



# **Willaston Primary Academy**

## **Admissions Policy**

### **2025-26**

The Admissions Policy in respect of Willaston Primary Academy School has been discussed and adopted by the Governing Board

Chair of Governing Board: Toni Brookshaw

Head Teacher: Aaron Perrin

Agreed by the Governing Board on: 2<sup>nd</sup> October 2023



## **The Academy's Admissions Policy and Arrangements for 2025-26**

Willaston Academy is part of the Chancery Multi Academy Trust is the admissions authority. The admissions policy complies with the Schools Admissions Code and all relevant legislation, including that on infant class sizes and equal opportunities.

*This policy is effective for all admissions from September 2025.*

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

Subject to the criteria set out below, children will be admitted in the September following their fourth birthday. Willaston Academy has an agreed admission number (the published admission number or PAN) of 30 pupils for entry in reception. Willaston Academy will accordingly admit up to 30 pupils.

Places will be allocated by the Governing Body on the basis of application 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 Cheshire East website. Late applicants are considered and still apply through Cheshire East but may be disadvantaged. The school will offer places on a full time basis from the start of the Autumn Term.

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

Admissions into year groups other than Reception will be on an in year transfer application basis and the allocation of places will be in line with the listed order of priority. Applications can be made on the Cheshire East local authority online form, but they will be directed to the school for processing. Our school has a pupil admission number of 30 and classes will not exceed this unless there are exceptional circumstances.

### **3. Exceeding the school's PAN – sibling applications.**

We believe that families should be able to attend the same school. The school may decide to exceed the PAN in Key Stage 2 if we receive multiple applications for siblings. However, this will be dependent upon the existing class and whether admitting extra pupils would be detrimental to the education and wellbeing of those already on roll. We will not exceed our PAN for Early Years and KS1 applications unless there are exceptional and permitted reasons.



For example: a parent applies for places in Year 2, 4 and 6. We currently have space in Year 2 and Year 6 but there are already 30 children in Year 4. The admissions panel may decide to exceed the PAN so that all siblings can be accommodated.

#### **4. Oversubscription**

All children who have SEND needs and have an Education, Health and Care (EHC) plan names the school must be admitted. A Statement of Special Education Need is a statement made by the Local Authority under Section 324 of the Education Act 1996 that specifies the special educational provision required for that child. An Educational Health and Care Plan is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014, specifying the special education provision required for that child. Where the Academy is over-subscribed the Academy's Appeals Panel, will prioritise applications from parents or guardians that have expressed a preference for the school, using the following criteria:

#### **Oversubscription Criteria**

##### **4.1 'Cared for' and Children who were 'Previously Cared After.'**

A 'Cared For' is a child who is in the care of a local authority or provided with accommodation by the local authority (as defined in section 22 of the Children Act 1989) at the time of making the application to school. Children previously 'Cared for' are children who were 'cared for' as defined above, but immediately after being 'Cared for' became subject to an adoption, child arrangements order (formerly residence order), or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangements order' is 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 have been in state care outside of England and ceased to be in state care as a result of being adopted.

##### **4.2 Siblings**

Pupils with brothers and sisters, step-brothers or step-sisters, foster brothers or sisters, half-brothers 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)



#### **4.3 Children resident within the designated catchment area of the school and who attend Willaston Primary Academy's nursery class – Little Acorns**

Children will be classed within this criterion if they and their parents are resident within the area served by the school and any child attending the school nursery commencing the Autumn term of the admission period preceding their year of entry to reception.

#### **4.4 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.

#### **4.5 Children attending Willaston Primary Academy's nursery class- Little Acorns and not resident within the designated catchment area**

Any child attending the school nursery commencing the Autumn term of the admission period preceding their year of entry to reception.

#### **4.6 Pupils living nearest to the school**

This is measured using the National Land and Property Gazetteer (NLPG) measuring straight line distances in miles from the school's coordinate point to the point of residence's coordinate point.

**A panel including two governors not employed by the academy will apply the oversubscription criteria.**

### **5. Fair Access Protocol**

Willaston Academy participates in Cheshire East Local Authority Fair Access protocol. More information can be found on the Cheshire East website.

### **6. Right of Appeal**

In the event of an unsuccessful application, parents have the right to appeal to an independent appeals panel against non-admission. The appeal must be made in writing by completing an appeals form within 20 school days from the date of notification of the decision not to offer a place. Appeal forms can be requested from, and should be returned to, Willaston Primary Academy. Where an in year application and subsequent appeal are unsuccessful, the admission 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.



## 7. Waiting Lists

For Reception September 2025 entry, a waiting list is held until the end of the autumn term and parents are asked to keep in touch to find out if a place has become available. You must inform the local authority if you wish to be placed on the waiting list. Cheshire East will inform the school of the list. At Willaston we hold the waiting list until Autumn term and unless parents specify they wish to remain on the list, after Spring term, information will be deleted/ destroyed confidentially.

## 8. Further Information

Further information detailing the key dates for 2025-26 admission can be found on the Cheshire East website.