

**WARRINGTON BOROUGH COUNCIL
FAMILIES AND WELLBEING**

ADMISSION ARRANGEMENTS FOR COMMUNITY PRIMARY AND SECONDARY SCHOOLS AND NURSERY CLASSES - ACADEMIC YEAR 2023-2024

1. Primary Schools

Age of Admission

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

Deferred Entry, Part-Time Attendance and Summer Born Children

- 1.2 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.
- 1.3 Flexibility exists for parents/carers who feel their child is not ready to start school in the September following their fourth birthday. 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.
- 1.4 Parents/carers may wish to explore the possibility of their summer born child starting school in the September following their fifth birthday i.e. so their child is educated outside of their normal age group.
- 1.5 If a parent/carer chooses to explore this option, they should discuss it with the schools they are interested in and the local authority as soon as possible. Parents should make it clear that they wish to apply for a reception class place a year later than the year into which the child could have been admitted.
- 1.6 The admitting authority is responsible for making the decision as to whether or not to educate outside of the normal age group based on the individual circumstances of each case. If the decision of the admitting authority is to refuse entry outside of the normal age group, the parent/carer does not have the right of appeal. The right of appeal is only available if they have been refused a place at a school which they have applied for, not the year group.

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 The published admission number (PAN) is the number of places available in each year group at a school. Each maintained school PAN is largely based on the assessed capacity of the school.

3.2 The PANs for academic year 2023-2024 for all Warrington community schools are set out below:

Community Schools	Primary/Infant	PAN for Reception Class Intake 2023
Appleton Thorn		30
Barrow Hall		90
Bewsey Lodge		45
Bradshaw		30
Brook Acre		30
Callands		60
Cherry Tree		30
Cobbs Infant		90
Culcheth		30
Dallam		30
Grappenhall Heys		30
Locking Stumps		60
Newchurch		30
Stockton Heath		60
Twiss Green		30

Community High School	PAN for Year 7 Intake 2023
Culcheth	240

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 will be given advice on how to do this and 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 applicant 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 an Education, Health and Care Plan will be admitted to the school named in the plan over and above the oversubscription criteria.
- 5.3 The oversubscription criteria **for community primary schools** are published in the relevant composite prospectus as follows:
1. Looked after children and previously looked after children including those previously in state care outside of England*
 2. 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)
 3. 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.
 4. 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.

*A child in care is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions under section 22(1) of the Children Act 1989 at the time of making the application to the school.

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 arrangements order or special guardianship order).

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

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.

6. Secondary Schools

Age of Admission

- 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:
1. Looked after children and previously looked after children including those previously in state care outside of England*
 2. 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).
 3. 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.
 4. Pupils attending a designated partner primary school. St Helen's CE Primary School is partnered to Culcheth High School.
 5. Pupils living nearest to the school measured as a direct distance (in miles) 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.

* A child in care is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions under section 22(1) of the Children Act 1989.

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 arrangements order or special guardianship order).

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

- 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 five.

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, by law the admission authority must allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal or quartering address.

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 direct 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.

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 18 years old. This doesn't necessarily mean staying in school. Young people will be able to choose how they participate, which could be through:
- Full-time education, such as school, college or otherwise;
 - An Apprenticeship;
 - Part-time education or training if they are employed, self-employed or volunteering for 20 hours or more a week. For more information regarding post 16 provision please refer to www.careersforyoungpeople.co.uk

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](#).

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 i.e. admission into Year 7 and first admission to Reception Class.

15. Co-ordinated Scheme for Primary Admissions

- 15.1 For full details of the primary admissions co-ordination scheme please refer to Appendix 2.
- 15.2 The local authority's on-line application for children due to start in Reception Class is available on our website: www.warrington.gov.uk/schools Applications must be made through the parent's home Local Authority even when the preferences are for faith schools, Academies or out of Borough schools.
- 15.3 The closing date for receipt of application forms is 15 January or the next working day. The on-line facility will not be available after this date so any parent/carer who applies late will have to contact the Admissions Team. Late applications will be processed after all those received on time, unless the child has changed address or recently been taken into care.
- 15.4 Parents/carers should receive their offer of a place at a primary school on the national offer date which is 16 April, or the next working day.
- 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 For full details of the secondary admissions co-ordination scheme please refer to Appendix 3.
- 16.2 The local authority's on-line application for children due to start in Year 7 at Secondary School is available on our website: www.warrington.gov.uk/schools Applications must be made through the parent's home Local Authority even when the preferences are for faith schools, Academies or out of Borough schools.
- 16.3 The closing date for receipt of application forms is 31 October or the next working day. The on-line facility will not be available after this date so any parent/carer who applies late will have to contact the Admissions Team. Late applications will be processed after all those received on time, unless the child has changed address or recently been taken into care.
- 16.4 Parents/carers should receive their offer of a place at a secondary school on the national offer date which is 1 March, or the next working day.
- 16.5 All offers for secondary 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.

