



ADMISSIONS POLICY

It is the policy of the school's governing body that its procedures for admitting pupils are in accordance with the policies of Cheshire West and Cheshire Council, current Law and good practice.

All information criteria and applications can be found at the website below. You must apply for a place in our Reception Class via Cheshire West and Chester Council www.cheshirewestandchester.gov.uk/admissions

Children reach compulsory school age at the beginning of the term following their fifth birthday. Under the council's policy, children may start school in the reception class in the September following their fourth birthday. Applications for admission are normally considered in relation to the availability of places in the child's chronological age group, other than in exceptional circumstances. Parents should refer to Cheshire West and Chester Council's guidance on 'Placing children out of their chronological year group' which can be obtained by contacting the Authority.

Parents can request that the date their child starts school in the reception class is deferred until later in the school year or until the child reaches compulsory school age in that school year. Applications for deferred admissions must be made by the published closing date. For parents/carers with children born between 1 April and 31 August they should contact the authority for advice if they wish to consider delaying their child's entry for a full year. It is advisable that if parents/carers are considering this option that they apply in the child's chronological year group to ensure that they are part of the process should they decide not to delay their child's entry. The vast majority of children in Cheshire West and Chester are taught in their chronological year group.

Application process

Applications from Cheshire West and Chester residents for places in local authority maintained schools and academies, including applications for schools maintained by other local authorities, must be made on the Cheshire West and Chester Council common application form. *See link at top of the page*

As required by law, Cheshire West and Chester Council makes arrangements for parents and carers resident within the authority's administrative area to express up to three preferences, ranked in order of priority, using the council's common application form and to give reasons in support of each preference, including any supporting documentation, before any places are offered

3. The school's statutory admission number is 60.

4. In Year admissions

Parents are asked to complete an admissions form, need to go to CWAC Admissions – In year admissions – *using the link above.*

This form is then forwarded electronically to the school. A response will then be issued to the parent/carer within 5 school days advising them of the outcome of the application.

If offering, an email needs to be sent confirming the place and an agreed start date. If refusing, an email needs to be sent refusing the place stating the reason for refusal and advising of the right of appeal and to contact the School Admissions Team for alternative school places

The School Admissions Team will then be notified of the application together with the outcome by logging into SAM, clicking on 'Submit Notification' and completing the form.

5. The school welcomes visits prior to formal admission. Visits are encouraged during the working day when the Headteacher or Deputy Headteacher is happy to escorts visitors around the school and answer any questions. A planned transition period is in place in the term preceding new pupils beginning in the Reception class. This continues with a part time entry to the school in the first two weeks in September, with all children full time by the third week of September.

CWAC Admissions Helpdesk - 03001237039

Approved by Governors: January 2022

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