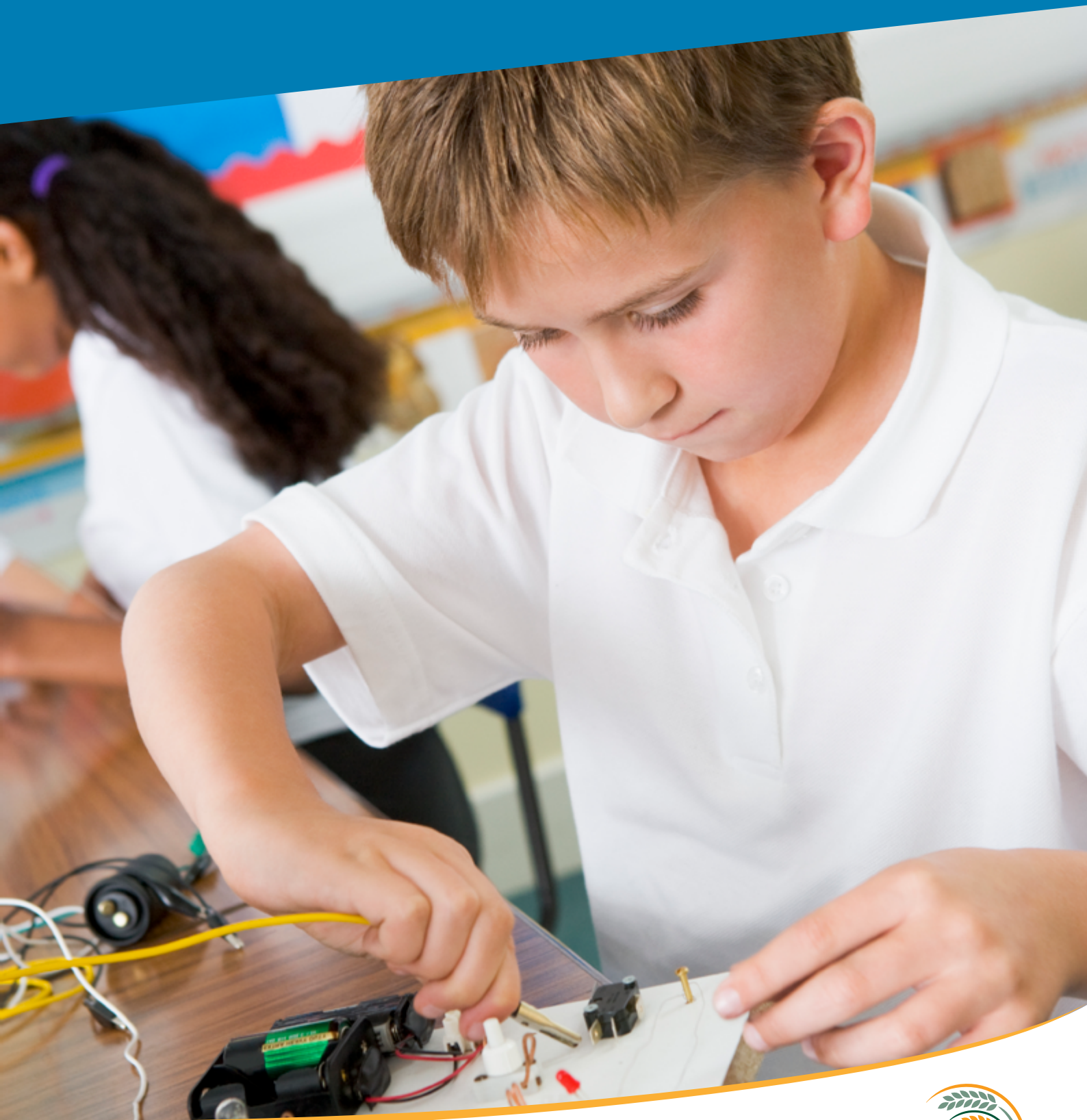


# In Year Admissions



# Apply online at

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



# Contents



Application Process	4
General Information	8
Fair Access Protocol	13
School Transport	17
Admission Appeals	18
Applications	21
Use of Information – Data Protection and Security	23



## Contact:

School Admissions  
Cheshire East Council  
Floor 2, c/o Municipal Buildings  
Earle Street  
Crewe  
CW1 2BJ

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

 Twitter: [@CE\\_Admissions](https://twitter.com/CE_Admissions)

 Telephone: 0300 123 5012

 Fax: 01270 686491

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

Although correct at the time of printing (August 2017), there may be changes before or during the year and in subsequent years. Further information can be obtained from the Council and from individual schools.

# Application process





## Before you Apply

'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 Knutsford Academy  
The Studio 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.**

Applications for Cheshire East schools will not normally be accepted more than 6 school weeks prior to the intended date of admission. An exception to this will be at the end of the summer term when applications can be made around 8 school weeks prior to the intended date of admission. This is to ensure that any appeals procedures can be implemented before the end of the school term in July.

Before making your application, you should contact your preferred school to enquire about admission and vacancies at the school. You may also want to make an appointment to visit the school so that you can meet the headteacher, staff and pupils and have a look around the school.

Please note:

- Applications for transfer to Knutsford Academy the Studio and Crewe Engineering and Design UTC must be made direct to the school
- Applications to sixth forms must be made direct to the school

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.

You can also:

1. Visit our website at [www.cheshireeast.gov.uk/schooladmissions](http://www.cheshireeast.gov.uk/schooladmissions) for more information about schools in Cheshire East, including school contact details.
2. Check our website for updated information showing schools with vacancies.
3. Follow links on our website to external websites including the latest Ofsted Reports.
4. Find out more information about schools using the school's own website.

**To apply for a place in a Cheshire East school you will need to complete an application and the best way to do this is by completing the online application form at [www.cheshireeast.gov.uk/schooladmissions](http://www.cheshireeast.gov.uk/schooladmissions)**

**Please note:**

Applications from UK or European Economic Area (EEA) 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.**

**Ready to Apply**

When you are ready to apply for a school place you will need to go online to complete our electronic application form. Alternatively, telephone 0300 123 5012 to make a telephone application or request a hard copy of the application form, which you can complete and return to the Local Authority.

Before proceeding with your application, you will be advised that your child's current or most recent school will be contacted to request further information to assist the admissions process. Sharing information is in the best interest of your child to ensure a successful admission. If you do not wish to proceed with your application on this basis, the form will advise you to contact the Local Authority on 0300 123 5012 for more information about this process and your rights under the Data Protection Act 1998.

The form will ask you to provide your name, address and contact details and to confirm your relationship to the child. You will also be asked to provide your child's name, date of birth and address and information about any brothers or sisters.

Details of your child's current or most recent education and any support that your child receives from other agencies will be requested. This information is collected to ensure that you receive appropriate support with your child's admission to another school.

If you express a preference for a school designated as having a religious character (faith school) you will be asked to state the religious denomination of your child. You may also be required by the faith school to complete a supplementary information form. Forms will be available from the school or on the Local Authority's website but we advise that you discuss this with the school. Supplementary information forms will request information in addition to that provided on the common application form such as membership of, or relationship with the church or a reference from a priest or other religious minister as proof of religious commitment.

You will be able to express three school preferences ranked in your order of priority. Preferences will be forwarded electronically to schools that you have named on your application form in the order of preference, and to the Local Authority. On completing your application, you will be notified on screen that your application has been received. If you provided an email address you will also receive a copy of the information you supplied. We advise that you contact your first preference school to progress your application. If at any time during the application process you have any questions or require support, you can contact the Local Authority on 0300 123 5012 to speak to an Admissions Officer.



## Fair Access Protocol

In order to ensure that a place is offered at a suitable school as quickly as possible, some applications will be processed in accordance with the Local Authority's agreed Fair Access Protocol. This will only be implemented with the parent's approval and therefore, in all cases, where this is deemed appropriate to ensure a positive outcome for the family, parents will receive full information before this procedure is implemented. This process may take a little longer than the standard 10 school days to ensure full support is given, albeit the priority will be to secure a school place for your child within a reasonable time. All your school preferences and the ranked order of these will be taken into account when a decision is taken on the school place offered. This process will not affect your legal right of appeal. Details about this process are provided later in this booklet.

## After you Apply

Applications will normally be processed within no more than 10 school days from the receipt of application and where there are spaces in the relevant year group a place will normally be offered to you.

In cases where a school is oversubscribed and cannot offer all applicants a place, the admission authority will rank the applications in accordance with their published oversubscription criteria. These are the same criteria used to prioritise applications at the normal point of admission in September. Please refer to the booklet relevant to the academic year of entry for your application year group i.e. Primary school or Secondary school booklet.

Admissions Authority	Category of School
Cheshire East Council	All Community and Voluntary Controlled Schools in Cheshire East
Maintaining Local Authority	All non-Cheshire East Community and Voluntary Controlled Schools
Academy Trust/ Governing Body of the School	All other schools – Academies, Foundation, Voluntary Aided and Free Schools.

If a place cannot be offered you will receive a letter or email from the school's admission authority informing you of the decision of the admission authority and of your legal right of appeal.

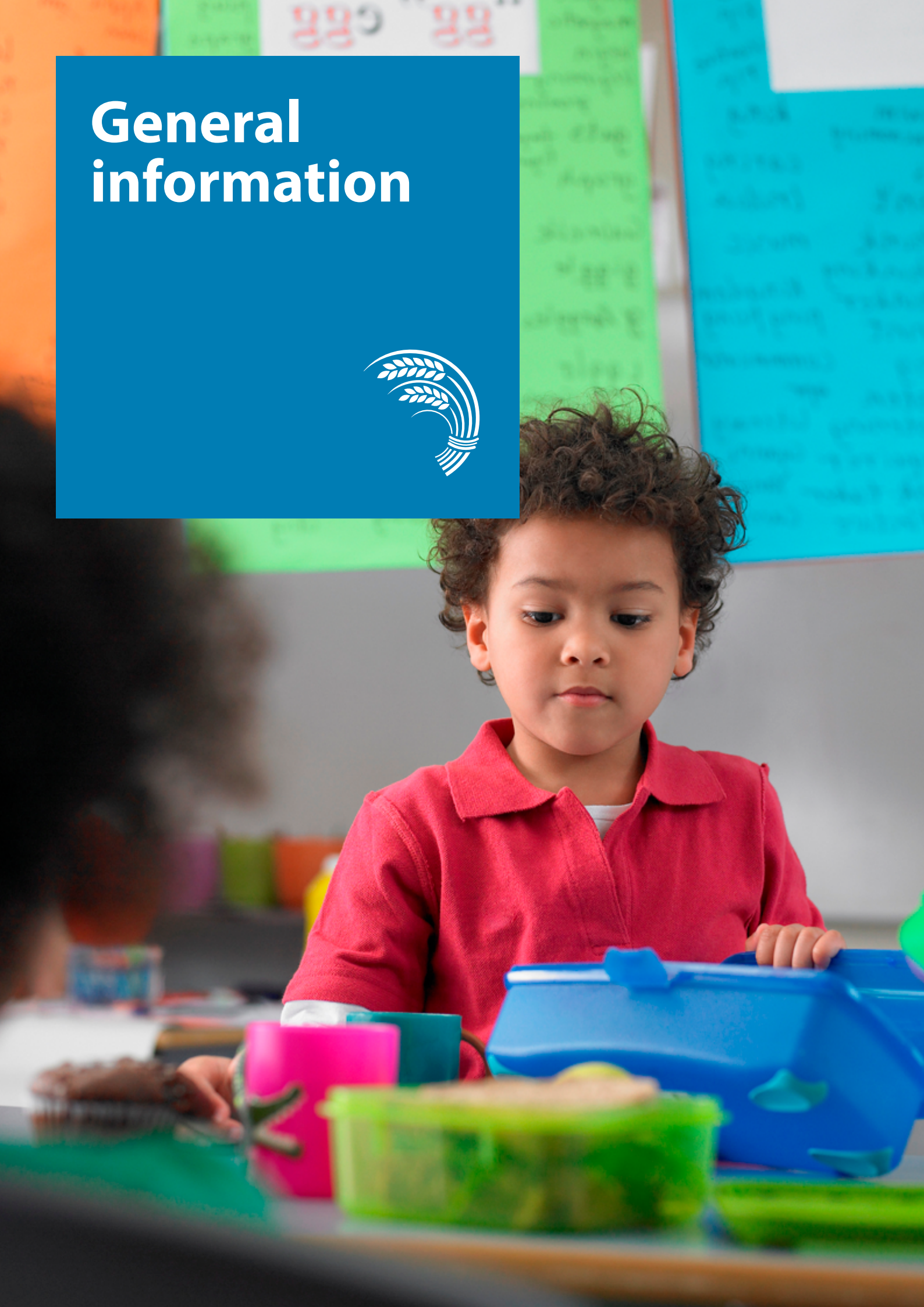
Admission to school will normally take place within 10 school days from the date of offer for primary schools and within 20 school days from the date of offer for secondary schools, although this cannot be guaranteed. You are advised to discuss the start date with the school and this can then be confirmed to you in your offer letter. The letter/e-mail will include information about your legal right of appeal and confirmation of the reason/s why your application is unsuccessful, if this is relevant.

Once your offer is confirmed in writing, you will need to contact the school to accept or decline the school place within no more than 10 school days from the date of your offer letter.

If you are having difficulty securing a school place you should contact the Local Authority for advice on 0300 123 5012, which can include information about alternative schools with vacancies in your area.



# General information





## Age Range – Primary

Age Range	Admission Year Group
4 - 5	Reception Class
5 - 6	Year 1
6 - 7	Year 2
7 - 8	Year 3
8 - 9	Year 4
9 - 10	Year 5
10 - 11	Year 6

## Age Range – Secondary

Age Range	Admission Year Group
11 - 12	Year 7
12 - 13	Year 8
13 - 14	Year 9
14 - 15	Year 10
15 - 16	Year 11

## Age Range – Sixth Form

Age Range	Admission Year Group
16 - 17	Year 12
17 - 18	Year 13

## Chronological Age Groups

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 peer or age group. These age groups are set out in the table above. Please refer to our website for more information when making your application.

Whilst there is no statutory barrier to children being admitted outside their chronological age group, the decision on whether your request can be agreed rests with the admission authority for the school. School admission authorities are required to make a decision based on the circumstances of the case.

The admission authorities for the different categories of schools are listed on page 7.

If you are applying for a school place outside the normal admissions process as an 'in year' admission; possibly moving from one school to another due to a house move, or for other reasons, and under exceptional circumstances you will be applying for a place in a different year group to the one that your child would normally be admitted to based on his/her age, you **must** raise this with the school/s that you are considering applying to. As explained above, the decision on the request for admission to another year group rests with the relevant admission authority. Where the Local Authority is the admission authority, these schools will need to refer the request to the Local Authority for a decision.

If you are unsuccessful with your 'in year' application, you will normally have a legal right of appeal to an independent appeals panel to challenge the decision. This legal right of appeal does not apply if you have been offered a place at the school in a different year group to the one that you applied for. However, you will retain the right to make a complaint, which must be made in accordance with either the schools or the local authority's standard complaints procedure, i.e. whichever of these has the role of admission authority. Information about making a complaint is provided later in this booklet.

## Children with Statements of Special Educational Needs (SEN) or Education, Health and Care Plans (EHCP)

The Children and Families Act 2014 requires the governing boards of all maintained schools to admit a child with a Statement of SEN or Education, Health and Care Plan that names their school.

Children with complex special educational needs are normally identified either before commencing school, by Health, Social Care or Early Years settings, or at school by the school's headteacher and staff. Steps will be taken via a Graduated Approach, to meet the child's needs in consultation with parents. Where necessary schools may ask for help and advice from the Council's Children Services which may lead to an education, health and care needs assessment of the child's needs. Parents are always fully included in the consideration of and provision for their child. The Council makes every effort to reach agreement with parents on an appropriate school place. In very few cases, where it is not possible to reach full agreement on special educational provision

or an appropriate school place, parents can access disagreement resolution services and Mediation services. Parents also have a right of appeal to the Special Educational Needs and Disability Tribunal.

This Authority's policy is to educate children with special needs in mainstream schools as far as possible. It is recognised, however, that for some children special facilities need to be provided either at a resourced mainstream school, or by attending special school.

Admission to these resourced mainstream schools will be decided by the local authority when a formal request is made. In order to inform decision making, advice on the special educational provision necessary will be required from a professional such as an educational psychologist or a member of staff from Cheshire Easts' Autism Team (CEAT).

## Resourced Mainstream Primary Schools

For children with Autistic Spectrum Condition:

- Hermitage Primary School
- Ivy Bank Primary School
- Puss Bank Primary School
- Wilmslow Grange Community Primary and Nursery 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 Social, Emotional and Mental Health 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 Cheshire East Secondary School Information booklet.

Further information about the admission of pupils with Statements of Special Educational Needs or Education, Health and Care Plans is available from Cheshire East Council's (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.

## Waiting Lists

For community or voluntary controlled schools for which the Local Authority is the admission authority, waiting lists will only be held until the end of the autumn term for the normal year of admission (i.e. for September reception and year 7 admissions) and will include 'in year' applications received during this time relating to those year groups. The arrangements for other publicly funded schools may vary and you are advised to speak to the school to confirm the arrangements. For more information about the status of schools in Cheshire East please refer to the booklet, Applying for School Places.

Waiting lists in all cases will be held in criteria order (using the oversubscription criteria determined by the relevant admission authority) and not on a first come first served basis. Children who are subject of a direction by a local authority to admit; are part of a managed transfer from a closing school; or, who are allocated to a school in accordance with the Local Authority's Fair Access Protocol, will take precedence over those on the waiting list.

## Children of Multiple Births

Where applications are received for children of multiple births, exceptionally places may be offered above the admission authority's published admission number to ensure that these siblings can attend the same school.

## 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.

## Residency

Applications are considered on the basis of residency in many cases. This is particularly relevant if a school is oversubscribed and the admission arrangements give priority to children living in the school's catchment area or on a distance basis from the place of residence to the school. This is also relevant if the school has a waiting list, which must be held in criteria order and not on a first come first served basis. School Admission arrangements for the relevant academic year are published in the primary and secondary booklets.

The place of residence will be the address of your child 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 for those made during the normal admission round. Places offered on the basis of a fraudulent or intentionally misleading application may be withdrawn.



## Parents with Shared Responsibility for a Child

If you have shared responsibility for a child, i.e. your son or daughter lives at two addresses during the week, living with 'mum' for one part and 'dad' for another, the place of residency will be determined as the address where the child lives for the majority of the week. 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. In such circumstances, documentary evidence must be provided.

Where care is shared jointly and it is not possible to determine which parent is the principle carer and no Child Benefit is claimed, the LA will consider the primary residence as the address where the child is registered for GP purposes.

### Important Information



#### 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.

## 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 Admission Authority for consideration.

## 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 Complaints 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.

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).

# Fair access protocol



## Introduction

The School Admissions Code (December 2014) requires 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. In addition, local authorities must ensure that no school, including those with places available, is asked to take a disproportionate number of children who have been excluded from other schools or who have challenging behaviour. Therefore schools that would otherwise be full can agree a place under this protocol.

The admission of children with Statements of Special Educational Needs or Education, Health and Care (EHC) Plans naming the school are not covered by this protocol, as these children must be admitted.

Applications made on behalf of Cared For and Previously Cared For children would also not be taken through this process.

The Cheshire East Fair Access Protocol has been produced in partnership with Cheshire East primary and secondary school headteachers. Full details are published on our website at [www.cheshireeast.gov.uk](http://www.cheshireeast.gov.uk)

## How the Process Works

When you make your In Year application, you will be asked to provide information that will help the school and the Local Authority identify whether

the Fair Access Protocol can be applied in your particular circumstances. This includes information about how many schools your child has attended, details of any support agencies involved with your child, such as Education Welfare, Family Support Services or Education Psychologists. You will also be asked to confirm whether your child has had any unauthorised absences, fixed term or permanent exclusions or if your child has any particular medical needs. All of this information is requested to ensure you receive the right support early on in your application.

With the exception of applications received for the admission of children with challenging behavior – as defined below – this additional information will only be taken into account in the event that normal admission procedures fail to identify a school place.

## Children included in the Fair Access Protocol:

All children considered eligible for admission under this protocol are entitled to receive additional support in securing a suitable school place if normal in year admission procedures are unsuccessful. Eligible children are defined as:



- 1) Children from the Criminal Justice system or Pupil Referral Units who need to be reintegrated into mainstream education.
- 2) Children who have been out of education for two months or more.
- 3) Children of Gypsies, Roma, Travellers, refugees and asylum seekers.
- 4) Children who are homeless.
- 5) Children whose parents are neglecting their responsibility to seek a school place.
- 6) Children who are carers.
- 7) Children with SEN, a disability or a medical condition but without a statement or EHCP but where there is professional evidence to support the SEN coding and who are in receipt of additional support (coded as K on school SEN register).
- 8) Children who have been removed from mainstream school at point of managed move or permanent exclusion.
- 9) Children who have been educated out of a mainstream school; e.g. Elective Home Educated (EHE); Alternative Provision (AP) and for a period of at least six weeks in the last twelve months.
- 10) Year 10 & 11 children moving between schools.
- 11) Children who have had more than two changes of schools (not including transition).
- 12) Children who have little or no English and are seeking a place in a school.
- 13) Children who have challenging behavior, as follows:
  - Behaviour resulting in three separate incidents leading to internal/external exclusions each of which is at least one full day (2 sessions) or one incident resulting in at least five days internal/external exclusion, or
  - Behaviour resulting in a permanent exclusion within the last two academic years preceding the application for a school place, or
  - Serious criminal behaviour resulting in conviction or a police caution within the previous two academic years preceding the application for a school place.

Any applications received for children with challenging behaviour, as shown in the list opposite, may be referred for a decision on the application to a Fair Access Panel. If this applies to your application, you will receive confirmation of this in writing. This will be appropriate if the school that you have made your application to already has a high proportion of children with challenging behaviour in your child's year group. This process may take a little longer than the standard 10 school days but the priority will still be to secure a school place for your child as quickly as possible.

## Deciding Applications under the Fair Access Protocol

If your application is considered under the Fair Access Protocol, it will be referred to your local Fair Access Panel, the membership of which is made up of headteachers from your local schools and includes representatives from the Cheshire East Pupil Referral Unit and the Local Authority.

The role of the panel is to identify a suitable school for your child based on the information you have provided and any other information collated as part of this process.

Panels will consider all possible school options and will, as the starting point, consider the school(s) named as a preference(s) on the application form. This process includes consideration of schools which are already full in the year group.

Panels will meet every three to four weeks. They may have slightly different ways of working but will all discuss the needs of children referred through Fair Access and the needs of the schools and will make a decision on which school can be offered.

The decision of the panel is final and the decision is not open to appeal. A decision made by a Fair Access Panel does not, however affect your statutory right of appeal to your application preference school(s). For information about your legal right of appeal to challenge a decision on your application, please refer to the Admissions Appeals section in this booklet on page 19.

Non Cheshire East residents may have their application considered under the Fair Access Protocol, but the offer of a school place is not guaranteed. If parents receive written confirmation that their application has been unsuccessful they will be informed of their legal right of appeal to an independent panel in such circumstances. If this applies to your application you will be able to make further applications for other Cheshire East schools.

## Single Offer

As with the normal process, all Cheshire East residents making applications referred to the Fair Access Panel will receive a single offer of a school place. This may not be a school named as a preference. Panels will take your school preferences into account but will not be able to guarantee them.

When a school is identified for your child you will be sent a letter informing you of the agreed start date at the named school. If your preference school(s) are not offered, you will be informed of your legal right of appeal to an independent appeal panel against that decision.

## Two or More Permanent Exclusions

It should be noted that the legal right of appeal against a decision not to offer you a place at a school you name as a preference does not apply if, at the time when the decision is made, your child has been permanently excluded from two or more schools during the period of two years beginning with the date on which the latest of those exclusions took effect.

## Managed Moves

The following intervention is not used for a child with a Statement of Special Educational Needs or Education, Health and Care Plan, or for a child who is in the care of a local authority, as defined by Section 22 of the Children Act 1989.

A managed move is when two schools work together to arrange for a child to move to a different school on a trial basis for an agreed period of time (typically 6-12 weeks). The child remains on the roll of its existing school during the trial period. If the trial is successful, the child

transfers to the new school roll as a permanent arrangement. A managed move can be used at anytime where a headteacher feels a pupil would benefit from a fresh start at another school. Good practice suggests that the earlier this intervention occurs the greater chances of success. Parents are involved in this process and have the final decision on its implementation.

## Data Protection

We will ensure that any personal or sensitive information provided as part of your application for a school place will be held in accordance with the Data Protection Act 1998. In order that your application can be processed in accordance with your wishes, the 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.

If you have any queries about Data Protection, please contact the Council on 0300 123 5012 before completing your application.

## Verifying Information

The Council may need to verify information you have provided on your application 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.

Places offered on the basis of fraudulent or intentionally misleading information may be withdrawn. Your statutory right of appeal will not be affected.



# 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. 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, although Cheshire East's Policy includes a variation to the distance limit for primary aged pupils. 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 School Transport 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 primary and secondary aged pupils as follows:

- Free transport will be provided to the 'nearest suitable school', as defined above, where a pupil lives more than 2 miles from primary school or 3 miles from secondary school;
- **For secondary aged pupils only**, free transport will be provided 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), and attends one of the three nearest qualifying schools that is between 2 and 6 miles of the home address (or an appropriate faith school between 2 and 15 miles if preferred on the grounds of religious 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. In some cases, pupils who

are not eligible for free school transport may be able to purchase a spare seat place on an existing school contract if one is available, for which a charge applies. The Council will not pay travelling expenses to parents who choose to send their child to a more distant school in another Local Authority 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.

## Travelling to School

The Council has a general duty to promote the use of sustainable travel and transport to and from school. To meet this, all Cheshire East schools have developed travel plans. Schools may consider promoting a number of sustainable travel schemes to encourage walking, cycling, public transport or car sharing. 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)



# Admission appeals



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, the appellant, and on school governing bodies. 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 to the relevant admission authority within 20 school days from the date of notification that the application for admission was unsuccessful. A separate appeal form will be needed for each school appeal. The appeal will be heard within 30 school days of receipt of the form.

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 appeal application form. If you are appealing for a place in an Academy or Voluntary Aided, Foundation or Free School, please contact the school to request an appeal application form.

**Please note:** There are different arrangements for appeals relating to school places for pupils with Statements of Special Educational Needs or Education, Health and Care Plans. Appeal forms can be obtained from First-Tier Tribunal (Special Educational Needs and Disability), 2nd Floor Old Hall, Mowden Hall, Staindrop Road, Darlington DL3 9BG. For more information please visit the Tribunal's website at [www.sendist.gov.uk](http://www.sendist.gov.uk) or by telephoning 01325 392760.



## 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 body 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.

## Infant Class Size Appeal Outcomes

The table below shows the number of Infant Class Size appeals, and the number of these appeals that were upheld (successful) over the last 3 years. The data includes figures for both the normal admission round appeals (September entry to reception class) and in year appeals, where Cheshire East administers the appeal.

Academic Year	Number of Appeals	Appeals Upheld
2014 - 2015	60	0
2015 - 2016	55	0
2016 - 2017	75	5



# Cheshire East In Year Applications



## Applications can be made online at [www.cheshireeast.gov.uk/schooladmissions](http://www.cheshireeast.gov.uk/schooladmissions)

Alternatively, if you prefer to complete a hard copy form, please email [admissions@cheshireeast.gov.uk](mailto:admissions@cheshireeast.gov.uk) or ring 0300 123 5012 to request a form.

Applications can be made to Cheshire East publicly funded schools only. In addition to community and voluntary controlled schools, this includes Academies, Free Schools, Studio schools, Voluntary Aided and Foundation schools. Applications cannot be made for places in independent (fee paying) schools. Please apply direct to these schools. If your application is for any reason other than a house move, we strongly advise that you discuss any problems with your current school before applying for an alternative school. You can submit up to three school preferences in ranked order. Whilst this is optional, by using your three preferences you increase your chance of being offered a place at a school of your choice.

### Important Information

Before proceeding with your application, you need to be aware that your child's current or previous school may be contacted to request further information to assist the admissions process. If you do not wish to proceed with your application on this basis, please contact the Local Authority on 0300 123 5012. Your child should continue to attend his or her current school until an admission date to a new school has been agreed.

#### **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 appointed a guardian
- 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.



## **When might we share your application information?**

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 and with relevant schools. This includes your home local authority i.e. the authority where you live; 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 bodies 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 the Data Protection Act. Applicants who choose to make their applications on the paper form will have their details entered electronically by Cheshire East Council officers.

## **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 Data Protection Act 1998 is a law designed to protect the privacy of individuals, in particular with regards to the processing of their personal information.

The Act 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 Data Protection Act 1998 and its eight principles, which are:

- Processing must be fair and lawful;
- 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;
- We must process your information in accordance with your rights;
- The information must be subject to the appropriate technical and organisational security measures;
- We must not transfer the information outside the European Union unless the country in question provides adequate security.

## **Schools Data Protection**

Under the Data Protection Act, schools are data controllers and are responsible for registering individually with the Information Commissioner's Office as well as complying with the eight principles of the Act 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 Data Protection Act 1998 and will only be released if it does not incur a breach of any of the data protection principles.



## Do you need information, advice or guidance for your family but don't know who to ask?

Then call the Family Information Service on **0300 123 5033**

The Family Information Service can help you and your family in finding the right information, advice and services, such as:

- Discussing your childcare options and finding local childcare
- Advice and support services for Teenagers and Young People
- Services and support for children with additional needs and/or a disability
- Parenting & child behaviour support services
- Information & advice around the safety and protection of children
- Advice on how to access Tax Credits, Childcare Vouchers and the Free Early Education Entitlement
- Fun activities and events for all the family
- ...and much more

We offer a free, confidential and impartial information, advice and guidance service for families with children and young people 0-19 years of age.

**tel:** 0300 123 5033

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

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



Visit us on



Family Information Service  
(Cheshire East Council)

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