

# Pear Tree Primary School



## Admissions Policy 2017

Date: Autumn 2017

Review Date: Autumn 2018

Responsible Person: Principal

Responsible committee: Admission Team (part of the Academy Trust)

### **School Admissions Reception – Year 6**

The Trustees of Pear Tree Primary School will consider children regardless of ability or aptitude. We are a non-selective school.

### **Co-ordinated Admission Arrangements for a Primary School**

The school will positively comply with School Admissions legislation requiring all Local Authorities (LA) to co-ordinate admission arrangements in their area. Co-ordinated admission schemes provide a way for ensuring that every parent living in a Local Authority (LA) receives an offer of one, and only one, school place on the same day with letters being posted out in April. Parents should formally accept or decline the place offered by the date stated in the LA Applying for School Places Booklet. Application key dates are found on Cheshire East Council's website.

As an Academy, Pear Tree Primary School, acts as its own admission authority, applying its own admission criteria as detailed below. However, all parents will only have to fill in one application form and will receive their offer from the LA in whose area they live.

The Common Application Form (CAF) must be used by all Cheshire parents applying for a school place, whether inside or outside Cheshire East. Parents should have regard to the contents of the LA's Applying for School Places, A Guide to Parents/Carers.

### **Admission Information**

#### Admission Numbers

The published admission number for this school is 30 pupils per year. Published admission numbers are established for each school in order to decide whether any age group within a school is full.

## Admission and Age Groups

Applications for admission, and any appeals, are normally considered in relation to the availability of places in the child's chronological age group, other than in exceptional circumstances.

## Admissions of children residing outside the boundaries of Cheshire East

Children residing outside the boundary of Cheshire East are offered places on the same basis as Cheshire East children; however, applications on their behalf for a place at this school must be made using an application from their home LA which will make the necessary arrangements with Cheshire East, eg. Pupils resident in Shropshire wishing to express a preference for a place at this school, must name Pear Tree Primary School on the Shropshire LA admissions application form.

Applications not resident in England, applying for a place must apply on Cheshire East's common Application Form. Contact the School Admissions Team. (Please see Cheshire East School Admissions website for contact details).

## Allocation of Places

As required by law, Cheshire East makes arrangements for parents to express their preference for the school where they wish their child to be educated and an opportunity to give reasons for their preference before any places are offered.

Where a KS2 class (ie years 3, 4, 5, & 6) has 30 or 31 pupils the Trustees will admit siblings of pupils who have a place or have been offered a place at the school and who reside within the catchment area or children who cannot find a place at another school within reasonable distance up to a maximum of **32** pupils per class.

All preferences must be in writing and those meeting the criteria for this school will be met except where this would prejudice efficient education or the efficient use of resources, eg if the year group in question is full.

Once children with Statements of Special Educational or EHC Plan need naming Pear Tree Primary School have been admitted **then places are allocated in accordance with the order of the following over-subscription rules.**

**The criteria used for prioritising applications if a year group is over-subscribed at the Pear Tree Primary School are:**

**'Cared for Children' and Children who were Previously 'Cared for'.** A child who is in the care of a local authority or provided with accommodation by that local authority (as defined in section 22 of the Children Act 1989). Children previously cared for are children who were cared for as defined above, but immediately after being cared for became subject to an adoption, child arrangements order (formerly residence order) or special guardianship order. A child arrangement order is an order settling the

arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 amended by Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- i. Siblings . children with younger/elder sister/brother including half-sister/brother and unrelated children living together as part of one household already attending Pear Tree Primary School (in Reception . Year 5) and expected to continue here the following school year. (ie at the time of admission)
- ii. Children resident within the designated catchment zone of the school, living nearest to the school as measured using an address-point system. (Distances are measured using an address-point system which measures straight line distances in miles from the address point of the school to the address point of the place of residence to three decimal points. Where the distance is the same for more than one child a random allocation tie-breaker will be applied)
- iii. Children living outside the catchment area . the same measurement is taken using the address-point system

**Proof of address and residency may be required, and Trustees retain the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.**

When a child lives at more than one address (eg spends part of each week at different addresses) full details of the arrangements and evidence must be included on the application form (or by means of an accompanying note) to use for admission purposes.

Where the school can accommodate some, but not all, children qualifying for one of the preceding criteria, priority will be given to children having regard to the subsequent criteria.

Follow this link for details of the catchment area.

<http://maps.cheshire.gov.uk/CE/interactivemapping/Default.aspx?gotolayer=PSCA&gotofield=OBJECTID&gotovalue=161&layers=PSCA&hlayer=PSCA&hfield=OBJECTID&hvalue=161>

### **Multiple Births**

Where a twin or child from a multiple birth is admitted to a school under this policy then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

## **Admission Appeals**

Parents who are not offered a place here have a right of appeal to an Independent Schools Appeals Panel. Appeals must be submitted in writing, but parents have the right to present their case to the panel in person. The Panel will allow parents to be accompanied by a friend or to be represented although government advice is that legal representation should not normally be necessary. The school will make the necessary administrative arrangements to engage with an outside body for hearing appeals made up of members who are totally independent to Pear Tree Primary School. The decisions of Schools Appeal Panels are binding on the school's trustees and parents.

Appeal forms can be obtained from the school. Appeals should be submitted within 20 school days of the date of notification that the application was unsuccessful.

## **Late Applications**

Late applications for places will be considered after all applications received on time (unless there are very exceptional reasons for a late application which must be explained at the time of application). Reference can be made to the Co-ordinated Scheme on Cheshire East Council's website

## **Repeat Applications**

Repeat applications will not be considered within the same school year, unless the parents' child's or the school's circumstances have changed significantly since the original application was made.

## **Transfer between Schools (In Year Admissions)**

Trustees are prepared to consider requests for transfers between schools other than at normal admission times and parents seeking transfer should approach the Headteacher to find out if there are any places in the appropriate school year. Where appropriate parents are however, advised as a first step, to discuss their child's progress and problems with the Headteacher of child's present school.

## **Educating Children and Young People Out of Year**

Pear Tree Primary School follows the Local Authority Protocol for educating children out of year.

Follow this link for details of the protocol.

[http://www.cheshireeast.gov.uk/schools/admissions/admission\\_arrangements/educating-children-and-young-people-out-of-year.aspx](http://www.cheshireeast.gov.uk/schools/admissions/admission_arrangements/educating-children-and-young-people-out-of-year.aspx)

## **Children of UK Service Personnel**

Places will be allocated in advance of the family arriving in the area for children of UK service personnel, 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 over subscription criteria.

## **Waiting Lists**

Children whose applications are unsuccessful will be placed on a waiting list for one term after the start of the academic year, regardless of whether their parents decide to appeal against the decision not to offer a place at the school. Waiting lists will last for the rest of the academic year during which the request for the place is made. Thereafter, parents who wish to remain on the waiting list must reconfirm their interest in writing to the principal. (The Cheshire East Co-ordinated Admissions Scheme 2015-16 states that waiting lists are held until the end of the autumn term . schools who are their own Admission Authority can hold them for longer).

If a parent decides to appeal against the decision not to offer a place for their child at their preferred school the child's name will automatically be placed on a waiting list in case any further places become available. Parents who decide not to appeal can also ask for their child's name to be placed on a waiting list in case any further places become available. Parents who decide not to appeal can also ask for their child's name to be included on a waiting list if they wish. Placing a child on a waiting list does not affect the right of appeal.

The waiting list will not be held on a first come, first served basis. New applications will be added to the waiting list in criteria order and should places become available, these will be offered in line with the over . subscription criteria outlined above.

## **Appeal Panels**

The Appeals Panels will be appointed by the School and will have three members made up of independent lay persons and people who have an educational background. A clerk to the Panel also attends to see that the appeal is heard properly and to keep a record of the hearing. The clerk is impartial and does not represent the school.

## **Appeal Hearings**

Appeals Panel hearings are informal and will be held locally and they are structured in the following way:

### **Part 1**

- The Chair of the Appeal Panel introduces the other members and explains what will happen
- The School representative, called a Presenting Officer, puts their case

- Parents and Panel members can question the Presenting Officer on the case presented
- Parents put your case
- The Presenting Officer and the Panel can ask the parents questions
- The Presenting Officer sums up their case
- Parents sum up their case

## Part 2

The Appeal Panel will then ask both parents and the Presenting Officer to leave after Part 1, before making their decision.

Parents are encouraged to attend the Panel as they may wish to put questions to the school but parents are not obliged to do so. Appeals can be considered on the basis of parents' written information alone.

### **Powers of Appeal Panels**

Panels can uphold all appeals and instruct the school to allocate a place for your child. They can uphold some appeals and reject others or they can reject all the appeals.

Once all the appeals have been heard Panels must first decide whether further admissions will prejudice the provision of efficient education and/or the efficient use of resources.

Prejudice cannot normally be proved until the year group your child will enter is full. This means that the year group has not only reached its admission limit but cannot accept any more pupils in that year group without prejudicing the provision of efficient education at the school or the efficient use of resources.

The school will provide a statement giving their reasons why they consider that to accept further pupils would cause prejudice to the school.

If the Panel believes that the school can admit all the pupils whose parents have appealed without causing prejudice your appeal will automatically be upheld. The Panel may decide that places can be allocated to some of the appellants before the point is reached when further admissions will cause prejudice. The Panel will decide how many more places can be offered. Any such places may be allocated by the Panel according to the school's admissions criteria and any other factors in the individual case which are compelling reasons for admission, for example if there has been an error in applying the admission criteria when places were allocated.

If the school's case that further admissions will cause prejudice is accepted by the Panel (either as presented or after some further places have been allocated) the Panel will then proceed to the second stage.

This requires panel members to balance your own arguments in support of your child's admission against the extent of prejudice to efficient education and the efficient use of resources which would be caused by the admission of further pupils. If the Panel believes that your case outweighs the extent of the prejudice your appeal will be upheld, otherwise your appeal will be rejected.

### **Timescales**

Casual appeals are normally heard within 30 school days (excluding school holidays) from the date the completed appeal form is received in school. Block appeals for September intake into Reception will be held between April and July each year, if the form is returned within the published time scales. Forms received after the deadline may result in the appeal for your child not being held until September. You will be given the date and time of the appeal hearing two weeks in advance of the hearing and the school's statement of its case will be sent to you one week in advance. You will normally be notified of the Panel's decision in writing no later than 7 working days of the hearings being completed. Decisions of Appeals Panels are final and binding on both the school and the appellants.

### **Repeat Appeals**

Parents who are not successful may apply for another appeal, but your application will not be considered within the same school year unless your own or the school's circumstances have changed significantly and materially since your first appeal (eg change of address).

### **What Happens If you are not happy with the Outcome of the Appeal?**

Decisions of Appeals Panels are final and binding on both the school and the appellants. The only further rights open to you if your appeal is not upheld is to complain to the local government ombudsman if you consider there has been a maladministration in the way your appeal was handled or to seek judicial review of the decision through the Courts.

### **Making your Appeal**

Parents must make the appeal in writing to the school. Parents must also state the grounds on which the appeal is based. Parents should consider when preparing the appeal whether to include copies of any supporting documentation. These are some examples of documentation that might support or corroborate statements in your appeal:

- Letters or statements from doctors, other health professionals or social workers stating why your child must attend this particular school
- In circumstances where a change of address is relevant to your appeal, letters or statements from a solicitor (or others) confirming a change of address

All supporting documentation should be provided at least 7 days before the appeal. If parents submit additional information during the appeal, it will be accepted only at the discretion of the panel. In certain instances this might require the hearing continuing on another day.

The school will acknowledge receipt of your form as soon as possible and will make the necessary arrangements. A copy of your appeal documentation will also be provided to the presenting officer, who, together with the school, will prepare a written response to your appeal, which will be sent to you no later than seven days before the hearing.

### **Other sources of help**

Parents can seek advice from the Advisory Centre for Education (ACE which is a voluntary body providing a helpline service to parents on education matters. The telephone Adviceline number is 0300 01150 412, open Monday to Wednesday 10.00am to 1.00pm, term time only. They also have a web site: [www.ace-ed.org.uk](http://www.ace-ed.org.uk).

General information regarding appeals can be obtained from the Cheshire East Admissions & Transfer Team, who will also assist you if your appeal is unsuccessful. Their helpline number is 0300 123 5012.

The Department for Education (DfE) has a web site that provides a range of information for parents: <https://www.gov.uk/schools-admissions>

**Signed:** **Date:** **(Principal)**

**Signed:** **Date:** **(Chair of Governors)**