**Overleigh St Mary’s CE Primary School - Determined Admission Arrangements for 2021-2022 for Cheshire West and Chester community and voluntary controlled schools**

**Part one**

Applications for school places for the normal admission round into reception the September  following the child’s fourth birthday, transfer to secondary school the September following the  child’s eleventh 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 all community and voluntary controlled schools, as listed in Part three, admissions within the borough for the school year 2021-22 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 council’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 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, schools 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.

**Secondary transfer**

For transfer to secondary school, children will normally transfer at the beginning of the autumn term following their eleventh birthday.

In exceptional circumstances requests can be made for early or late transfer to secondary school.  Parents and carers considering such a request must in the first instance speak to the head teacher of the child’s primary school. However, parents and carers must apply for a school place by the published closing date. The application should include details of the request for a place outside of the chronological age range to ensure that if early or late transfer is not agreed that their child is not disadvantaged and is included in the secondary transfer process.

**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 2020.

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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 council in relation to community and voluntary controlled schools have set published admission numbers, which is the number of children that will be admitted into the relevant age group in the normal admission round. If the Council receive an increase in applications in certain areas of the borough, the council where necessary, will use its power as the strategic commissioner of school places to temporarily increase the number of places available above the published admission number. These increases will not constitute an increase to the published admission number as stated in paragraph 1.4 of the School Admissions Code December 2014.

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. There may be occasions when a school’s organisation permits the admission of additional children into an oversubscribed cohort at the expense of places in an undersubscribed cohort. Should there be subsequent application to the undersubscribed cohort it may not be possible to admit to the published admission number.

Published admission numbers for Cheshire West and Chester maintained schools are listed in the authority’s composite prospectus which is available on the council’s website at the start of the application process.

All preferences made in accordance with the local authority’s admission arrangements will be meet except where this would prejudice the provision of efficient education or the efficient use of resources, when the year group in question is full.

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In some circumstances the local 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 local 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 community and voluntary controlled schools, together with any supporting information, will be considered in accordance with the council’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, years seven to ten and year twelve in a secondary school and expected to continue at the school in the following school year, at the time of admission. Siblings in year six and year eleven 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 authority may consider a change of address providing the child is resident in the new property and supporting documentation is received by 11 December 2020 for secondary transfer and 19 February 2021 for reception applications, when the authority will begin the allocation of places process.

∙ Children not resident within a school’s local catchment zone but attending a school designated as a partner school for admissions purposes. (Only applicable for secondary applications)

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Community High School and designated partner primary schools are as follows:

**Helsby High School**

Alvanley Primary School

Ashton Hayes Primary School

Aston by Sutton Primary School

Elton Primary School

Frodsham Church of England Primary School

Frodsham Manor House Primary School

Frodsham Weaver Vale Primary School

Helsby Hillside Primary School

Horn’s Mill Primary School

Kingsley Community Primary and Nursery School

Kingsley St John’s Church of England Primary School

Manley Village School

Norley Church of England Primary School

∙ 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 a 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 local 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 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.

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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 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, 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, December 2014 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 local authority to determine which address will be used for the purpose of admission.  A panel of 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 local 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 local 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 nor the parents/carers will be asked to agree a single application between themselves.

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**Moving house**

Parents and carers must inform the 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 a particular school. The 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, for example, into the reception class in a primary school and into year seven as a secondary transfer in September for the first time, 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 i.e. into a reception class in a primary school or year seven in a  secondary school in September.

Waiting lists for oversubscribed schools 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, for example, into reception class in a primary school or year seven in a secondary school for the first time, the local 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 local authority for consideration, along with supporting documentation.

If the 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.

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**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 Cheshire West and Chester schools, i.e. applications not submitted to the authority by the relevant statutory closing date 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, 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 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 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 the school they will be applying for. 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 the schools concerned 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  school or academy. Parents and carers must either complete an application form obtained from the school or complete an online form available on the local authority’s website, which is directed to the school or academy for processing.

Waiting lists will be held for community and voluntary controlled schools 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 school’s waiting list and will be considered together with children for whom an appeal has been received and any new applicants. Schools will be responsible for administering and updating their waiting lists and must be clear to parents and carers as to how the waiting lists will be

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Operated on an annual basis. A school place is not considered available until the school or academy  is able to remove a child from roll according to the local authority’s safeguarding protocol.  Parents and carers must notify the school if there are any changes in circumstances that would impact their oversubscription criteria for the waiting list.

The holding of in year waiting lists for aided, foundation, studio, free schools and academies will be determined by the school or academy.

**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 local authority to refuse admission to a community or voluntary controlled school are available on the authority’s website or can be obtained by contacting the authority. All appeal application forms for community or voluntary controlled schools must be returned to the school admissions team within 20 school days of the issue of the refusal notification.

**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 local 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**

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| **Timetable for applying for school places  for the normal admission rounds** | **Secondary transfers** | **Primary admissions** |
| Application process starts. Online application facility opens and paper application forms available.  Composite prospectus available  | 1 September 2020  | 1 September 2020 |
| Closing date for applications  | 31 October 2020\*  | 15 January 2021\*  |
| Deadline for receipt of supporting documentation.  Information received after this date will  not be considered until after the  accept/decline date listed below  | 11 December 2020  | 19 February 2021 |
| Allocations to be finalised  | 12 February 2021  | 26 March 2021 |

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| Offers released  Parents will be informed of the school  place offered either:  ∙ 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  | 1 March 2021\*\*  | 16 April 2021\*\*  |
| Waiting lists prepared and vacancies re allocated.  Waiting lists will be held in criteria order.  | After 1 March 2021  | After 16 April 2021 |
| Deadline for application appeals against  local authority / governing body decisions  | 29 March 2021  | 17 May 2021 |
| Appeal hearings (on time applications)  | By 17 June 2021  | By 19 July 2021 |
| Appeal hearings (late and in year  applications)  | Within 30 school days of the  appeal being lodged  | 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 1 March 2021  | After 16 April 2021 |

\*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.

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**Part three**

**Community and Voluntary Controlled Primary Schools as at November 2019**

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| Alvanley Primary School  |
| Ashton Hayes Primary School  |
| Aston by Sutton Primary School  |
| Barrow Church of England Primary School  |
| Belgrave Primary School  |
| Brookside Primary School  |
| Byley Primary School  |
| Cambridge Road Community Primary and Nursery School  |
| Capenhurst Church of England Primary School  |
| Charles Darwin Community Primary School  |
| Cherry Grove Primary School  |
| Christleton Primary School  |
| Comberbach Primary School  |
| Darnhall Primary School  |
| Dee Point Primary School  |
| Dodleston Church of England Primary School  |
| Dutton St Peter’s Church of England Primary School  |
| Eaton Primary School  |
| Elton Primary School  |
| Farndon Primary School  |
| Frodsham Church of England Primary School  |
| Frodsham Manor House Primary School  |
| Frodsham Weaver Vale Primary School  |
| Guilden Sutton Church of England Primary School  |
| Hartford Manor Community Primary School  |
| Hartford Primary School  |
| Helsby Hillside Primary School  |
| Highfield Community Primary School  |
| Hoole Church of England Primary School  |
| Horn’s Mill Primary School  |
| Huntington Community Primary School  |
| Huxley Church of England Primary School  |
| J H Godwin Primary School  |
| Kingsley Community Primary & Nursery School  |
| Kingsmead Primary School  |
| Lache Primary School  |
| Leftwich Community Primary School  |
| Lostock Gralam Church of England Primary School  |
| Malpas Alport Endowed Primary School  |
| Manley Village School  |
| Meadow Primary School  |
| Mickle Trafford Village School  |
| Moulton School  |
| Neston Primary School  |
| Newton Primary School  |
| Oldfield Primary School  |

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| Overleigh St Mary’s Church of England Primary School  |
| Over St John’s Church of England Primary School  |
| Parkgate Primary School  |
| Rivacre Valley Primary School  |
| Rossmore School  |
| Saughall All Saints Church of England Primary School  |
| Shocklach Oviatt Church of England Primary School  |
| St Chad’s Church of England Primary School  |
| Sutton Green Primary School  |
| Tarporley Church of England Primary School  |
| Tarvin Primary School  |
| Tattenhall Park Primary School  |
| The Acorns Primary and Nursery School  |
| The Arches Community Primary School  |
| The Oaks Community Primary School  |
| Tilston Parochial Church of England Primary School  |
| Tushingham-with-Grindley Church of England Primary School  |
| Upton Westlea Primary School  |
| Utkinton St Paul’s Church of England Primary School  |
| Waverton Community Primary School  |
| Weaverham Forest Primary School  |
| Westminster Community Primary School  |
| Wharton Church of England Primary School  |
| Whitby Heath Primary School  |
| Whitley Village School  |
| Willaston Church of England Primary School  |
| William Stockton Community School  |
| Willow Wood Community Primary School  |
| Wimboldsley Community Primary School  |
| Wincham Community Primary School  |
| Winnington Park Community Primary and Nursery School  |
| Winsford High Street Community Primary School  |
| Woodfall Primary School  |
| Woodlands Primary School  |

**Community High School**

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| Helsby High School  |