



Handforth Grange
Primary School

Admissions policy
2023 - 2024

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1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school’s arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school’s normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or

- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round you should use the application form provided by **your home** local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

The Trust will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6.

Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 45 pupils for entry in reception year.

6.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled:

- 1. 'Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.** Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order. All references to previously looked after children in this policy mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to 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 5) and expected to continue at the school in the following school year at the time of admission.

Under exceptional circumstances it may be necessary to offer places over the published admission number to ensure that, as far as possible, twins, triplets or children from other multiple births can attend the same school. Siblings in year six will not be considered under this criterion for the normal admission rounds.
- 3. Children resident within the designated catchment area of the school.** Children will be classed within this criterion if they and their parents are resident within the area served by the school. (see notes below)
- 4. Pupils living nearest to the school** – measured by the relevant Local Authority using their definition of measuring distances. Please see your Local Authority website for the definition. Examples below:

Cheshire East “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 point of residence’s coordinate point”

Cheshire West and Chester “Pupils living nearest to the school measured in a straight line from the centrally plotted Basic Land and Property Unit point of the child’s home address to the centrally plotted Basic Land and Property Unit point of the school as defined by Local Land and Property Gazetteer.”

Manchester City Council “Pupils living nearest to the school measured in a straight line (not along roads or paths) from the child’s home address to the centre of the school.”

Where parents have shared responsibility for a child, the home address or place of residency will be determined according to the definition of the LA.

6.4 Tie break

- Where the School is oversubscribed and cannot accommodate all pupils qualifying under one of the criteria stated above, the next criteria will also be applied to determine priority for admission. For example, if the School cannot accommodate all children with siblings the priority will be in the order of children with siblings living within the catchment area of the School.
- Where places are oversubscribed and the authority cannot differentiate between two or more applicants using the ‘nearest’ oversubscription criterion, a random allocation (such as application references drawn from a hat) will be used as a tie-break to decide who has highest priority for admission. This process will be independently verified and recorded. This may be required for example, where applicants reside in the same block of flats or separate addresses measuring the same distance from the academy.
- 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 academy.
- The Academy is responsible for notifying the Local Authority Admissions Teams of the ranked applications.
- The Local Authority is responsible for notifying parents and carers of places offered after all the applications have been ranked, and for notifying the Academies of places offered.

6.6 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn’t the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to

looked after children, previously looked after children and children with EHC plans listing the school.

6.7 Fair Access Protocol

We participate in Cheshire East's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted before any other places are allocated.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions are administered by
<https://www.cheshireeast.gov.uk/schools/admissions/admissions.aspx>

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing via
<https://www.cheshireeast.gov.uk/schools/admissions/admissions.aspx>

9. Monitoring arrangements

This policy will be reviewed and approved by the Frank Field education Trust Board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

Appendix 1

HGPS Nursery Admission Policy

Handforth Grange School has a maintained Nursery for children aged 3 to 4 years. Places available are 52, split into 2 sessions' morning and afternoon. Admission to the nursery does not guarantee a reception place at Handforth Grange Primary School and all parents will be required to apply using the application form provided by their home local authority. Further details of the admissions criteria can be found in the Handforth Grange Admissions Policy 2024-25.

Handforth Grange Nursery provides Free Early Education for a maximum of 30 hours per week on days agreed by parents/carers and Nursery staff.

Cheshire East engages Handforth Grange Nursery to provide Free Early Education Entitlement and childcare places for eligible 3 and 4 year olds. As laid down by the 'Early Education and Childcare statutory guidance for local Authorities' September 2013, issued by the Department of Education.

Handforth Grange School Nursery shall deliver the full early years foundation stage (EYFS) and shall be registered with Ofsted as early years' providers.

Handforth Grange Nursery will follow the proper and safer recruitment and employment procedures and all staff will have an enhanced Disclosure and Barring Service (DBS) checks.

Admission to the Nursery is as follows: (for Year 2023 - 2024)

A child is eligible for admission to Handforth Grange School Nursery at the start of the term following his or her third birthday subject to availability.

Children may join the Nursery at any time during the school year as long as a place is available but may not change their early years setting without consulting Cheshire East so that the free entitlement is transferred.

Nursery Admissions Policy – Criteria for Admission

Handforth Grange School complies with the Code of Practice for the Provision of Free Education Places for Three and Four Olds as set by Cheshire East.

1. Children in Need as defined by the Children Act 1989.

The admission criterion is set by the Headteacher and Governing Body and admissions prioritised in the following order.

2. Children with SEND needs and disabilities as defined by the Education Act 1996.
3. Other children living in Cheshire East.
4. Children who live outside Cheshire East.

In the event of the Nursery being oversubscribed the Headteacher may need to apply further criteria to determine which children within a particular category should be given priority, therefore the following factors should be taken into account;

1. The age of the children (eldest to be admitted first).
2. Siblings within the school
3. The proximity of the child's home to the school (front entrance of school to home front door, nearest to be admitted first).

The following factors should NOT be taken into account when considering Nursery admissions;

1. Which primary school the child is likely to attend after nursery.
2. The length of time the child has been on the waiting list.
3. Level of development of the child or any additional needs they may have.

Appendix 2 Contact details for Local Authorities Admissions Departments

West & Chester Council

Website: <https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-admissions/school-admissions.aspx>

Email: admissions@cheshirewestandchester.gov.uk

By post: School Admissions, Cheshire West and Chester Council, Wyvern House, The Drumber, Winsford, CW7 1AH

Telephone: 0300 123 7039

CWAC Primary Admissions Booklets

<https://www.cheshirewestandchester.gov.uk/documents/education-and-learning/schools/admissions/information-booklets/3845-Primary-Guide-2017-18-web.pdf>

Cheshire East Council

Website: <http://www.cheshireeast.gov.uk/schools/admissions/admissions.aspx>

Email: admissions@cheshireeast.gov.uk

By post: School Admissions, Cheshire East Council, Floor 7, c/o Municipal Buildings, Earle Street, Crewe, Cheshire, CW1 2BJ

Telephone: 0300 123 5012

CE Primary Admissions Booklets

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