

Admissions Policy

Edleston Primary School



APPROVED BY FGB September 2023

REVIEW DATE September 2024

Starting School Admission Arrangements

Under the Education Act parents have a right to choose a school for their children. Each school has a 'standard number' of places, which is the minimum number of children who should be admitted in any year.

Admission Number (planned admission level): 30 pupils

The law states that children have to start school by the beginning of the term after they reach the age of five. The Local Authority Admission Policy states that children should be admitted at the start of the school year in which they are 5.

Any pupils or parents wishing to join Edleston Primary School are welcome to meet with us and look around our school. To do so contact the school directly:

Telephone: 01270 910325

Email: admin@edleston.cheshire.sch.uk

Admission to Edleston Primary School is coordinated centrally by the Local Authority. All parents must fill in a Common Application Form which allows parents to list up to 3 schools that they would like their child to attend, and give the reasons for the preference. The closing date for applications is the January of the year in which the child will start school.

The form is available from Cheshire East. It must be filled in and returned to Cheshire East admissions team. The actual closing date and full details of the arrangements are provided in the "Guide to Primary Education" booklet that accompanies the form.

When demand exists, places are allocated up to a school's Admission number which for Edleston Primary School is 30. Where applicants for admission to the school exceed places available, the following criteria will be applied in the order of priority set out below:

Admission Criteria (as specified by Cheshire East)

1. *Looked After Children (a child who is in care of the Local Authority)*
2. *Children of compulsory school age whose home address is in the area served by the school.*
3. *Children of compulsory school age who have brothers and sisters attending the school.* *
4. *Children of compulsory school age who have strong medical or social grounds for admission.* **
5. *Children of compulsory school age whose parents have any other reason for their choice.*

** Brothers or sisters: this includes a half, step, adopted or foster child permanently living in the same family unit.*

*** The following descriptor relates to the strong medical or social grounds' criteria: e.g. serious social problems in the family, or any chronic medical condition affecting the pupil that only your preferred school can deal with. These reasons must be fully supported at the time of the application by written confirmation from the professional person involved in the case.*

September-Start Reception Class Admissions

For children wishing to join Edleston Primary School in the reception year (the September following their 4th birthday) applications must be made via Cheshire East before the published closing date.

If you have any queries about your child's reception place please contact Cheshire East admissions via:

Email admissions@cheshireeast.gov.uk

Telephone 0300 123 5012.

Visiting website <https://www.cheshireeast.gov.uk/schools/admissions.aspx>

In-Year Applications

For children wishing to join Edleston Primary mid school year (after 1st September, not including Reception class places), you must download and complete an 'in year' application form via Cheshire East council, who will forward your application form directly to us for consideration.

Application forms can be found <https://www.cheshireeast.gov.uk/schools/admissions.aspx>

In year applications are considered on an individual application basis. Any pupil of any age group is eligible to apply and consideration will be given based upon:

- The PAN (Pupil admission number)
- Siblings and family arrangements
- Looked After children
- Pupil SEN
- EHCP's (Education and Health Care Plan)
- Staffing arrangements and availability of necessary resources
- Catchment area

Should we receive more applications than places we have available, the place will be offered to the application that we receive first. All applications are sent to us from Cheshire East admissions. We will not accept applications directly from the applicant or family.

If there is a midyear application from a child with Special Educational (and/or medical) Needs, transferring from another school, it is the governors' policy to bring this application to the attention of the Admissions Committee for discussion before a place is allocated.

Parents are encouraged to look around the school. The head teacher will do this wherever possible and will provide a prospectus.

Disability Equality Impact Assessment

This policy has been written with reference to and in consideration of the school's Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents. If a child has an education Health care Plan, naming a particular school, they are required to be admitted to that named school. Governors reserve the right to offer an earlier place for a child with SEN if deemed necessary.

Any questions or concerns regarding this policy should be made to the Head Teacher

Monitoring and review

- This policy will be monitored by the governing body, who will always take due note of the guidance provided by the local Admissions Forum.
- The policy will be reviewed every year, or earlier in the light of any changed circumstances, either in our school or in the local area