

**WARRINGTON BOROUGH COUNCIL
FAMILIES AND WELLBEING DIRECTORATE**

**ADMISSION ARRANGEMENTS FOR NURSERY, PRIMARY AND
SECONDARY SCHOOLS 2015/2016**

1. AGE OF ADMISSION

1.1 Primary Schools

Admission authorities must provide for the admission of all children from the September following their fourth birthday.

1.2 Parents/carers can request that the date their child is admitted to school is deferred until later in that academic year or until the term in which the child reaches compulsory school age. Parents/carers can also request that their child takes up the place part-time until the child reaches compulsory school age.

1.3 Children reaching the age of five between 1 September and 31 August may be admitted full time on the first day of the autumn term before their fifth birthday. To help children adjust, schools may phase the intake over the first few weeks of term with reception children attending on a part-time basis. Arrangements are determined at school level but part-time attendance does not usually last longer than the first four weeks of term.

2. Infant Class Size Legislation – Key Stage 1

2.1 Infant classes must not contain more than 30 pupils with a single school teacher. Additional children may be added under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The circumstances which would qualify a child to be considered as an excepted pupil are outlined in the school admissions code.

3. Published Admission Numbers (PAN)

3.1 Each maintained school has a published admission number (PAN) which is largely based on the assessed capacity of the school. The limit relates to the year of admission and in filling places the admitting authority must have regard to this limit. It is now necessary to publish an admission number for each age group in which pupils join the school (e.g. pupils joining school 'sixth' forms at 16 from other schools and for separate junior schools).

3.2 The published admission numbers for academic year 2015-16 are published in the composite prospectuses and attached to this document as Appendix C. For information, Appendix C also shows the admission numbers for 2014-15.

4. Parental Preferences

- 4.1 Parents/carers have the right to state a preference for schools. At both the admission to reception class and the secondary transfer stages parents are invited to express up to three preferences and are given the opportunity to state their reasons for these preferences.
- 4.2 Parents/carers are given advice on how to do this and are informed how preferences will be dealt with by the local authority for community schools and the admission authority for other schools.
- 4.3 When preferences cannot be met and a place cannot be offered at any of the parent/carer's preferred schools, the child will be offered a place at the nearest school to the home address which has a place available. When this is a faith school or an academy, any offer of a place would be made in agreement with, and on behalf of the governing body or academy trust, as the admitting authority for the school.

5. Oversubscription Criteria

- 5.1 Oversubscription criteria are used to establish an order of priority for allocating places when the number of applications for places exceeds the number of places available.
- 5.2 Children who have a statement of special educational needs will be admitted to the school named in the statement over and above the oversubscription criteria.
- 5.3 The oversubscription criteria **for community primary schools** are published in the relevant composite prospectus as follows:
 - (i) Children in care and children formerly in care.*
 - (ii) Siblings (pupils with elder brothers or sisters already attending the preferred school and expected to continue at the school in the following school year. This includes full, half or step brothers and sisters and foster brothers and sisters who are living at the same address as part of the same family unit)
 - (iii) Pupils for whom advice from a medical practitioner or psychologist has been provided by the parents/carers at the time of application in support of admission to a particular school, which, in the council's view, justifies admission to the preferred school. The council, if it is considered appropriate, will seek the views of the school medical officer or educational psychologist in the event of parents requesting admission on medical or psychological grounds.
 - (iv) Pupils living nearest to the school measured as a direct distance from the child's permanent place of residence to the school measured using a geographical Information address point system based on the local and property gazetteer. This measures straight line (direct) distances from the address point

of the permanent place of residence to the address point of the school.

- NB Where a school reaches its published admission number from pupils within one of the categories listed above, those pupils to be admitted from within that category will be those whose permanent places of residence are closest to the school as defined in oversubscription criterion four.

For the purpose of dealing with applications for admission on the grounds of a sibling being in attendance, separate infant and junior schools will be regarded as a single unit.

* Children in Care and children formerly in Care is defined as looked after children and previously looked after children who have ceased to be in Care because they have been adopted or became subject to a residence order of special guardianship order.

6. Secondary Schools

- 6.1 Children transfer from primary to secondary schools in the September following their 11th birthday. The local authority must ensure that each child residing in their area has a secondary school place for the start of the new school year.

- 6.2 The oversubscription criteria for **mainstream community secondary schools** are published in the relevant composite prospectus as follows:

- (i) Children in care and children formerly in care*.
- (ii) Siblings (pupils with elder brothers or sisters already attending the preferred school and expected to continue at the school in the following school year. This includes full, half or step brothers and sisters and foster brothers and sisters who are living at the same address as part of the same family unit).
- (iii) Pupils for whom advice from a medical practitioner or psychologist has been provided by the parents/carers at the time of application in support of admission to a particular school which, in the council's view, justifies admission to the preferred school. The council, if it is considered appropriate, will seek the views of the school medical officer or educational psychologist in the event of parents requesting admission on medical or psychological grounds.
- (iv) Pupils attending a designated partner primary school. Partnering arrangements apply to Hollin's Green CE Primary and Burtonwood Community Primary School. Hollin's Green CE Primary School is the designated partner to Culcheth High School and Burtonwood Community Primary School is the designated partner to Great Sankey High School.

- (v) Pupils, attending a community primary school which is partnered to a Faith secondary school, whose parents state a preference for their nearest community secondary school, because the parent objects on philosophical grounds to their child being educated in a Faith school.
- (vi) Pupils living nearest to the school measured as a direct distance from the child's permanent place of residence to the school measured using a geographical information address point system based on the local and property gazetteer. This measures straight line (direct) distances from the address point of the permanent place of residence to the address point of the school.

NB Where a school reaches its published admission number from pupils within one of the categories listed above those pupils to be admitted from within that category will be those whose permanent place of residence is closest to the school as defined in oversubscription criterion six.

Children in Care and children formerly in Care is defined as looked after children and previously looked after children who have ceased to be in Care because they have been adopted or became subject to a residence order of special guardianship order.

7. Tie Breaker

- 7.1 A tie breaker must be applied to decide which applicant will be offered the last place at a school when two or more applicants cannot otherwise be separated.
- 7.2 In the event of the distances (in miles) being the same for two or more applicants and the last place to be allocated would be to one of these applicants, the measurements would be taken again in kilometres and the place will be offered to the applicant living nearest to the school in kilometres.
- 7.3 In the event that the distances measured in kilometres are the same, a random allocation will be applied.

8. Shared Parental Responsibility

- 8.1 For the purposes of the community school admission arrangements, where parents/carers have 50/50 shared responsibility for their child, the address given on the application should be the address of the parent/carer who is in receipt of the child benefit and/or child tax credit. Proof may be required.
- 8.2 If the care is not split 50/50, the address used for allocation purposes will be the address where the child sleeps on most nights of the week.

9. Fair Access Protocol

- 9.1 Each local authority must have a fair access protocol agreed with the majority of schools in its area to ensure that unplaced children, who apply outside the normal admissions round, are offered a place at a suitable school as quickly as possible. The local authority must also ensure that no school, including those with unfilled places, is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour. The Fair Access Protocol may be viewed on the Council's website.

10. Waiting Lists

- 10.1 In accordance with The Education and Inspection Act 2006, waiting lists for first admission to primary and secondary schools are held by the local authority for the whole of the Autumn Term of the academic year of admission. Waiting lists must be held strictly in oversubscription criteria order.

11. Right of Appeal

- 11.1 Under the terms of the 1998 Education Act, parents/carers have the statutory right of appeal against the decision of an admission authority to refuse a place for their child at any school. Such appeals are made to an independent appeals panel via the local authority which maintains the preferred school.

12. Admission to Post 16 Provision

- 12.1 Young people are required to continue in education or training until the end of the academic year in which they turn 17. From 2015, they will be required to continue until their 18th birthday.
- 12.2 This doesn't necessarily mean staying in school. Young people will be able to choose how they participate, which could be through:
- 12.3 Full-time education, such as school, college or otherwise;
An Apprenticeship;
- 12.4 Part-time education or training if they are employed, self employed or volunteering for 20 hours or more a week.
- 12.5 For further information log onto www.careersforyoungpeople.org.uk or visit the young peoples careers centre in Times Square, Warrington.

13. Admission to Maintained Nursery Schools and Classes

- 13.1 There is no requirement for admission authorities to consult on admission arrangements for maintained nursery schools and classes. However, the local authority is required to publish any separate entry requirements and oversubscription criteria. These arrangements are set out in the Nursery Admissions Composite Prospectus.
- 13.2 Local authority maintained nurseries generally provide education for children aged from three to five. Children become eligible for a free

place in a school nursery, a playgroup, private nursery or accredited child minder from the term following their third birthday.

- 13.3 The funding for this free place is called the Free Early Years Entitlement (FEYE) and is for up to 15 hours per week averaging 3 hours per session.
- 13.4 Since 2009, authorities have had the opportunity to take part in the two year old programme, which is an extension of the existing FEYE. The programme supports the “narrowing the gap agenda” and offers free education, childcare and family support to two year olds from low income families.
- 13.5 In 2009, Warrington received funding for 50 free places for 2-year olds to access 10 hours per week, from 10 different nursery provisions including in schools. In September 2013, funding was available to increase this to 402 places for 15 hours per week at 45 different provisions. It is anticipated that 800 places will be available in September 2014 across 55 provisions.
- 13.6 When a community nursery receives more applications than there are places available, the following oversubscription criteria apply:
- (i) Children in care and children formerly in care*.
 - (ii) Children with special educational needs as defined by the Children’s Act 1989* or the Education Act 1996.
 - (iii) Children with exceptional personal or domestic circumstances presented by the parents which justify, in the Council’s view, priority for nursery education.
 - (iv) Children resident in the Borough of Warrington who currently attend the preferred nursery as part of the two year old programme.
 - (v) Children resident in the Borough of Warrington who currently attend a Children’s Centre Nursery linked to the preferred school.
 - (vi) Other children resident in the Borough of Warrington.
 - (vii) Children resident outside the Borough of Warrington.

NB *Children in care and children formerly in care is defined as looked after children and previously looked after children who have ceased to be in care because they have been adopted or became subject to a residence order of special guardianship order.

14. Co-ordination of Admission Arrangements and Timetable

- 14.1 It is a requirement for all local authorities to co-ordinate the admission arrangements within their areas for the normal admissions rounds ie admission into Year 7 and first admission to Reception Class.

15. Co-ordinated Scheme for Primary Admissions

- 15.1 The local authority encourages all parents/carers of children due to start in reception class to apply on-line. In the event of a parent/carer completing a paper form, they must ensure that they return it to their home local authority even when the preferences are for faith schools, Academies or out of Borough schools.
- 15.2 The closing date for receipt of application forms is Tuesday 15 January 2015. The on-line facility will be unavailable after this date so any parent/carer who applies late will have to complete a paper form.
- 15.3 The national offer date is 16 April each year. Parents/carers should receive their offer of a place at an Infant/Primary school on this date.
- 15.4 All applicants will receive their offer of a school place by post and if requested, via email. In the unlikely event of the email notifying the offer a school place which is different to the offer information in the letter, the school place offered in the letter will always prevail.
- 15.5 All offers for primary schools will be sent out by the home local authority including offers on behalf of the admission authority for Academies, faith schools and on behalf of the maintaining local authority when the school offered is outside the home local authority's area.

16. Co-ordinated Scheme for Secondary Admissions

- 16.1 The local authority encourages all parents/carers of children due to transfer from Year 6 to Year 7 to apply on-line. In the event of a parent/carer completing a paper form, they must ensure that they return it to their home local authority even when the preferences are for faith schools, Academies or out of Borough schools.
- 16.2 The closing date for receipt of application forms is Friday 31 October 2014. The on-line facility will be unavailable after this date so any parent/carer who applies late will have to complete a paper form.
- 16.3 The national offer date is 1 March each year. Parents/carers should receive their offer of a place at a secondary school on this date.
- 16.4 All applicants will receive their offer of a school place by post and if requested, via email. In the unlikely event of the email notifying the offer a school place which is different to the offer information in the letter, the school place offered in the letter will always prevail.
- 16.5 All offers for primary schools will be sent out by the home local authority including offers on behalf of the admission authority for Academies, faith schools and on behalf of the maintaining local authority when the school offered is outside the home local authority's area.

Determined on 9 April 2014