

Policy Information	
Approved by:	FGB December 2021
Last reviewed on:	21.9.21 W.Sharpe F.Moores
Next review due by:	FGB Autumn 2022

The Quinta Primary School is an Academy Trust and the Governing Body is the Admissions Authority. The Admissions Policy has been designed to comply with the Schools Admissions Code 2021 and all relevant legislation, including that on infant class sizes and equal opportunities.

No child will be admitted over the PAN of 60, unless there are exceptional circumstances.

### **1. Admissions to the Reception Year**

Subject to the criteria set out below, children will be admitted in the September following their fourth birthday. The Quinta Primary has an agreed admission number (the published admission number or PAN) of 60 pupils for entry in reception. The Quinta Primary School will accordingly admit up to 60 pupils.

Places will be allocated by the Governing Body on the basis of applications received through the Cheshire East admissions system. This allows parents/guardians to apply for entry to any Cheshire East Primary School by means of the Cheshire East Primary School Common Application Form (CAF) available in the 'Applying for school Places' document published by Cheshire East Council (CEC) and on-line via the CEC website. Key dates for the application process can be found on the Cheshire East Admissions website: [admissions@cheshireeast.gov.uk](mailto:admissions@cheshireeast.gov.uk)

The school will offer places on a full time basis from the start of the Autumn Term.

### **2. "In-Year" Admissions**

In-year admissions will be handled by The Quinta Primary. Places will be allocated as above by the Governing Body on the basis of applications received through the Cheshire East admissions system.

### **Oversubscription Criteria for all types of admissions.**

Once children with Education, Health and Care Plans of special educational need naming The Quinta Primary School have been admitted then places are allocated in accordance with the order of the following oversubscription rules:

1. 'Looked after children' and children who were previously 'looked after'.

A 'looked after child' is a child who is in the care of a local authority or provided with accommodation by that local authority (as defined in section 22 of the Children Act 1989).

Children previously 'looked after' are children who were 'looked after' as defined above, but immediately after being 'looked after' became subject to an adoption, child arrangements order (formerly residence order), or special guardianship order. A child arrangements order is as an order

settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 amended by Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). This includes children who appear to (in the view of Cheshire East) have been in state care outside of England and ceased to be in state care as a result of being adopted."

2. **Siblings** - pupils with brothers or sisters step-brothers or step-sisters, foster brother or sisters, half-brother or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school (in years reception through to Year 6) and expected to continue at the school in the following school year (i.e. at the time of admission).
3. **Children of staff** - with more than two years' service or those new members of staff recruited to meet a particular skills shortage.
4. **Pupils attending The Quinta Preschool.** Pupils on roll at The Quinta Preschool for a minimum of two full days per week from the start of the spring term (January) for 2 terms due to the criteria being applied.
5. **Pupils living nearest to the school** - measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's coordinate point to the place of the child's residence coordinate point.
6. **Where 2 pupils live equidistant from school, pupils eligible for pupil premium, service premium or those eligible for the early years premium will take preference.**

NB: - Where it is identified that there are a limited number of places available and the Governing Board cannot differentiate between the applications using the nearest school criterion (criterion 5) a random allocation tie breaker will be applied. This may be required for example, where applicants reside in the same block of flats.

An Admissions Panel that consists of 3 Governors and 1 Independent person not employed by The Quinta Primary School will apply the oversubscription criteria.

### Late Applications – Normal Admission Round Only

Late applications will be considered after all on-time applications unless the Local Authority considers that there are good reasons for the application being late, which must be stated at the time of application, i.e. exceptional medical reasons preventing an earlier application, late removal into the area. Supporting documentation must be provided. Where supporting documentation has been received by the dates specified by the Local Authority, and the Local Authority has accepted reasons stated for the late application. The application will be considered as if it had been received on-time. Late applications and supporting documentation received after the dates specified will be considered after all on-time applications and in accordance with the Local Authority's Coordinated Admissions Scheme. This will apply even where the Local Authority accepts that there are good reasons for the late application and as such these applications may be disadvantaged.

### Right of Appeal

In the event of an unsuccessful application, parents have the right to appeal to an independent appeals panel against non-admission. Appeal forms can be requested from The Quinta Primary School. Where an in year application and subsequent appeal are unsuccessful the Admissions Authority will not consider a repeat application within the same academic year unless there has been a relevant and significant change of circumstances relating to the application, or a place has become available in school. Appeals must be received at school within 20 days from the date of the letter refusing the offer of a place.

### Waiting Lists

The Quinta Primary does hold a waiting list for Reception until the end of the Autumn term (31<sup>st</sup>

December) and parents are asked to keep in touch to find out if a place has become available. Places will be allocated on a criteria basis – “not first come first served”. Places will be allocated by criteria order.

## Twins/Multiple Births

Where there are children of multiple births wishing to be admitted, the governors may admit over the published admission number. This is to ensure that, as far as possible, siblings (i.e. twins, triplets or children from multiple births) can attend the same school.

Further information can be found in the ‘Applying for school places’ document produced by Cheshire

## East Repeat Applications

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

## Fair Access Protocol

The Quinta Primary School participates in Cheshire East LA Fair Access protocol. Further information can be found on the Cheshire East Website.