criteria. In addition it may be necessary to offer places above the published admission number as the School Admissions Code, September 2021 allows the admittance of a forces child as a permitted exception in relation to infant class size legislation. This is a discretionary permitted exception and may not be agreed if the admittance of more children into a particular year group would cause prejudice to the efficient education and efficient use of resources to other children in that year group. Consideration for applications for children of UK service personnel and veterans is given in accordance with the Cheshire West Armed Forces Covenant.

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, for example, where the child wakes up between Monday to Friday. Full details must be submitted in writing to enable the admission authority to determine which address will be used for the purpose of admission.



A panel of trust officers will consider the information provided. If the panel agree that sufficient evidence has been provided then this address will be used for the purpose of assigning a criterion to the application.

Where the admission authority is unable to reach a decision based on the information received, for example, where a child lives equally with both parents, the address provided for claiming child benefit and where appropriate, child tax credits or equivalent will be applied to the admission application. In such circumstances, documentary evidence must be provided. Any delay in receiving any required information will result in the admission authority determining residence for the purpose of admission based on the information available to it.

In the event of two applications being received for a child residing equally with both parents/carers, neither application will be considered and the parents/carers will be asked to agree a single application between themselves.

Moving house

Parents and carers must inform the admission authority immediately of a change of address, even if details of a future change of residency were included on the application form as this may change a child's oversubscription criteria for Eaton Primary School. The admission authority will require supporting evidence to show that the place of residency has changed, for example completion of sale, tenancy agreements, council tax and utility bills and any other information considered relevant to the application, including disposal of previous property. In addition proof that the child now resides at the new property will be required i.e. child benefit or child tax credit. For normal admission round supporting evidence must be received by the date as stated in part two.

In respect of applications made as part of the normal admission round, into the reception class in a primary school, information and supporting evidence must be received by the dates in part two of these arrangements. 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 on the published offer date.

Waiting lists

Waiting lists will be held in oversubscription criteria order and not on a first come, first served basis. A vacant place will be reallocated to the child with the highest oversubscription criteria on the school's waiting list on the day the place became available. Placing a child's name on a waiting list does not affect the statutory right of appeal. Waiting lists must be held until the end of the autumn term.



Normal admission round

The normal admission round refers to applications made before the offer release date for admission into the relevant age group into a reception class in a primary school in September.

Waiting lists for Eaton Primary School will be prepared in line with the dates specified in part two. Any child refused a school place will automatically be placed on the school's waiting list. They will also consist of children for whom an appeal has been received by the dates specified in part two together with any late applicants.

Changing preferences

In respect of applications made for the normal point of entry into reception class in a primary school the admission authority will not accept a change of preference made after the published closing date without a genuine reason, such as a recent house move. Full details must be provided to the admission authority for consideration, along with supporting documentation.

If the admission authority's decision is that the reason, based on the evidence provided is not valid, then the application will be treated as a late application and as such notification of the outcome of that application will be after the accept/decline date as stated in part two. It is important therefore that parents and carers give full consideration to the preferences they make on their on time application form.

Other relevant changes of circumstances, e.g. admission of a sibling

Further information received after the supporting documentation deadlines, as stated in part two will not be considered as part of the on time allocation process. The information will be assessed after the accept/decline date and any changes that would assign a different criteria to an application, for example, sibling, in catchment, will be applied to the application and used to determine where the child falls on a waiting list.

Late applications – Normal admission round only

Late applications for places at Eaton Primary School, i.e. applications not submitted to the admission authority by the relevant statutory closing date will be considered after all on time applications unless the admission authority considers that there are good reasons for the application being late, which must be stated at the time of application, for example, exceptional medical reasons preventing an earlier application, late removal into the area.

Supporting documentation must be provided. Where supporting documentation has been received by the date specified in part two of these arrangements and the



admission authority has accepted reasons stated for the late application, the application will be considered as if it had been received on time.

Late applications and supporting documentation received after the dates specified will be considered after all on time applications even where the admission authority accepts that there are good reasons for the late application and as such these applications may be disadvantaged in the consideration of their preferences.

Late applicants will be advised of the outcome of their application after the published offer date specified in part two of these arrangements.

In year applications

In year applications are those received after the 1 September into the relevant age group or at any time into any other year group.

Applications for admission are normally considered in relation to the availability of places in the child's chronological age group, other than in exceptional circumstances. In exceptional circumstances requests can be made for entry into a year group outside the chronological age range of a child. Parents and carers considering such a request must in the first instance speak to the head teacher of Eaton Primary School. The decision as whether it would be in the child's best interest to be educated outside the chronological year is determined by the head teacher of school in agreement with the parent/carer.

Parents and carers, irrespective of where they reside who are seeking in year school places for schools and academies in Cheshire West and Chester authority are required to apply direct to the academy. Parents and carers must either complete an application form obtained from the school or complete an online application available via the local authority's website, which is directed to the academy for processing.

Waiting lists will be held for the academy in oversubscription criteria order and not on a first come, first served basis. Any child refused a school place will automatically be placed on the academy's waiting list and will be considered together with children for whom an appeal has been received and any new applicants. Eaton Primary School is responsible for administering and updating its waiting list and will be clear to parents and carers as to how the waiting lists will be operated on an annual basis. A school place is not considered available until the academy is able to remove a child from roll according to the local authority's safeguarding protocol, which the Trust adheres to. Parents and carers must notify the school if there are any changes in circumstances that would impact their oversubscription criteria for the waiting list.



Right of appeal

Parents and carers who are not offered a place for their child at a school stated as a preference have a right of appeal to an independent appeals panel. Parents can submit an appeal in respect of each school for which admission has been refused. Application forms to appeal against a decision by the admission authority to refuse admission to Eaton Primary School are available on the academy's website or can be obtained by contacting the academy directly.

Repeat applications and appeals

Repeat applications and appeals will not be considered within the same school year, unless the parent, carer or 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 admission authority.

Vacancies occurring in a year group which was fully subscribed at the time of the initial application will be deemed to constitute a significant change in the school's circumstances and a repeat application will be permitted.



Part two

Timetable for applying for school places for the normal admission rounds	Primary admissions
Application process starts. Online application facility opens and paper application forms available. Composite prospectus available	1 September 2022
Closing date for applications	15 January 2023*
Deadline for receipt of supporting documentation. Information received after this date will not be considered until after the accept/decline date listed below	20 February 2023
Allocations to be finalised	27 March 2023
Offers released Parents will be informed of the school place offered either: <ul style="list-style-type: none"> By letter to those parents and carers who have applied using a paper application form and to those online applicants who have requested their offer by letter By email to those parents and carers who have applied using the web based online facility. In addition, online applicants can view their offer on this day by logging in to their online account 	17 April 2023**
Waiting lists prepared and vacancies reallocated. Waiting lists will be held in criteria order.	After 17 April 2023
Deadline for application appeals against admission authority decisions	16 May 2023
Appeal hearings (on time applications)	By 18 July 2023
Appeal hearings (late and in year applications)	Within 30 school days of the appeal being lodged
Late applicants will be advised of the outcome of their application after this date and within 10 school days of this date or receipt of application (whichever is the later), as far as possible	After 17 April 2023

*National closing date

**In accordance with regulations which state that offers must be posted out on these dates except where these dates fall on a Saturday or Sunday and offers must be posted on the next working day

All dates will be reviewed on an annual basis in line with National guidance.