

Pear Tree Primary School

Admissions Policy 2019/20

Date: Autumn 2019

Review Date: Autumn 2020

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 (National Offer day). If applications are made online, then offers will be sent out electronically, with paper or telephone applicants receiving letter posted out on National Offer day 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. The Cheshire East application form 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'.

http://www.cheshireeast.gov.uk/schools/admissions/information_booklets_and_sifs/information_booklets_and_sifs.aspx

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

For children starting reception in September, 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).

Applications for In Year transfers can be made using the Local Authority application form. This applies to both Cheshire East resident, and families living outside Cheshire East. The forms are directed to the school for processing, and responding to.

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 (i.e. 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, e.g. if the year group in question is full.

Once children with Statements of Special Educational or Education, Health and Care Plan EHC Plan needs, 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 cared for child is 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).

- 1 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. (i.e. at the time of admission)
- 2 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)
- 3 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 (e.g. 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.

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

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 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 2017-18 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).

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.

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.

Appeal Panels

The Appeals Panels will be appointed by the LA 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.

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 (e.g. change of address).

