

# Applying for School Places



# Apply online for a school place

It's quick and easy



You can apply from  
1st September 2020 at  
**[www.cheshireeast.gov.uk/  
schooladmissions](http://www.cheshireeast.gov.uk/schooladmissions)**

Applications should be submitted by

31st October 2020 for secondary

15th January 2021 for primary

If you are a parent resident in Cheshire East,  
with a child born between 1 September 2016  
and 31 August 2017, your child will be due to  
start primary school in September 2021.

If you do not have web access  
**call 0300 123 5012**

Late applications may be disadvantaged





**Councillor Kathryn Flavell**  
Children and Families Portfolio  
Holder



**Jacky Forster**  
Director of Education  
and 14-19 Skills

Dear Parents

Your child will soon be approaching the important milestone where you need to consider and apply for a school place to either start in Reception at primary school or start at secondary school in September 2021. We appreciate this is a really important decision for you and your child.

This booklet aims to provide you with information about schools and/or signpost you to information to support you in identifying your preferred schools and to advise you about applying for a school place.

We appreciate it has been a really challenging time for families over the last 6 months and your child will only just be settling back into a routine when you need to make these important decisions. Schools will need to review how they can safely accommodate any parental visits and these may have to take place after school when children have left for the day. Some meetings may have to take place via video conferencing so please contact the school to check on their arrangements. We hope you appreciate this may be necessary to keep schools safe.

Cheshire East is a high performing authority with 80% of primary schools and 92% of secondary schools judged as either good or outstanding by Ofsted, with most education outcomes above the national average. In 2020, we were able to offer 98% of 1st- 3rd preferences in primary (Reception) and over 96% for secondary (Year 7) for Cheshire East residents. We continually review and increase capacity at schools

to optimise the chance of you being successful in being offered one of your preferences. We work closely with housing developers to create additional school places where these are needed and obtain financial contributions from them to support school expansions.

We would urge you to read the information in this booklet and submit your application by the deadline.

Parents are asked to think about how their child will travel to school when making their preferences. Cheshire East is committed to working with schools to encourage pupils to walk or cycle to minimise the impact on the environment and as part of healthy lifestyles for Cheshire East pupils.

If your child has an Education, Health & Care Plan, the Special Educational Needs and Disability Team (SEND) will work with you to find the nearest suitable school which can meet their needs.

We would encourage you to contact schools to find out more about what they can offer your child.

If you need support in completing your application please contact the admissions team by email at [admissions@cheshireeast.gov.uk](mailto:admissions@cheshireeast.gov.uk) or by telephone on 0300 123 5012. Parents are encouraged to follow the Family Information Service on social media for tips and advice.

We hope that your child is happy in their new school, enjoys learning and develops by participating in the many new and exciting opportunities that schools in Cheshire East provide.

**Councillor Kathryn Flavell**  
Children and Families Portfolio Holder

**Jacky Forster**  
Director of Education and 14-19 Skills



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## Contact:

School Admissions  
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Floor 5, c/o Municipal Buildings  
Earle Street  
Crewe CW1 2BJ

✉ Email: [admissions@cheshireeast.gov.uk](mailto:admissions@cheshireeast.gov.uk)

🐦 Twitter: @CE\_Admissions

☎ Telephone: 0300 123 5012

The information contained in this booklet relates to the school year 2021-2022. Although correct at the time of publishing (August 2020), there may be changes before or during the 2021-2022 school year and in subsequent years. Further information can be obtained from the Council and from individual schools.



**Apply  
online at**

**[www.cheshireeast.gov.uk/  
schooladmissions](http://www.cheshireeast.gov.uk/schooladmissions)**





# Application timetable



The application timetable for admission to the reception class in a primary school and year 7 class in a secondary school is set out in the table below.

**Please note:** Applications for transfer to Cheshire Studio School and Crewe Engineering and Design UTC must be made direct to the school. Details are provided in the secondary schools booklet on our website.

Other UTC/Studio schools within a reasonable travelling distance of Cheshire East to which residents can apply are listed in the Secondary Schools, UTC and Studio School booklet available on our website or in hard copy on request. Information on how to apply will be provided on the relevant school website.

Process	Secondary Transfers	Primary Admissions
Application process starts – online application form and 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	7 December 2020	15 February 2021
Offers released	1 March 2021	16 April 2021
Deadline for accepting or declining places. The Local Authority reserves the right to withdraw places not accepted	16 March 2021	30 April 2021
Waiting lists prepared and vacancies re-allocated. Waiting lists will be held in criteria order. Parents offered places on this basis will be required to accept or decline the place offered within 10 school days.	16 March 2021	After 30 April 2021
Appeal application deadlines	30 March 2021	15 May 2021
Appeal hearings (on time applications) (as far as possible)	18 June 2021	16 July 2021
Appeal hearings – late applications	Within 40 days of deadline where possible, or 30 school days of appeal being lodged	Within 40 days of deadline where possible, or 30 school days of appeal being lodged

## In Year Applications

'In year' applications are those made during the school year into any year group other than the normal point of entry to school.

The normal point of entry to Cheshire East schools is in September into:

- The reception class for a primary school
- Year 7 to secondary school
- Year 10 to Cheshire Studio School and Crewe UTC
- Year 12 to a sixth form

We receive many 'in year' applications and these are generally where families are moving into Cheshire East or are moving from one part of the Authority's area to another.

**If you are thinking about changing schools for reasons other than a house move we strongly advise that you discuss the proposed transfer with your current school.**

Information about the application process is published in our '**In Year Admissions**' booklet.

# Important Information

## Residency

When you apply for a school place your application will be considered on the basis of the residency of your child. For applications made during the normal admission round this will be where your child lives on the date published for the receipt of supporting documentation. You must therefore notify us if you move house after you have submitted your application as this could affect your priority for admission within the oversubscription criteria and your position on a waiting list, if applicable.

The place of residence for late applications received after the date published for the receipt of supporting documentation will be the address at the time of application. Proof of address and residency may be requested. Address information provided on the application form may also be verified through liaison with other departments within the Local Authority as with those made during the normal admission round. This will include verifying against Council Tax records.

Places offered on the basis of a fraudulent or intentionally misleading application may be withdrawn.

## Important Information

### Please note:

Citizens outside the UK can be accepted, with the current address being used as the residential address for the application. Please see our website for more information.

The only exception to this is for families of service personnel with a confirmed posting to Cheshire East, or crown servants returning from overseas to live in Cheshire East where the future address can be accepted. **Evidence of this must be provided.**

## Re-allocating Places

Offers will be made on the 1 March 2021 (secondary places) and 16 April 2021 (primary places). If you are unsuccessful with your application you can request that your child is added to the school's waiting list. Any vacancies will be re-allocated from the waiting list after 16 March for secondary school places and after 30 April for primary school places.

## Chronological age groups

Children reach compulsory age at the beginning of the term following their fifth birthday. However, children are normally admitted to school in the September following their fourth birthday.



## Important Information

### September 2021 Admission:

Any child born between:

**1 September 2016 and 31 August 2017**

As a general principle, children in Cheshire East are taught in the year group for their age range along with other children in the same age range. This is sometimes referred to as the child's chronological age group.

In exceptional circumstances you may apply to the admission authority for your child to be taught outside their chronological age group.



## Delaying Admission to the Reception Class

When considering admission into the reception class for the first time in September following your child's fourth birthday i.e. into the chronological age group, you may feel that your child is not ready to start school. In such cases you can still apply for admission to that chronological age group but request that your child attends part-time until they reach compulsory school age, or that the date your child is admitted to school is deferred until later in the same academic year and until your child reaches statutory school age, which is the term after your child's fifth birthday.

## Delayed Entry for Summer Born Children

Children born from the beginning of April to the end of August are "summer born children" and reach compulsory school age in the September following their fifth birthday. Parents of "summer born children" can request to delay admission until the following academic year rather than applying for admission to the child's chronological age group.

You will need to contact your home local authority for advice about this.

It is also recommended that you discuss this with the headteachers of your preferred schools. Please note that even if deferred entry is agreed this does not guarantee a place at your preferred school. Your child's application would be processed in line with the school's admissions policy and an application would need to be made for the required year of entry.

Parents are advised to consider the full implications of a child being taught out of their chronological age group including key stages such as moving up to secondary school at a different age to their peers. Your views will be fully considered and you can get advice to help you decide on the best course of action before a decision is taken by the relevant admission authority.

You will also need to discuss your intentions with your home local authority in order that arrangements can be made to include your child in the relevant school admission application round, if this is agreed. This is to ensure that you do not miss out on important information about applying for school places. For non-statutory guidance published by the Department for Education (DfE) about summer born children, please visit the DfE website at [www.education.gov.uk](http://www.education.gov.uk)

## Educating Children and Young People Out of Cohort

For some children, exceptionally it may be considered appropriate that the child transfers to secondary school early, or remains in the primary school for another year and in both cases being taught outside their chronological age groups. If this applies to your child, you will need to discuss this with the admission authority for the school and seek agreement to this arrangement. This may be applicable for children of exceptional ability and maturity or for children whom it is considered would benefit from being taught outside their chronological age group in order that their individual needs can be met.

# Special Education Needs and Disability (SEND)

## Children and young people with Education, Health and Care Plans

Most children and young people with Special Educational Needs and/or Disabilities (SEND) have their needs well met within their local mainstream school. However, for a minority of children and young people, more specialist arrangements are necessary, in some cases including a specialist provision. If your child or young person has special educational needs and/or a disability and an Education, Health and Care (EHC) Plan, please see the information below.

The Children and Families Act 2014 requires the governing boards of all schools to admit a child with an EHC Plan that names their school. It also places a 'best endeavours' duty on educational settings to make the special educational provision necessary for each child or young person.

The SEND Code of Practice 2015 requires educational settings to utilise a graduated approach in order to meet children and young people's special educational needs. This should be done in consultation with parents/carers. Further details of this are available in Cheshire East's SEND Toolkit [www.cheshireeast.gov.uk/livewell/local-offer-for-children-with-sen-and-disabilities/local-offer-for-children-with-sen-and-disabilities.aspx](http://www.cheshireeast.gov.uk/livewell/local-offer-for-children-with-sen-and-disabilities/local-offer-for-children-with-sen-and-disabilities.aspx).

For children and young people with complex special educational needs, educational settings may request that Cheshire East Council consider carrying out an EHC Needs Assessment which may lead to an EHC Plan. Parents/carers will be fully included in this process.

In addition, anyone else can bring a child or young person who has (or may have) SEN to the attention of the local authority, particularly where they think that an EHC needs assessment may be necessary.

Cheshire East Council makes every effort to reach agreement with parents/carers on an appropriate school placement. In very few cases, where it is not possible to reach full agreement on special educational provision or an appropriate school

place, if parents and/or young person are in dispute with the LA over the educational setting named in their EHC Plan, then they can exercise their right of appeal via the First Tier Tribunal. Their named SEND Keyworker will be able to provide additional information with regards to this, as well as signposting them to other services who can offer further advice and support, such as Cheshire East Independent Advice Service (CEIAS).

The Children and Families Act recognises that all children and young people have a right to a mainstream education. Cheshire East Council will ensure that all children and young people's EHC Plans specify an appropriate level of support to enable their inclusion in their local mainstream school with their peers. The support arrangements the child or young person requires in order to have their special educational needs met in a mainstream setting will be discussed and implemented in partnership with the child or young person, their families, education setting and any other relevant professionals/agencies involved.

Details about the range of maintained specialist provisions and resourced provisions available in Cheshire East can be found by visiting the Local Offer - <https://www.cheshireeast.gov.uk/livewell/local-offer-for-children-with-sen-and-disabilities/what-is-the-local-offer/local-offer.aspx>

Admission specialist educational settings are decided by the local authority when a formal request for a change of placement is made. Such requests are usually made through an annual review of an EHC Plan, or following an interim/emergency review of the child or young person's EHC Plan, and also as part of the EHC Needs Assessment process, whereby the child doesn't have an EHC Plan in place, but where concerns have been raised about the sustainability/suitability of their current placement. The Cheshire East Local Offer for SEND is now part of Live Well Cheshire East (<http://livewell.cheshireeast.gov.uk>), or is available directly at [www.cheshireeast.gov.uk/localoffer](http://www.cheshireeast.gov.uk/localoffer).

### **The Cheshire East Local Offer for SEND:**

- includes information about the support and provision that families can expect from a wide range of agencies for children and young people with SEND from birth to 25 years old
- covers support and provision for children and young people with and without an Education, Health and Care Plan
- is set out in one place so families and professionals have access to the same information
- describes available support and services within Cheshire East, along with provision outside of Cheshire East that families may also be able to access
- has been co-produced with families and professionals from a wide variety of agencies across Cheshire East

### **Resourced mainstream primary schools**

For children with Autistic Spectrum Condition:

- Handforth Grange Primary School
- Hermitage Primary School
- Ivy Bank Primary School
- Puss Bank Primary School
- Shavington Primary School

For children with Hearing Impairment:

- Lindow Community Primary School, Wilmslow
- Middlewich Primary School

For children with complex learning:

- Bexton Primary School

For children with SEMH needs:

- Hungerford Primary Academy

Admission to these resourced mainstream schools will be counted towards the school's Published Admission Number (PAN), details of which are published in the Cheshire East Primary School Information booklet.

### **Resourced mainstream secondary schools**

For children with Autistic Spectrum Condition:

- Middlewich High School (separate PAN of 12)
- Wilmslow High School (separate PAN of 12)

For children with Hearing Impairment:

- Middlewich High School (separate PAN of 8)
- Wilmslow High School (separate PAN of 8)

Admission to these resourced mainstream schools will be based on the admission numbers (PANs) shown above and in addition to the Published Admission Number (PAN) listed in the Secondary Schools Information booklet.

Further information about the admission of pupils with Education, Health and Care Plans is available from Cheshire East Council's Special Educational Needs and Disabilities (SEND) Assessment and Monitoring Team, 1st Floor, Macclesfield Town Hall, c/o Municipal Buildings, Earle Street, Crewe, Cheshire, CW1 2LL. Contact by e-mail: [senteam@cheshireeast.gov.uk](mailto:senteam@cheshireeast.gov.uk) or telephone 01625 378042.





# The application process



The application process for admission to the reception class in a primary school and year 7 class in a secondary school is explained below. More information about the schools can be found in our booklets.

- Primary School Information 2021-22
- Secondary School Information 2021-22

Please refer to the relevant booklet for information about the process for making applications in year or for admission to a sixth form.

- In Year Admissions
- Sixth Form Admissions 2021-22

## Completing Your Application Form

All applications for school places must be made in writing using the application form provided by the Local Authority. The Cheshire East application form is for completion by Cheshire East residents only as applications must be made on your 'home' local authority's form, i.e. the authority where you live.

**The online application form is the preferred method for Cheshire East residents. For admission in September 2020, around 96% of parents used our online form and feedback has been very positive.**

If you would like to apply online, you must visit our website at [www.cheshireeast.gov.uk/schooladmissions](http://www.cheshireeast.gov.uk/schooladmissions). This is a quick and easy way to apply and you will be able to view your offer on the published offer date instead of waiting for your offer letter to be received in the post. If you do not have access to the internet or would like support in applying online, please contact us on 0300 123 5012

If you are applying for a place at another publicly funded school in Cheshire East (Academy, Voluntary (Church) Aided, Foundation, Free, Studio or Trust school), we will forward your application details for the attention of the governing board. For schools maintained by other local authorities, we will forward your application details to the relevant local authority.

**'Independent Schools':** Please do not include any independent schools on your application form as these must be made direct to the relevant school.

When completing your application form, you must include all your preferred schools, even if they are not Cheshire East schools. Your application will be considered by the admission authority of each school named as a preference on your application form.

## School Preferences

As required by law, this Authority makes arrangements for its residents to express three school preferences ranked in order of priority and to provide reasons in support of each preference. Supporting documentation can also be provided.

**Please note:** Applications for admission are normally considered in relation to the availability of places in your child's chronological age group, other than in exceptional circumstances.

When applications for school places are received, a place will be offered if there are sufficient places to meet demand. This is in accordance with an admission authority's statutory duty to comply with parental preference. If a school is oversubscribed, however, a place will not be offered if to do so would prejudice the provision of efficient education or the efficient use of resources. The admission authority for the school has responsibility for deciding how many places can be offered before this prejudice is reached. This is normally based on its agreed published admission number (PAN), although decisions in some cases may be made by the admission authority to admit above the published admission number.



### Important Information

**Please note:**

The duty to comply with parental preference is removed for a period of two years where the child has been permanently excluded from two or more schools from the date on which the latest exclusion took place.

## Equal Preferences

We invite all our parents to submit three school preferences. **All preferences will be considered on the basis of equal preferences.** This means that all your preferences will initially be considered without reference to your preference ranking. This will determine the priority of each application made to each school.

Preferences for oversubscribed schools will be considered against the published oversubscription criteria for the school. If this results in success with more than one of your preferences, we will send you a single offer based on the order that you have ranked these schools on your application form and any potential offers for lower ranked preferences will automatically be discounted. The offer that we will notify you of will be made on behalf of the admissions authority for the school.

## Nearest School with a Vacancy

If you are a Cheshire East resident and all of your preferences are unsuccessful, as your 'home' local authority, we will make you an offer of a place at the nearest Cheshire East school with a vacancy after all preferences have been considered. This will include offering vacancies at other publicly funded schools in liaison and agreement with the governing boards of those schools.

**Our advice to you is that you should aim to use all of your three preferences so that you increase your chance of being offered a school of your choice.**

To identify the nearest Cheshire East school with a vacancy, we will use the National Land and Property Gazetteer (NLPG), which measures straight line distances in miles from the school's coordinate point to the place of residence's coordinate point. The coordinate point is based on a six figure grid reference and this can be anywhere on the site and therefore not necessarily at the front or middle of the property or site.

If you are not resident in this Authority and have been unsuccessful with your preference/s for a Cheshire East school, we will not allocate you an alternative school as the process for securing a school place for your child will be managed by your 'home' local authority.

## Attendance at a Nursery or Co-Located Children's Centre

Some children attend a nursery or co-located children's centre attached to their parents' preferred school. **It is important to note that this attendance does not guarantee admission to the primary school or offer a higher priority for admission within the oversubscription criteria** compared with applications from parents of children that do not attend **unless it is stated in the school's admissions policy.**

If you do have a child on roll at a nursery or co-located children's centre, you must still apply for a place at the school. All applications will be considered in accordance with the school's published oversubscription criteria.

## Parents with Shared Responsibility for a Child

### Parental Disputes

**Local authorities can only make one offer per child. Therefore, where parents are unable to reach an agreement and more than one application is submitted, the Local Authority will process the application of the parent who is the primary carer i.e. where the child lives for the majority of the week. Supportive documentation on residency (as above) may be required.**

If you have shared responsibility for a child, i.e. your son or daughter lives at two addresses during the week, the place of residency will be determined as the address where the child lives for the majority of the week (e.g. where the child wakes up between Monday to Friday). If this applies to your child, you must provide full details in writing at the time of application 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 is unable to reach a decision based on the information received, e.g. where the child lives equally with both parents, the address provided for claiming Child Benefit or (where no benefit is claimed) where the child is registered for GP purposes will be used. In such circumstances, documentary evidence must be provided.



## Changing Preferences

Once the closing date has passed, we will not normally accept a change of preference unless we are satisfied that there is a genuine reason for doing so, such as a recent house move. If you feel that you need to change your preferences for a very good reason, you must provide us with full details and where appropriate, supporting information, so that the circumstances can be fully considered. Full details must be received by 7 December 2020 for secondary applications and 15 February 2021 for primary applications.

In the case of a recent house move, you must provide a letter from the solicitor confirming the completion date or a signed rental agreement showing the start date of the tenancy. The rental agreement must cover the date published as the deadline for receipt of supporting documentation. We may request further confirmation such as evidence of disposal of previous property and recent utility bills. A panel of officers will consider the information presented in support of the late change of preference and we will then confirm to you the decision.

If you change your preferences after the statutory closing date and you have been advised that there is no genuine reason for doing so, you will be advised that the application will be treated as a new application and therefore considered as late which could affect your chance of success with your school preferences. If you decide to change your preferences after the published dates for receipt of supporting information (which are 7 December 2020 for secondary applications and 15 February 2021 for primary applications) your 'new' application will be treated as a late application.

## Moving House

If you move house during the application process you must inform us immediately of your new address, even if details of a future change of residency were included on the application form. We will require supporting evidence to show that your place of residency has changed:

- A letter from the solicitor confirming the completion date
- A signed rental agreement showing the start date of the tenancy. The rental agreement must cover the dates published for the receipt of supporting information.

In addition, we may request further information such as recent utility bills. We may also request further information such as evidence of disposal of your previous property. In all cases, information will be verified by using Council Tax records.

Information and supporting evidence must be received by 7 December 2020 for secondary applications and 15 February 2021 for primary applications. Any information received after these dates cannot be used to process your application, but will be used to send the decision letter on the published offer date. If failure to notify the Local Authority of a change of residency results in a place being offered in error, this offer may be withdrawn. This is particularly relevant if this has caused disadvantage to another applicant. We will require evidence of the address change as part of this process.

# Processing applications

## Late Applications

It is really important that you submit your application on-time to avoid any unnecessary disappointment with your school preferences. There is no guarantee that a late applicant will receive an offer of a school place on the published offer day of 1 March 2021 for secondary applications and 16 April 2021 for primary applications.

If your application is received after the published closing date of 31 October 2020 for secondary applications and 15 January 2021 for primary, it will be recorded as 'late' and considered after all on-time applications. This could mean that your application is unsuccessful.

The exception to this will be where the Local Authority has received from you an explanation for the late submission along with supporting information and is satisfied that the reason given justifies the application being considered alongside on-time applications. Reasons that may be accepted include exceptional medical reasons preventing an earlier application or late house move or change of address. Your reasons must be presented at the time of application and supporting documentation must be provided to the Local Authority by the deadline of 7 December 2020 for secondary and 15 February 2021 for primary.

In the case of a recent house move, we will require supporting evidence to show that the place of residency has changed. This will include a letter from the solicitor confirming the completion date, or if relevant, a signed rental agreement showing the start date of the tenancy. The document must include residency on the date published as the deadline for receipt of supporting information. Further information may be requested to confirm residency, for example, recent utility bills or evidence of disposal of previous property.

In respect of medical reasons preventing an earlier application, a letter of confirmation from a medical practitioner will be required.

Any late applications received after the deadline for the receipt of supporting information will be classed as late and processed after all on-time applications even if there is a good reason for the late submission.

All applications classed as late will be processed at the time waiting lists are prepared and in line with the dates published.

The place of residence for late applications received after the date published for the receipt of supporting documentation will be the address at the time of application. Proof of address and residency may be requested. Your address may also be verified through liaison with other departments within the Local Authority. You must notify us if you move house after you have submitted your application as this could affect your priority for admission within the oversubscription criteria and your position on a waiting list, if applicable.

**Places offered on the basis of a fraudulent or intentionally misleading application may be withdrawn.**

## Published Admission Numbers (PANs)

To determine how many school places can be offered, the Local Authority and governing boards of other publicly funded schools set published admission numbers. The published admission number is based on the capacity (size) of the school. For example, if a primary school has 7 classrooms that are all big enough to take 30 pupils, the school can accommodate 210 children in total with 30 pupils in each year group from reception to Year 6. A PAN of 30 is therefore published. Another example would be if a high school has sufficient room to accommodate 1050 pupils across its five year groups from year 7 to year 11, there would be room in each year group for 210 pupils and therefore a PAN of 210 would be published. The PANs for each school are included in the supplements to this booklet entitled Primary School Information and Secondary School, UTC and Studio School Information.

PANs can change from one year to the next and therefore the number of pupils admitted in a previous year can be different. This may be due to changes in the accommodation or the way classes have been organised.

The PAN applies to the year of entry (which for Cheshire East includes the reception class, year 7 class, year 10 for Cheshire Studio School and Crewe UTC, and sixth form). As this is based on the accommodation available at the school, it is expected that this number will continue to be applied as that year group moves through the school. Other local authorities may admit pupils at different points of entry, for example admission to infant and junior schools or lower, middle and upper schools. Applications for admission in these cases must still be made to the 'home' local authority.

## Applying the Oversubscription Criteria

If you apply for a school that is oversubscribed i.e. where the number of preferences received is more than the number of places available (the PAN), the school's oversubscription criteria will be used to determine which preferences have priority for admission.

### Important Information



#### Please note:

The oversubscription criteria for Community and Voluntary Controlled Schools, and those agreed by the governing boards of other publicly funded schools are listed in the Cheshire East Primary and Secondary School Information booklets.

## Catchment Areas

### All Cheshire East Schools

For children of UK service personnel (UK Armed Forces) a Unit postal address or quartering area address will be accepted in advance of a change of address, subject to official written confirmation of the address and relocation date.

You can check your catchment area school on our website at [www.cheshireeast.gov.uk/schooladmissions](http://www.cheshireeast.gov.uk/schooladmissions) or by contacting the Authority on 0300 123 5012.

**Please note: where 'catchment area' is included as a criterion, places cannot be guaranteed at the local 'catchment area' school but, you may wish to bear in mind that if the school is oversubscribed and you do not state a preference for it on your application form, all available places may be offered to parents who have applied for a place. Places will be offered on the basis of the published oversubscription criteria and this can result in an offer regardless of whether a child lives in the catchment area.**

You may wish to consider including your 'catchment area' school as one of your preferences just in case a higher preference for another school is unsuccessful.

## Local Authority Schools

Children are considered resident in the 'catchment area' for a school under the Local Authority's admission arrangements if they and their parent(s) are resident in the area served by the school on the date published for the receipt of supporting documentation. Supporting information may be requested to verify the place of residence. Preferences for the catchment area school for the confirmed address will be considered under criterion 3, unless a higher criterion is applicable.

## Armed Forces families and children of Crown Servants

For children of UK service personnel (UK Armed Forces) a Unit postal or quartering address will be accepted in advance of a change of address subject to official written confirmation of the address and relocation date. Where Crown Servants are returning from abroad, a future address can also be taken into account when considering a school application.



## Other Publicly Funded Schools

Some schools, where the governing board is the admission authority, do not give priority for admission on the basis of residency in the school's catchment area. You will need to refer to the admission arrangements published in the Cheshire East Primary and Secondary School Information booklets to check the oversubscription criteria for these schools.

## Infant Class Size Legislation (ICSL)

When considering applications for infant classes, i.e. where the majority of children are aged seven or younger, the law requires that no more than 30 pupils are taught by a single school teacher. Therefore, further admissions will only be agreed in very exceptional circumstances. Exceptional circumstances would be applied:

- to rectify an error that resulted in a child not being offered a place;
- to admit a child with a Education, Health and Care Plan;
- to admit a cared for child or previously cared for child;
- to admit a child that has moved into the area outside the normal admission round for whom there is no other available school within a reasonable distance;

- to admit a child through the normal admission round who has a twin or sibling from a multiple birth;
- to admit a child of UK Service personnel outside the normal admissions round.

## Children of Multiple Births

In relation to children of multiple births, exceptionally it may be necessary to offer places over the published admission number to ensure that, as far as possible, siblings (i.e. twins, triplets or children from other multiple births) can attend the same school. These children would be considered as permitted exceptions to Infant Class Size Legislation.

Under exceptional circumstances, if a school is named in the Education, Health and Care Plan for a pupil any siblings (including twins or other children of multiple birth) will be considered for admission in accordance with criterion ii of the oversubscription criteria. This is to ensure that siblings from a multiple birth can attend the same school.



# The next stage in the process



## Decisions on Applications

If you live in Cheshire East we will provide you with written confirmation of the decision on your application. If you applied online, notification of this will be sent by email with a link to the offer letter to download. This will include offers for places in Cheshire East schools and schools in other local authorities, as appropriate. If you applied online you will also be able to log on to your online account on offer day to view the school offered.

**Please Note:** If you used a paper application form or completed one by telephone and provided an email address, you will receive an email as above, with a link to your offer letter to download. If you did not provide an email address, offers confirmed by letter will be sent out on the published offer day by second class post. If you will be receiving your offer by post please allow time for your letter to be delivered before contacting the Local Authority as **offers will not be confirmed over the telephone.**

Decisions will be notified on behalf of the relevant admission authority.

## Accepting or Declining Places Offered

**Once we have made you an offer of a school place you must accept or decline it by our published dates of 15 March 2021 for secondary applications and 30 April 2021 for primary applications.** For late applications notified after the offer date you must accept or decline the place offered within 10 working days of the date of the offer.

If we do not receive a response to the offer by the date specified in that first correspondence, a reminder letter or email will be sent with a second opportunity to respond, giving a deadline of a further 5 days. This will include notification that if no response is received to that reminder, the school place will be withdrawn.

If you choose to decline the school place offered, it will be offered to the parent of the next child on the school's waiting list. It is important that you think carefully before declining, particularly if this is your local school as the place may not be available if you subsequently change your mind. Accepting a place at a school does not prejudice your legal right of appeal for a preferred school.

## Waiting Lists and Reallocating Declined Places

Once we have sent out offers of school places, parents must accept or decline the school place. Any places declined are then re-offered to parents of children held on the school's waiting list including late applications processed alongside these. You can request in writing (including e-mail) that your son or daughter is added to a school's waiting list. All requests must be sent to the Local Authority. Any vacancies will be reallocated after 15 March 2021 for secondary and 30 April 2021 for primary.

Requesting your child is added to a school's waiting list does not affect your child's position on any other school's waiting list, nor prejudice your legal right of appeal for a preferred school. Accepting the place offered will ensure your child is not left without a school place for September should you be unsuccessful in gaining a place at one of your preferred schools from the waiting list or at appeal.

Waiting lists will be held by the admission authority in criteria order (based on the school's oversubscription criteria) and not on a 'first come, first served' basis and will include children whose parents have specifically requested in writing (including e-mail) that they be placed on the waiting list, along with those for whom an appeal application has been received and new applicants.

Waiting lists will normally be held up until the 31 December for the normal year of admission. Some schools, where the governing board has the role of admission authority, may hold waiting lists beyond this date. For more information please contact the school. Placing your child's name on a waiting list does not affect your legal right of appeal.

Please Note: Where a school is directed to admit a child (by the local authority or Secretary of State) or a child is allocated a place in accordance with the Fair Access Protocol these offers take precedence over those on a waiting list.

The School Admissions Code 2014 requires all Local Authorities to have a Fair Access Protocol to ensure that all children, particularly the most vulnerable, secure a school place as quickly as

possible. For more information on this, please see the school booklet In Year Admissions, available on our website.

## Legal Right of Appeal

If you have been unsuccessful with your application, you have a legal right of appeal to an independent appeals panel to challenge this decision. The decisions of appeals panels are binding on the Local Authority and on school governing boards. Applications for admission appeals are normally considered in relation to the child's chronological age group, other than in exceptional circumstances.

Appeal applications must be submitted in writing and a separate appeal application form will be needed for each school appeal. If you decide to appeal, it is not compulsory that you attend the appeal hearing but you do have the right to do so. At the hearing you will have the opportunity to present your case to the independent appeals panel. You can be accompanied by a friend or adviser or you can send a representative. If you submit an appeal you will be given more detailed information on the appeals arrangements.

The Local Authority is the admission authority for all Cheshire East Community and Voluntary Controlled Schools and therefore arranges the appeals for these schools. Further information and an appeals application form are published on our website. Alternatively you can telephone the Local Authority to request an application form. If you are appealing for a place in another publicly funded school, please contact the school to request an application form. For appeals against decisions made by the admission authority of schools outside Cheshire East, please contact the school or the relevant local authority for more information.

Please note: There are different arrangements for appeals relating to school places for pupils with Education, Health and Care Plans. Appeal forms can be obtained from First-Tier Tribunal (HESC), Special Educational Needs and Disability, 1st Floor, Darlington Magistrates Court, Parkgate, Darlington DL1 1RU. For more information please visit the Tribunals website at [www.gov.uk/courts-tribunals](http://www.gov.uk/courts-tribunals) or by telephoning 01325 289350



## Admission Appeals and Infant Class Size Legislation (ICSL)

Apart from some very limited exceptions, no infant class may contain more than 30 pupils being taught by a single school teacher. Any admissions which would increase an infant class to more than 30 pupils to one school teacher would result in a breach of Infant Class Size Legislation and would require 'qualifying measures' to be taken to comply with this legislation.

Qualifying measures that could be taken include:

- Organising an extra class;
- Appointing an additional teacher;
- Providing/building an additional classroom;
- Introducing or extending mixed age group teaching, e.g. grouping year one and year two children together in classes of 30 or less.

When the Local Authority or school governing board can show to an appeals panel that any further admissions would require qualifying measures, an appeal can only be upheld (i.e. resulting in a place offered) if the appeals panel decide either that:

- the child would have been offered a place if the admission arrangements had been properly implemented; or
- the child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the School Standards and Framework Act 1998; and/or
- the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

## Registering Pupils at School

All places offered should be taken up within 20 school days of the agreed date of admission. If this is likely to be a problem, you must notify the school of the circumstances preventing this. Places not taken up within 20 school days may be withdrawn and reallocated.

## Repeat Applications

Repeat applications will not normally be considered within the same school year. If your circumstances or the circumstances for the school have changed significantly since the original application was made, you can submit a request to the Local Authority for consideration.

## Appeal Hearings

Appeals for admission in September 2021 will be heard by 17 June 2021 for secondary transfer and by 16 July 2021 for primary schools. This applies to applications for which decisions have been sent out on the published offer day.

For **late** applications processed after the published offer date, these will be heard within 30 school days of the appeal being lodged. Appeals for admission in September will be heard together where possible. Late appeal applications will not be held before scheduled appeals even where this exceeds the 30 school day limit.

# School transport

It is the responsibility of parents to ensure that their children get to and from school at the appropriate time each day. In the case of pupils of statutory school age (5-16) who attend their nearest suitable school and live beyond the statutory walking distance from it, the Council will provide free school transport, subject to eligibility. The statutory walking distance is defined in law as over 2 miles for pupils under the age of 8, and over 3 miles for those aged 8 and above. Distances are measured via the shortest available walking route between home and school and are calculated by using a digital mapping system.

For the purpose of administering the Compulsory School Age Education Travel Policy, the 'nearest suitable school' will be defined as either: the catchment school under the Council's zoning arrangements; or the nearest school to the home address, which may be different from the catchment school. Different arrangements will apply to the following age groups as follows:

Under 8	Over 2 miles
Over 8	Over 3 miles

Free transport will be provided due to extended rights to free travel if the pupil is from a low income family (based upon family eligibility for Free School Meals, or family being in receipt of the maximum level of Working Family Tax Credit):

8-11 years	Over 2 miles
11-16 years	2-6 miles* Attending one of three nearest qualifying schools
11-16 years	2-15 miles* Attending nearest school on grounds of religion or belief



School places at alternative schools are usually offered on the basis that parents are responsible for any necessary travelling arrangements and the costs involved. The Local Authority will accept applications for non-eligible children for 'spare seats' on contracted provision. A spare seat will be withdrawn (allowing 2 weeks notice) when the seat is required for an entitled child, or if the service is withdrawn or the seating capacity of the vehicle is reduced.

The Council will not pay travelling expenses to parents who choose to send their child to a more distant school in preference to their local school.

The Council will consider requests from parents for free transport for children who live within the statutory distance from their nearest suitable school, but who have to travel along a section of route that has been assessed by the Council as 'unavailable'. It is the responsibility of parents to transport their child safely to school or to make appropriate arrangements and, when assessing the route, the Council will assume that the child will be accompanied by a responsible person. If alternative routes are available within the statutory walking distance then assistance will not be granted.

Children who cannot walk to school due to concerns relating to special educational needs, health and safety, and disability will be assessed for free transport on a case by case basis.



The eligibility criteria for SEND is defined as "a child that cannot reasonably be expected to walk to school because of their mobility problems or because of associated health and safety concerns related to their SEN or disability".

## Travelling to School

The Council has a legal duty to publish a Sustainable Modes of Travel to Schools (SMOTS) Strategy to encourage the use of sustainable travel to and from school.

Parents are encouraged to ensure that their child in travelling to school in a way that is good for the environment. School communities know their area and are in a good position to say how parents can be best helped to do this. Schools are requested to have and review School Travel Plans and implement a number of sustainable travel schemes to encourage walking, cycling, public transport or car sharing through access to support, resources and funding opportunities. Often sustainable travel promotes a healthy lifestyle as well as providing benefits such as improving air quality around schools and reducing the likelihood of parking issues if more pupils can walk or cycle to school. The Council will provide a range of advice and resources to schools in preparing a School Travel Plan. Wider school communities including parents can also assist their school in preparing and implementing a travel plan, for example, through supporting a walking bus. Funding may also be available to make improvements to routes to school. Further information about the schemes that schools may wish to promote can be found in the Sustainable School Travel section at [www.cheshireeast.gov.uk/schooltransport](http://www.cheshireeast.gov.uk/schooltransport).

To apply for School Transport please visit [www.cheshireeast.gov.uk/schooltransport](http://www.cheshireeast.gov.uk/schooltransport) or call 0300 123 5012.



**More  
information**



## Customer Feedback and Complaints

Cheshire East Council aims to provide high quality services but acknowledges that things can go wrong. You may wish to tell us if we have succeeded in providing a high quality service, a member of staff has impressed you or just to comment on how we could improve on our services. A complaint can be an expression of dissatisfaction about the Council's action or lack of action or about the standard of a service. This also applies to an organisation or contractor acting on behalf of the Council. Please Let Us Know by visiting our contact us page: [www.cheshireeast.gov.uk/feedback](http://www.cheshireeast.gov.uk/feedback).

## School Complaint Procedure

If you have a complaint about an issue relating to a publicly funded school, you should raise this with a senior member of staff at the school or with the head teacher. If a complaint cannot be resolved in an informal way all schools are required to have a policy and procedure for dealing with complaints, published on their website.

Complainants have the right to appeal to the Secretary of State if they are not satisfied with the way the school has dealt with their complaint, once the school's complaints process has been exhausted. Complaints to the Secretary of State are handled by the Government's Department for Education (DfE).

## Complaints about Academies

Academies are required to have a published procedure for dealing with complaints by parents or pupils, which must be made available on request. This procedure must provide for complaints to be managed within clear timescales. Parents that are not satisfied a complaint has been dealt with appropriately by an academy should contact the Education Funding Agency (EFA)

## Discipline and Exclusions

Schools are aware that they share with parents, responsibility for the behaviour of children in their care. All schools are required to have a behaviour policy. This should be published on the school website.

In exceptional cases, Headteachers may exclude pupils from school, either for a fixed period or permanently. Parents have the right to make representations about exclusion to a committee of the school's governing board (commonly known as the Governors' Disciplinary Committee or GDC). In the event of permanent exclusion parents may also have a right to an Independent Review Panel hearing if the permanent exclusion was upheld at GDC. Parents requiring further information or a copy of the Council's leaflet for parents on Pupil Exclusions from School, should seek advice from their child's school or the authority.

There is more information on the Cheshire East website at: <http://www.cheshireeast.gov.uk/schools/exclusions/exclusions.aspx>

## Family Information Service

Cheshire East Family Information Service (FIS), offers a core family support service for parents, carers and young people from 0–25 years of age. We offer free impartial advice, support and guidance on all aspects of family life. If you are a parent or carer who needs support, the team can provide a wide-range of information on topics including parenting support, finding childcare, early year's education, childcare funding, fun days out, and activities/clubs going on in your local area. We can also help you applying for your child's school place, and for childcare funding. Information is also available on the Cheshire East Local Offer, this is for children and young people with additional educational needs and/or disabilities (SEND). You can contact us on 0300 123 5033 or by email [fis.east@cheshireeast.gov.uk](mailto:fis.east@cheshireeast.gov.uk) or visit our website [www.cheshireeast.gov.uk/fis](http://www.cheshireeast.gov.uk/fis)



## Governing Boards

Every school has a governing board which is charged with providing strategic direction and accountability for the school. Governors are volunteers, and all governing boards are made up of representatives from the school and the local community. All governing boards include parents of pupils at the school. The governors have key responsibilities for setting the school aims and policies and for overseeing the budget and the staffing arrangements for the school. In their role of supporting and challenging the school, they play a key part in improving outcomes for the children within their school. Governing boards work in close partnership with the Headteacher in making decisions. The Headteacher, not governing board, is responsible for the day-to-day leadership and management of the school. Further information about the role of the governing board and about how to become a governor in a Cheshire East School is available from the School Governance Team on 0300 123 5036, email: [schoolgovernance@cheshireeast.gov.uk](mailto:schoolgovernance@cheshireeast.gov.uk) or go to the website at: [www.cheshireeast.gov.uk/governors](http://www.cheshireeast.gov.uk/governors).

## Universal Infant Free School Meals

All children in Reception, Year 1 and Year 2 at state-funded schools are entitled to Universal infant free school meals. The government's stated aim is to improve academic attainment and save families money. Families of disadvantaged infant pupils should still register for free school meals, even though they'll get them automatically, to make sure schools are still getting their full Pupil Premium funding. Free school meals are still available to older pupils whose parents receive certain benefits.

## Income Related Free School Meals

Pupils of all ages attending local authority (LA) publicly funded schools from families in receipt of a qualifying state benefit may also register with the local authority in order to receive income related free school meals, with the additional benefit of the school qualifying for the Pupil Premium. The Pupil Premium is additional funding distributed to schools in respect of pupils who have been registered for income related free school meals.

In order to view the list of qualifying benefits including the most up to date changes in the Department for Work and Pensions' Welfare Reform Act and how income related free school meals are affected, or to make an application please visit [www.cheshireeast.gov.uk/fsm](http://www.cheshireeast.gov.uk/fsm), or call the Free School Meals Helpline - 0300 123 5012.

## School Uniform

Headteachers, in consultation with school governors, decide whether or not there should be a school uniform. Details of uniform, where appropriate, are given in each school's prospectus which can be obtained from the school. The Council does not help parents with the cost of school uniform or physical education.

## School term dates

Some schools set their own term dates or agree minor local variations so you should also consult your school's own website for their individual school dates, and information on school inset days. Term dates will be set and published on the school website at least two school years in advance.

## Attendance

Under Section 7 of the Education Act 1996 it is the duty of the parent/carer of a child of compulsory school age to ensure that they attend school regularly. Parents should ensure that their child attends school regularly and that any absences due to, for example, illness are reported to the school. Schools will also have expectations around punctuality. Schools will also monitor attendance as well as late arrivals and take steps to improve attendance where this falls below the expected standard. There is evidence that good attendance at school can have a positive outcome on learning, sense of belonging and achievement for your child. Parents should be aware that a high level of unauthorised absence can lead to a penalty notice or other sanctions. Parents are advised to work with the school to resolve any issues that might affect their child's attendance at an early stage. Parents should check the school website for information on their attendance policy.





# Church schools

General information about Church schools can be obtained from the appropriate Church of England or Catholic Diocesan Education Authorities. Addresses and telephone numbers are set out below.

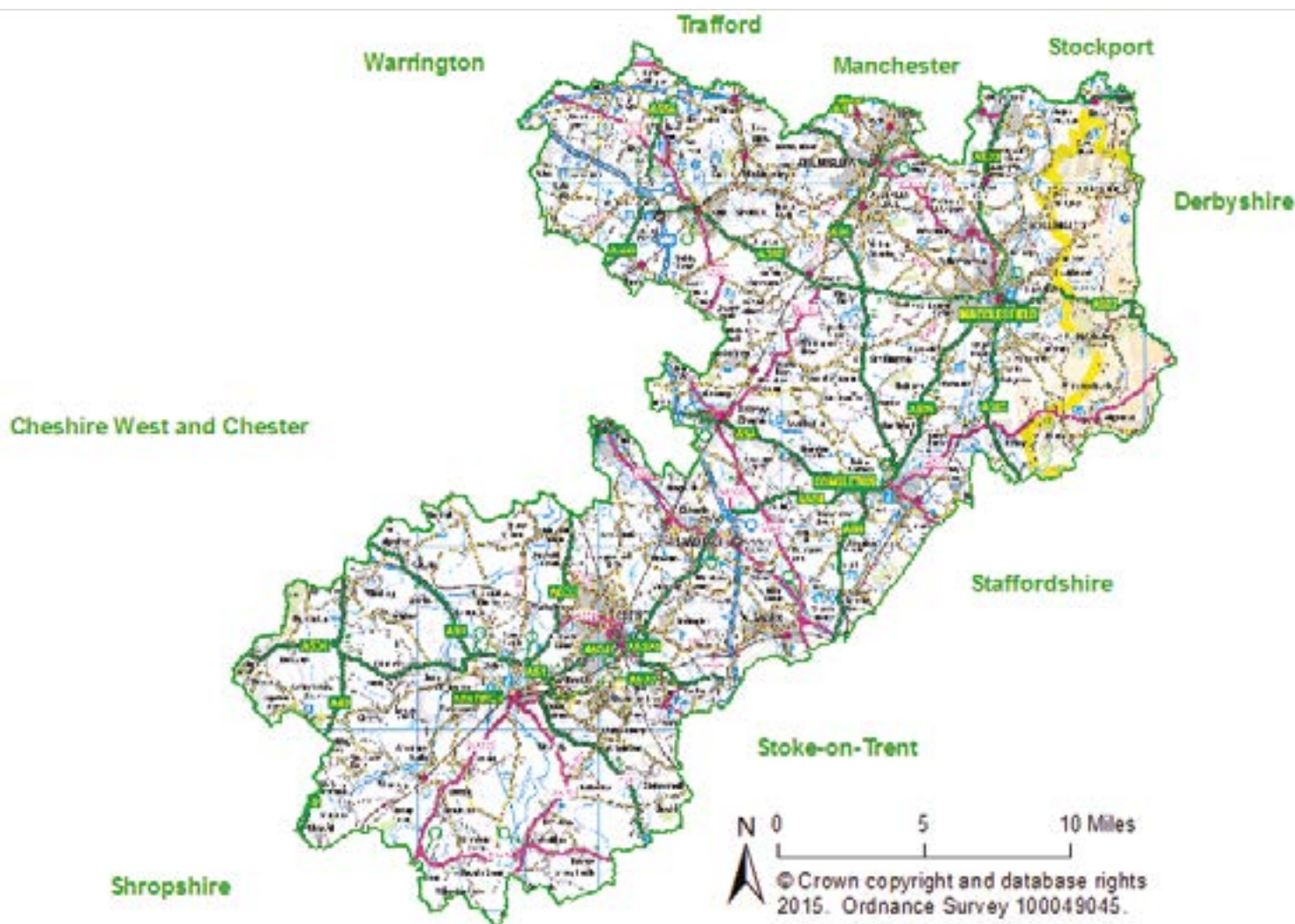
## Church of England

Mr Chris Penn, Director of Education,  
Chester Diocesan Board of Education,  
Church House, Daresbury Park,  
Daresbury, WA4 4GE  
Phone: 01928 718834  
Email: [sue.noakes@chester.anglican.org](mailto:sue.noakes@chester.anglican.org)

## Catholic Church

Mr Damian Cunningham, Director of Schools,  
Diocese of Shrewsbury  
Department for Education  
Curial Office,  
2 Park Road South, Prenton,  
Wirral, CH43 4UX  
Phone: 0151 652 9855  
Email: [education@dioceseofshrewsbury.org](mailto:education@dioceseofshrewsbury.org)

## Neighbouring Local Authorities



# Other authorities' contact details

## Cheshire West and Chester Council

School Admissions  
Wyvern House,  
The Drummer,  
Winsford CW7 1AH  
Tel: 0300 123 7039  
Email: [admissions@cheshirewestandchester.gov.uk](mailto:admissions@cheshirewestandchester.gov.uk)

## Derbyshire County Council

Admissions and Transport Team  
School Road,  
Chesterfield,  
Derbyshire S41 8LJ  
Tel: 01629 537479  
Email: [admissions.transport@derbyshire.gov.uk](mailto:admissions.transport@derbyshire.gov.uk)

## Halton Borough Council

School Admissions Team  
PO Box 317  
Runcorn  
WA7 9BZ  
Tel: 0151 511 7271/0151 511 7338  
Email: [schooladmissions@halton.gov.uk](mailto:schooladmissions@halton.gov.uk)

## Manchester City Council

School Admissions Service  
Manchester City Council,  
PO Box 532,  
Manchester M60 2LA  
Tel: 0161 245 7166  
Email: [school.admissions@manchester.gov.uk](mailto:school.admissions@manchester.gov.uk)

## Shropshire Local Authority

School Admissions Team  
Learning and Skills  
Shirehall,  
Abbey Foregate,  
Shrewsbury SY2 6ND  
Tel: 0345 678 9008  
Email: [school-admissions@shropshire.gov.uk](mailto:school-admissions@shropshire.gov.uk)

## Staffordshire County Council

Schools Admissions and Transport Service  
1 Staffordshire Place,  
Stafford ST16 2DH  
Tel: 0300 111 8007  
Email: [admissions@staffordshire.gov.uk](mailto:admissions@staffordshire.gov.uk)

## Stockport Metropolitan Borough Council

Admissions Support & Advice Team  
Upper Ground Floor, Stopford House, Piccadilly,  
Stockport SK1 3XE  
Tel: 0161 217 6022  
Email: [admissions.support@stockport.gov.uk](mailto:admissions.support@stockport.gov.uk)

## Stoke-on-Trent City Council

Admissions Team  
Swann House, Booths Road,  
Stoke on Trent ST4 4SY  
Normal round admissions –  
Tel: 01782 234598  
Email: [admissions@stoke.gov.uk](mailto:admissions@stoke.gov.uk)  
In Year admissions –  
Tel: 01782 237856  
Email: [in-yearadmissions@stoke.gov.uk](mailto:in-yearadmissions@stoke.gov.uk)

## Trafford Council

School Admissions  
Waterside House,  
Sale M33 7ZF  
Tel: 0161 912 5007  
Email: [school.admissions@trafford.gov.uk](mailto:school.admissions@trafford.gov.uk)

## Warrington Borough Council

School Admissions  
East Annexe,  
Town Hall,  
Sankey Street,  
Warrington, WA1 1UH  
Tel: 01925 446 226  
Email: [schooladmissions@warrington.gov.uk](mailto:schooladmissions@warrington.gov.uk)



# Frequently asked questions



## How do I apply for a School place?

If you are applying for a Cheshire East school place, you will need to complete the application form provided by your home authority i.e. the authority where you live. Application forms are available at the beginning of the process in September. If you are a Cheshire East resident you can apply online at [www.cheshireeast.gov.uk/schooladmissions](http://www.cheshireeast.gov.uk/schooladmissions). This facility will be available until the published closing date for applications.

Alternatively you can contact us on 0300 123 5012. If you prefer, you can complete the application form included at the end of this booklet. Once you have considered the information included in this booklet, and if possible having visited schools, you should then indicate three preferences in priority order on the application form.

## What are the benefits of applying online?

Applying online is quicker and easier and you can complete and submit your application from home. You would receive an e-mail acknowledgement. There is no risk of the application being lost in the post and you can apply right up until the closing date for applications. Many of our parents who have previously applied online found that a significant benefit in applying online is that they receive their offer of a school place by e-mail or by logging onto their online account on the published offer date, rather than waiting for a letter to be received in the post.

## Does the law say I can choose the school my child attends?

The law does not give you the right to choose a school for your child. However, it does allow you to express a preference as to which school you would like your child to attend. The Authority must try to meet that preference. The same applies to the governing boards of Academies and Free Schools, and Voluntary Aided, Foundation and Trust Schools that are responsible for admissions to their schools rather than the Council.

## What are the chances of my first preference being met?

Your first preference will be met, unless, as the law says, to do so would 'prejudice the provision of efficient education or the efficient use of resources'. This simply means that as long as there are places available at the school, preferences will be met. For many schools, more applications can be received than the number of places available. In such circumstances applications are prioritised on the basis of the school's published oversubscription criteria. The oversubscription criteria used by the Local Authority for all Community and Voluntary Controlled schools and the arrangements for Academies and Free Schools, and Voluntary Aided, Foundation and Trust Schools where the governing board is responsible for admissions are published in the primary and secondary school supplements to this booklet. You should give careful consideration to the oversubscription criteria before stating your preferences as this will give you more information about your level of priority for a school place if the school receives more applications than it has places.

## How do I know how many places are available?

The Cheshire East Primary and Secondary School Information booklets provide information on schools in Cheshire East, including the published admission number (PAN), which is the number of places available in the relevant year group. Admission numbers are derived from the school's physical capacity i.e. the total number of pupils that the school can accommodate.



## What happens if there are more applications for a school than there are places available?

The published oversubscription criteria for the school will be applied to determine who will be offered the places. If potentially we can offer you a place at more than one of your preferred schools, we will make you a single offer which will be for the school that you ranked the highest on your application form. If you are a Cheshire East resident and we are unable to offer any of your preferences, we will allocate you a place at the nearest Cheshire East school with a place available. For other publicly funded schools this will be in liaison and agreement with the governing board. This will not affect your legal right of appeal against a decision not to offer you one of your preferences.



## I have only one school I want to name as my preference. Is my first preference more likely to be met if I do not give a second and third preference?

No. We advise that you express three preferences in priority order for schools of your choice. Some schools will have more children wanting a place than there are places available and your first and only preference may be unsuccessful as a result of this. If you only state one school preference and we are unable to offer you a place at this school, we will offer you a place at the nearest school with a vacancy (Cheshire East residents only) after all other preferences have been considered and this

may not be a school that you would have chosen yourself. If you state three preferences and your highest (first) preference is unsuccessful, the Local Authority can consider your other choices, rather than 'choosing' one for you. In addition, if all your local schools are filled up with children for whom these schools have been named as preferences, you may be allocated a place at a school some distance away as the 'nearest school with vacancies' after all preferences have been considered.

**Please Note:** if you name the same school more than once on the application form this will not increase your chances of being successful, but will mean that you will only have one preference to be considered.

## My child has medical/social needs. Can I choose the school place to meet my son or daughter's needs and will my application be successful?

Not necessarily. The law allows you to express a preference for any publicly funded school and to provide information in support of your application. All applications are then considered against the published oversubscription criteria for oversubscribed schools. Cheshire East is a fully inclusive authority and therefore the needs of all children can be met by any school and, as such, priority over other children is not given on the basis of medical or social needs. An application for admission to an oversubscribed school can therefore be unsuccessful. You will have a legal right of appeal if this applies to you. Admission authorities for other schools set their own admission arrangements and in some cases, a higher priority can be given for children with particular needs who do not have an Education, Health and Care Plan. Please refer to the admission arrangements published in the primary and secondary schools supplements to this booklet for the arrangements of individual schools.

Where particular needs result in a Education, Health and Care Plan, the school named in the Plan will be offered.



## **Is my child automatically entitled to a place at the school serving our catchment area?**

No. Most schools are served by a geographical area called the catchment area from which the school generally admits pupils. Whilst a level of priority may be given within the oversubscription for children resident in a school's designated catchment area, the law will not allow places to be guaranteed or reserved. This could mean that an application for a catchment area school is unsuccessful if the school is oversubscribed with children in this criterion.

## **There are reasons why my child cannot attend a particular school. Will these reasons give me a higher priority for admission to my preferred school?**

No. The additional information that you present on your application must be in support of admission to your preferred school/s. Whilst you are free to explain the reasons why a particular school (which may be your local or catchment area school) is unsuitable, this will not influence your priority within the oversubscription criteria for another school named as a preference. All your preferences

will be ranked on the basis of the published criteria and in the event that you receive an offer of a place at a school you expressly stated you would not accept, this will only occur if either that school is named as a lower ranked preference or is the nearest school with a vacancy as all your preferences were unsuccessful. You will have a legal right of appeal against the unsuccessful preferences and you can decline the school offered.

## **Will the catchment area school be able to accommodate all applications from parents resident in the catchment area?**

Not necessarily. Generally, there are enough places for all children living in a school's catchment area as well as places for children living outside the catchment area. However, for some schools, changes in the population and the pattern of parental preference can result in applications from within the catchment area exceeding the number of places available. In the primary and secondary school supplements to this booklet, you can read about the allocations last year as an indication of the likelihood of success with your application. This is only an indication for the reasons aforementioned.



## What if I move house after I have sent in my application?

If you move house after submitting your application you must notify us in writing (by letter or e-mail). Proof of this new residency will be required. If proof is received before the deadline for receipt of supporting documentation (see Application Timetable), then we will be able to update your child's record and use this new address when allocating school places. If it is received after this deadline, then we will only be able to update your child's record after allocation of school places. Your new address will be used for correspondence purposes, e.g. for sending the offer letter. Please refer to the information in this booklet about changes submitted after the published closing dates.

## If my preferred school is in another authority, should I include it on the application form?

Yes – the co-ordinated admission process allows you to express a preference for any publicly funded school (this includes Academies, Studio and Free Schools, and Voluntary Aided, Foundation and Trust Schools) including those in another English authority. If you wish your child to be considered for a school in another authority, please include the name of the school in preference order on your application form. We will exchange information with the other local authority to ensure that your preference is considered.

## Will I be considered for a place at the catchment school serving my new address?

Provided that you name the school on your application you will be considered for a place at your local (catchment) school. However, we are unable to guarantee a place for your child. If you know that you will be moving into a different catchment area prior to completing the application form, you can name your new local school on your application form and state the new address and date of proposed move on the application form. You must notify us when you have actually moved in as this may change your criteria for admission.

Proof of residency will be required. Please refer to the information in this booklet about changes submitted after the published closing dates.

## Can applications be considered for pupils who do not live in Cheshire East?

Yes – Any applications for the admission of pupils who live outside Cheshire East but within the United Kingdom are always considered on an equal basis and in accordance with published arrangements. We also accept applications from overseas.

## My child has an older brother/sister already attending a school which is not our local catchment school. I want both children to be at the same school. Will I get a place?

Not necessarily – If there are not enough places to accommodate all parents' preferences, priority will be given in line with the relevant school's oversubscription criteria. For Community and Voluntary Controlled schools, a higher priority is given to siblings of children attending the school and who will continue to attend the school at the time of admission. Many other admission authorities do the same. You will need to look at the published admission arrangements for the school that you would like your child to attend to check the priority within the oversubscription criteria.



## How do I apply for a place for my child at a Cheshire East Academy or Voluntary (Church) Aided, Foundation, Free, Studio or Trust school?

If you are a Cheshire East resident you should name the school as one of your preferences on the Cheshire East application form (except Cheshire Studio School). For these schools, the governors are responsible for the admission of pupils into the school and therefore we will exchange information with them about your application. For Voluntary Aided schools you can also approach the school as further information may be required (e.g. in Roman Catholic schools, a baptismal certificate may be required). Supplementary information forms for Voluntary Aided schools are included on our website at [www.cheshireeast.gov.uk/schooladmissions](http://www.cheshireeast.gov.uk/schooladmissions) and are available from the relevant schools. In the case of Cheshire Studio School and Crewe Engineering & Design UTC, please contact the schools directly.

## If I am refused a place at my preferred school(s) can I appeal?

Yes. For Community and Voluntary Controlled schools you can appeal against the Local Authority's decision and for other publicly funded schools, you can appeal against the decision of the governing board.

## What happens if I am not offered any of my three preferences?

If you are resident in Cheshire East, we will offer you a place at the nearest school with a vacancy. This will not affect your legal right of appeal against a decision not to offer you one of your three preferences.

## What happens if I change my mind after I've sent the form back?

If you change your mind about the schools you have named on your form, you will need to write to us stating the reason/s for changing your preference/s. If this request is made before the published closing dates of 31 October for secondary school places and 15 January for primary school places, your application details will be changed. Any changes made after these dates will result in your application being treated as late, which could result in a disadvantage, unless we accept that there is a genuine reason for the change, e.g. a recent house move. This information must be stated at the time of the application in order that we can consider your request. Any parent wanting to make a change after the published closing dates for applications without good reason will be advised that the application will be treated as late. Please refer to the section in this booklet on late applications for more information.

## When will I know the outcome of my application?

If you applied online you can view the offer on our published offer dates in your online account. You will also receive an email that will provide a link to download your offer letter. If you used a paper application form or completed one by telephone and provided an email address, you will receive an email as above, taking you to your offer letter. If you did not provide an email address, you will receive a letter in the post and this will be posted out by second class mail on the published offer date. Late applications will be processed after all on-time applications, alongside the implementation of waiting lists and in line with the dates published. Please refer to the information earlier in this booklet about possible exceptions in relation to late applications.



## What if I do not want the place offered for my child?

All parents must notify us of their decision on the offer made to them. Online applicants can accept or decline the place online. If you applied on the paper application form or by telephone you must complete the response form provided and return this to us by the deadlines indicated earlier in this booklet.

Places 'declined' will be reallocated to the next person on the school's waiting list. If you are declining the place offered, you must inform us of the alternative arrangements made for your child's education. We urge you to consider the implications of declining a place offered to you without first securing an alternative school place.

After the accept/decline deadline dates (see timetable earlier in this booklet) waiting lists will be prepared and vacancies will be reallocated. If you wish to discuss alternative schools with vacancies, you can telephone us on 0300 123 5012.

## What if I do not return my 'accept or decline form' by the closing date?

If you do not inform us by the published date of your decision on the offer made to you, this could result in us withdrawing the school place, especially if the school in question has a waiting list. To ensure that you are not disadvantaged, please return your response, as requested, by the deadline.

## If I decline the school place offered without making alternative arrangements, will the Local Authority find me a school for my child?

Our advice to you is that you should not decline the place offered to you unless you have already made alternative arrangements. If you are a Cheshire East resident, we do have a duty to provide you with a school place, but this may not be a school of your choice. If you choose to decline the place offered it is your responsibility to ensure that your child receives an education and we can provide you with advice about alternative schools with vacancies for September. This will not affect your legal right of appeal. Please telephone 0300 123 5012 for more information.

## What if I need some advice or assistance with my application?

You can either contact us on 0300 123 5012 to speak to an adviser, or you can e-mail your query or write in to request further information or advice. Contact details are included in this booklet.



# Cheshire East Admissions Application Form



## If you do not wish to apply online, then please complete the following form and return to Cheshire East Local Authority

### Important Information



#### Your right as a 'parent' to apply for a place at a school of your choice

In accordance with legal requirements, Cheshire East Council makes provision for 'parents' to apply for a place at a school of their choice. Section 576 of the Education Act 1996 defines a 'parent' as,

- all natural parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility\* for a child or young person
- any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law)

\*People other than a child's natural parents can acquire parental responsibility through

- being granted a residence order
- being granted a child arrangements order
- being appointed with a Special Guardianship order
- being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare)
- adopting a child
- (in the case of step-parents) in agreement with the child's mother (and other parent if that person also has parental responsibility for the child) or as the result of a court order

Where a child's parents are not married to each other, the child's father can gain parental responsibility by registering the child's birth jointly with the mother; through a 'parental responsibility agreement' between him and the child's mother; and as the result of a court order. In addition, a local authority can acquire parental responsibility if it is named in the care order for a child.

#### Please Note:

Your application can only be discussed with the 'parents' whose details you have included on your application form.



# Application for Admissions in September 2021 Cheshire East Residents Only

Please do not use this form for In Year transfer applications. For advice call 0300 123 5012.

**The best way to apply is online at [www.cheshireeast.gov.uk/schooladmissions](http://www.cheshireeast.gov.uk/schooladmissions)  
(You will be able to view your offer online on the published date)**

Child's First Name(s):	Date of Birth:			
Child's Surname:	Sex:	M	F	

**Address at which pupil is resident.** During the admissions procedure you must notify School Admissions in writing of any change of home address. Where a place is offered based on the address given on the preference form but it is subsequently found to have changed because you have moved home, the place may be withdrawn. **Your statutory right of appeal will not be affected.**

..... ..... ..... Postcode .....	Child's current school (including Nursery) and Local Authority (LA) if applicable ..... School ..... LA
Length of time at this address ..... yrs ..... mths	

## Parent Details

Mr/Mrs/Ms/Dr etc.	Forename		Surname		Daytime Phone No:	
Mr/Mrs/Ms/Dr etc.	Forename		Surname		Daytime Phone No:	
Email address (where available)						
Address(es) (if different from pupil's address)						

**Name of preferred schools** – and the name of the Authority in which the school is located. Any schools outside Cheshire East Local Authority will need to be listed here as well. Please state 3 preferences in ranked order. (Do not include fee-paying independent schools)

Example	Midshire High School	LA	Cheshire East
1st Preference		LA	
2nd Preference		LA	
3rd Preference		LA	

Please tick any of the following reasons applicable to each of your choice of schools.

Evidence may be required

Faith schools may need Supplementary Information Forms completing, and parents may also need to evidence providing e.g. certificate of baptism. Please check the admission arrangements for your preference school.

Criteria	1st Pref	2nd Pref	3rd Pref
Siblings (brothers and sisters – provide details opposite)			
Catchment Area			
Distance			
Feeder/Partner Primary			
Religion (please state denomination)			

**Siblings** – pupils with brothers or sisters, step-brothers or step-sisters, foster brother or foster sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school and expected to continue at the school in the following school year.

Name of Sibling	School & year group	Date of Birth

	Yes	No
Does your child have an Education, Health and Care Plan?		
Is your child 'Cared for', or has been previously 'Cared for' by a Local Authority (i.e. in care of Social Services)? Note: If yes, please provide documentary evidence to support this, or Social Worker contact details		
If yes, please state which Local Authority		
Is your child one of a Multiple Birth (e.g. twin)? If yes, please ensure a form is completed for both children		

### Other Relevant Circumstances

On a separate sheet, please include any further information which you consider may be relevant to your preference(s). You may wish to make separate statements in support of each of your preferences. Please provide full details of dual residency.

**Example:** Parent is a member of staff at the school or a Crown Servant or member of UK Armed Forces;  
**Note:** A Unit postal address or quartering area address will be required in advance of removal to the area for this to be considered. Refer to booklet for more information.

### Faith Schools

If you have stated a preference for a faith school **you should also contact the preferred school** as additional information may be required in support of your application.

I declare that all the information which I have provided is true. I understand that any school place offered on the basis of fraudulent or intentionally misleading information may be withdrawn. I have read the Council's information booklet on admissions.

Signed .....(Mr/Mrs/Ms/Dr etc.)

Print Name ..... Date .....

**PLEASE RETURN THIS FORM TO:** School Admissions, Cheshire East Council, Floor 5, c/o Municipal Buildings, Earle Street, Crewe CW1 2BJ. If you require an acknowledgement please provide a stamped addressed envelope with your application.

**Closing Date for Applications: 31 October 2020 for Secondary and 15 January 2021 for Primary**

Forms received after this date will be processed after all on time applications. Please refer to information in the admissions booklet on late applications.

**DATA PROTECTION LEGISLATION** The Council maintains a Register Entry in respect of Education which includes the administration relating to pupils. Personal information provided on this form is treated in confidence and complies with the requirements of the General Data Protection Regulations (GDPR). This information may also be shared with other local authorities.

**VERIFICATION OF INFORMATION** – the Council may verify information you have provided on this form which could involve contacting other departments of the Council who maintain appropriate records. In instances where the information provided is different from that held by them they may use the information on this form.

# Use of Information - Data Protection and Security





## When might we share your application information?

Full details of how your data is used can be found in our Privacy Notice: available on the Schools section of our website or on request.

In order that your application can be processed in accordance with your wishes, Cheshire East Borough Council will share your personal information within the Local Authority, with other relevant local authorities and with relevant schools. Relevant local authorities include your home local authority i.e. the authority where you live and local authorities where the schools named on the application form are located; relevant schools include the schools listed as preferences and the current or most recent school.

Cheshire East Borough Council has a duty under the Children's Act 2004 to work with partners to provide and improve services to children and young people in the area. Therefore, Cheshire East may also use the information provided for admission to school for other legitimate purposes, which may necessitate the sharing of information held with other boards responsible for administering services to children and young people within the local authority including School Transport, Social Care and Health and also partners in Public Health.

The Council also has a duty to protect the public funds it administers, and to this end it may use the information you have provided on this form for the prevention and detection of crime, including fraud. This may necessitate sharing information with other local authorities, government departments and law enforcement agencies.

## Data Security

All admissions application data is stored securely and maintained in accordance with Data Protection Legislation.. Applicants who choose to make their applications on the paper form will have their details entered electronically by Cheshire East Council office.

## Verification of Address Details

To ensure that school places are allocated correctly, other Council records may be used to verify the address provided on your application form.

## Protecting Data

The General Data Protection Regulations (GDPR) is a law designed to protect the privacy of individuals, in particular with regards to the processing of their personal information. GDPR covers manual (paper) records as well as those held on computer.

Cheshire East Borough Council will ensure that any personal or sensitive information given to them for the purpose of School Admissions will be held in accordance with the GDPR and its six principles, which are:

- Processing must be fair, lawful and transparent;
- The information we obtain must be for specific and lawful purposes;
- The information must be adequate, relevant and not excessive for those purposes;
- The information must be accurate and kept up to date;
- We must not hold the information for longer than is necessary;
- The information must be subject to the appropriate technical and organisational security measures;

In addition GDPR makes additional provision that:

- We must process information in accordance with your rights;
- We must not transfer the information outside the European Union unless the country in question provides adequate security.

## Schools Data Protection

Under the GDPR, schools are data controllers and are responsible for registering individually with the Information Commissioner's Office as well as complying with the six principles of the GDPR when using, storing and protecting personal data.

## Freedom of Information

All information held by Cheshire East Borough Council is subject to the Freedom of Information Act 2000. Potentially any information held may be released to the public upon receipt of a request. Personal data will be assessed under the requirements of the GDPR and will only be released if it does not incur a breach of any of the data protection principles.

# Questionnaire

## Did you find this guide helpful?

Please answer the questions below, cut out this page and return it to the address at the foot of this page.

**Please circle as appropriate**

Did you find the guide	Poor <span style="float:right">Very Good</span>				
Clearly written?	1	2	3	4	5
Easy to understand?	1	2	3	4	5
Included the information you wanted?	1	2	3	4	5
Well laid out, so that you could find the sections you wanted?	1	2	3	4	5
Helped you to understand the admission process in Cheshire East?	1	2	3	4	5
Overall, how helpful did you find the guide?	1	2	3	4	5

Is there anything not covered in the guide which you think should be included in future?

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Do you have any other suggestions for improving it?

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Responding as a parent/governor/Council employee/other? – please specify

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Thank you for your help.

Please return to: School Admissions, Cheshire East Council  
Floor 5, c/o Municipal Buildings, Earle Street, Crewe, CW1 2BJ

**Email:** [admissions@cheshireeast.gov.uk](mailto:admissions@cheshireeast.gov.uk) **Twitter:** @CE\_Admissions **Telephone:** 0300 123 5012

This document is available in alternative formats on request. Please call the Customer Services on 0300 123 5012.



Cheshire East  
**Family  
Information  
Service**



We offer a free confidential and impartial information, advice and guidance service for families with children and young people aged 0-15

- Finding childcare and childcare funding
- Play and leisure activities for children, young people and families
- Help for families with children with special education needs or disabilities
- Finding approved holiday clubs and after school activities for children
- Family and parenting support
- And much more...

**Contact us:**

☎ 0300 123 5033 Monday to Thursday 8.30am - 5.00pm • Friday 8.30am - 4.30pm

✉ [fis.east@cheshireeast.gov.uk](mailto:fis.east@cheshireeast.gov.uk)

[www.cheshireeast.gov.uk/fis](http://www.cheshireeast.gov.uk/fis)

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