



Together we will make Cheshire East a great place to be young

Secondary School Applying for School Places

2023/2024



Apply online for a school place

It's quick and easy

You can apply from 1st September 2022 at
www.cheshireeast.gov.uk/schooladmissions

Applications should be submitted by

31st October 2022 for secondary

15th January 2023 for primary

If you are a parent resident in Cheshire East, with a child born between 1 September 2018 and 31 August 2019, your child will be due to start primary school in September 2023.

If you do not have web access
call 0300 123 5012

Late applications may be disadvantaged

Contact:

School Admissions
Cheshire East Council
Floor 5, c/o Municipal Buildings
Earle Street
Crewe
CW1 2BJ

Email: admissions@cheshireeast.gov.uk

Twitter: @CE_Admissions

Telephone: 0300 123 5012

The information contained in this booklet relates to the school year 2023-2024. Although correct at the time of publishing (August 2022), there may be changes before or during the 2023-2024 school year and in subsequent years. Further information can be obtained from the Council and from individual schools.



Dear Parent

Your child will soon be approaching the important milestone where you need to consider and apply for a school place to either at primary school or secondary school in September 2023. We appreciate this is a really important decision for you and your child.

This booklet aims to provide you with information about schools and/or signpost you to information to support you in identifying your preferred schools and to advise you about applying for a school place.

You may be familiar with your preferred school, for example, if an older brother or sister already attends or wish to find out more. You will find information on the school's website and social media. Many schools offer virtual tours on their website or "in person" open afternoons or evenings and/ or smaller group visits. Please check the school website for details of these. We would encourage you to contact schools to find out more about what they can offer your child.

Cheshire East is a high performing authority with 92% of primary schools and 85% of secondary schools judged as either good or outstanding by Ofsted, with most education outcomes above the national average. In 2022, we were able to offer 98% of 1st- 3rd preferences in primary (Reception) and over 95% for secondary (Year 7) for Cheshire East residents. We would strongly encourage you to indicate three preferences and we will offer the highest preference school that we are able to. Most Cheshire East resident's get a place at one of their preferred schools. If you are a Cheshire East resident and do not get an offer from a preferred school, we will offer you a place at the nearest school with space. We continually review and increase capacity at schools to optimise the chance of you being successful in being offered one of your preferences. We work closely with housing developers to create additional school places where these are needed and obtain financial contributions from them to support school expansions.

We would urge you to read the information in this booklet and submit your application by the deadline.

Parents are asked to think about how their child will travel to school when making their preferences. Cheshire East is committed to working with schools to encourage pupils to walk or cycle to minimise the impact on the environment and as part of healthy lifestyles for Cheshire East pupils.

If your child has an Education, Health & Care Plan, the Special Educational Needs and Disability Team (SEND) will work with you to find the nearest suitable school which can meet their needs.

If you need support in completing your application, please contact the admissions team by email at admissions@cheshireeast.gov.uk or by telephone on 0300 123 5012. Parents are encouraged to follow the Family Information Service on social media for tips and advice.

We hope that your child is happy in their new school, enjoys learning and develops by participating in the many new and exciting opportunities that schools in Cheshire East provide.



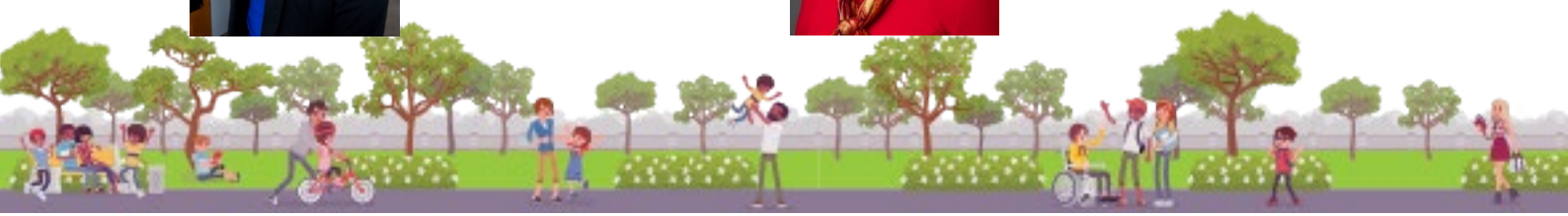
Jacky Forster

Jacky Forster
Director of Education
and 14-19 Skills



Cllr Flavell

Cllr Flavell
Lead Member for
Children and Families



Contents

Application Timetable.....	6
In Year Applications	6
Sixth Form Applications	6
Important Information	7
Residency	7
Overseas Applications.....	7
Parents with Shared Responsibility for a Child	8
Re-allocating Places	8
Chronological age groups.....	8
Delaying Admission to the Reception Class	8
Special Education Needs and Disability (SEND)	9
The Application Process.....	11
Completing Your Application Form	11
School Preferences	11
Changing Preferences	12
Processing applications	13
Late Applications	13
Published Admission Numbers (PANs)	14
Applying the Oversubscription Criteria	14
Infant Class Size Legislation (ICSL)	15
Children of Multiple Births.....	15
The next stage in the process	15
Decisions on Applications	15
Accepting or Declining Places Offered.....	15
Waiting Lists and Reallocating Declined Places.....	16
Right of Appeal.....	16
School transport.....	18
Fair access protocol	20
Other Important Information	23
Customer Feedback and Complaints	23
Church schools	25
Neighbouring Local Authorities' contact details	25
Frequently asked questions	26
Definitions used in Admissions Arrangements	29
Secondary School Information 2023/2024	31
Map of areas in Cheshire East.....	31
Feeder/Partner Primary Schools	32
Summary of how to apply using information provided.....	33



School Information Table Breakdown	33
Cheshire East Secondary School Contact Details, Preference and Allocation Data by Area	35
Alsager	35
Congleton.....	35
Crewe.....	35
Holmes Chapel	36
Knutsford	37
Macclesfield	37
Middlewich.....	38
Nantwich.....	38
Poynton.....	38
Sandbach.....	39
Shavington	39
Wilmslow	39
Admissions Arrangements 2023-24	40
Oversubscription Criteria – Community and Voluntary Controlled Schools.....	40
Oversubscription Criteria – Other Schools.....	41
UTC and Studio Schools Age 14-19 Education Option	51
Cheshire East Admissions Application Form.....	54
Use of Information - Data Protection and Security	57
Feedback Form.....	58



Application Timetable

The application timetable for admission to the reception class in a primary school and year 7 class in a secondary school is set out in the table below.

Please note: Applications for transfer to Cheshire Studio School and Crewe Engineering and Design UTC must be made direct to the school. Other UTC/Studio schools within a reasonable travelling distance of Cheshire East to which residents can apply are listed in the Secondary Schools booklet available on our website or in hard copy on request. Information on how to apply will be provided on the relevant school website.

Process	Secondary Transfers	Primary Admissions
Application process starts – online application form and composite prospectus available.	1 September 2022	1 September 2022
Closing date for applications	31 October 2022	15 January 2023
Deadline for receipt of supporting documentation	7 December 2022	15 February 2023
Offers released	1 March 2023	17 April 2023
Deadline for accepting or declining places. The Local Authority reserves the right to withdraw places not accepted	15 March 2023	2 May 2023
Waiting lists prepared and vacancies re-allocated. Waiting lists will be held in criteria order. Parents offered places on this basis will be required to accept or decline the place offered within 10 school days.	15 March 2023	After 3 May 2023
Appeal application deadlines	29 March 2022	18 May 2022
Appeal hearings (on time applications) (as far as possible)	15 June 2022	20 July 2022
Appeal hearings – late applications	Within 40 days of deadline where possible, or 30 school days of appeal being lodged	Within 40 days of deadline where possible, or 30 school days of appeal being lodged

In Year Applications

'In year' applications are those made during the school year into any year group other than the normal point of entry to school. The normal point of entry to Cheshire East schools is in September into:

- The reception class for a primary school
- Year 7 to secondary school
- Year 10 to Cheshire Studio School and Crewe Engineering and Design UTC
- Year 12 to a sixth form

We receive many 'in year' applications and these are generally where families are moving into Cheshire East or are moving from one part of the Authority's area to another. If you are thinking about changing schools for reasons other than a house move, we strongly advise that you discuss the proposed transfer with your current school. Information about the application process is published on our website [Apply for an in-year school place \(cheshireeast.gov.uk\)](https://cheshireeast.gov.uk)

Sixth Form Applications

For sixth form admissions in Cheshire East, you should apply directly to the school. Each school sets its own sixth form entry requirements. Please refer to our website [Sixth form admissions \(cheshireeast.gov.uk\)](https://cheshireeast.gov.uk)



Important Information

Residency

Your Child's school application will take into consideration the residency of your child. This will be where your child lives on the date published for the receipt of supporting documentation.

You must tell us if you move house after you have submitted your application. This could affect your priority for admission within the oversubscription criteria and your position on a waiting list.

For late applications received after the published date for the receipt of supporting documentation, the address used will be where you live at the time of the application.

We may request proof of address and residency. We liaise with other departments within the Local Authority to verify address information supplied for the application. This will include verifying against Council Tax records.

Places offered based on a fraudulent or intentionally misleading application may be withdrawn.

Overseas Applications

We do accept applications from outside the UK. For these applications the current address will be used as the residential address for the application. Please see the DfE website for more information [School applications for foreign national children and children resident outside England - GOV.UK \(www.gov.uk\)](https://www.gov.uk/school-applications-for-foreign-national-children-and-children-resident-outside-england)

Armed Forces families and children of Crown Servants

For children of UK service personnel (UK Armed Forces) a Unit postal or quartering address will be accepted in advance of a change of address subject to official written confirmation of the address and relocation date. Where Crown Servants are returning from abroad, a future address can also be considered as the current address for a school application.

Moving to A New House

If you move house during the application process **you must inform us immediately of your new address**, even if details of a future change of residency were included on the application form. We will require supporting evidence to show that your place of residency has changed:

- A letter from the solicitor confirming the completion date
- A signed rental agreement showing the start date of the tenancy. The rental agreement must cover the dates published for the receipt of supporting information.

In addition, we may request further information such as recent utility bills or evidence of disposal of your previous property. In all cases, information will be verified by using Council Tax records.

Information and supporting evidence must be received by 7 December 2022 for secondary applications and 15 February 2023 for primary applications. Any information received after these dates cannot be used to process your application but will be used to send the decision letter on the published offer dates.

If failure to notify the Local Authority of a change of residency results in a place being offered in error, this offer may be withdrawn. This is particularly relevant if this has caused disadvantage to another applicant. We will require evidence of the address change as part of this process.



Parents with Shared Responsibility for a Child

If you have shared responsibility for a child, i.e., your son or daughter lives at two addresses during the week, the place of residency will be determined as the address where the child lives for most of the week (e.g., where the child wakes up between Monday to Friday). If this applies to your child, you must provide full details in writing at the time of application to enable the Local Authority to determine which address will be used for the purpose of admission. A panel of officers will consider the information provided. If the panel is unable to reach a decision based on the information received, e.g., where the child lives equally with both parents, the address provided for claiming Child Benefit or (where no benefit is claimed) where the child is registered for GP purposes will be used. In such circumstances, documentary evidence must be provided.

Parental Disputes

Local authorities can only make one offer per child. Therefore, where parents are unable to reach an agreement and more than one application is submitted, the Local Authority will process the application of the parent who is the primary carer i.e., where the child lives for most of the week. Supportive documentation on residency (as above) may be required.

Re-allocating Places

Offers will be made on the 1 March 2023 (secondary places) and 17 April 2023 (primary places). If you are unsuccessful with your application, you can request that your child is added to the school's waiting list. Any vacancies will be re-allocated from the waiting list after 15 March for secondary school places and after 3 May for primary school places.

Chronological age groups

Children reach compulsory age at the beginning of the term following their fifth birthday. However, children are normally admitted to school in the September following their fourth birthday.

September 2023 Admission: Any child born between 1 September 2018 and 31 August 2019

As a general principle, children in Cheshire East are taught in the year group for their age range along with other children in the same age range. This is sometimes referred to as the child's chronological age group. In exceptional circumstances you may apply to the admission authority for your child to be taught outside their chronological age group.

Delaying Admission to the Reception Class

You may have reservations about your child starting school at such a young age. There are options for delaying entry to your child's reception start.

- You can arrange to attend school part time until your child reaches compulsory age.
- You can arrange to delay starting until the term after their fifth birthday (this can be no later than the start of the summer term).
- If your child is born between 1st April and 31st August, they will not reach statutory school age for almost a full school year after the point at which they could first be admitted to school. In this case you have the option to defer your child to start the following September, out of cohort.

It is recommended that you discuss the options above with the headteachers of your preferred schools. Please note that even if deferred entry is agreed this does not guarantee a place at your preferred school.



Delayed Entry for Summer Born Children

If you are considering delaying admission until the following academic year rather than applying for admission to your child's chronological peer group, please refer to the Department of Education's guidance for parents who wish to delay entry. [Summer born children - advice for parents \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

You will need to advise your home local authority of your intention to defer for arrangements to be made to include your child in the relevant school admission application round if this is agreed. This is to ensure that you do not miss out on important information about applying for school places. Your child's application would be processed in line with the school's admissions policy and an application would need to be made for the required year of entry.

Parents are advised to consider the full implications of a child being taught out of their chronological age group including key stages such as moving up to secondary school at a different age to their peers. Your views will be fully considered, and you can get advice to help you decide on the best course of action before a decision is taken by the relevant admission authority.

For non-statutory guidance published by the Department for Education (DfE) about summer born children, please visit the DfE website at [Summer-born children: school admission - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Educating Children and Young People Out of Cohort

In exceptional circumstances it may be considered appropriate that some children transfer to secondary school early or remains in the primary school for another year and in both cases being taught outside their chronological age groups.

If this applies to your child, you will need to discuss this with the admission authority for the school and seek agreement to this arrangement. This may be applicable for children of exceptional ability and maturity or for children whom it is considered would benefit from being taught outside their chronological age group in order that their individual needs can be met.

Special Education Needs and Disability (SEND)

Children and young people with Education, Health and Care Plans

Most children and young people with Special Educational Needs and/or Disabilities (SEND) have their needs well met within their local mainstream school. However, for a minority of children and young people, more specialist arrangements are necessary, in some cases including a specialist provision. If your child or young person has special educational needs and/or a disability and an Education, Health and Care (EHC) Plan, please see the information below.

The Children and Families Act 2014 requires the governing boards of all schools to admit a child with an EHC Plan that names their school. It also places a 'best endeavours' duty on educational settings to make the special educational provision necessary for each child or young person.

The SEND Code of Practice 2015 requires educational settings to utilise a graduated approach to meet children and young people's special educational needs. This should be done in consultation with parents/carers. Further details of this are available in Cheshire East's SEND Toolkit [Local offer for children with SEN and disabilities \(cheshireeast.gov.uk\)](https://cheshireeast.gov.uk)

For children and young people with complex special educational needs, educational settings may request that Cheshire East Council consider carrying out an EHC Needs Assessment which may lead to an EHC Plan. Parents/carers will be fully included in this process.



In addition, anyone else can bring a child or young person who has (or may have) SEN to the attention of the local authority, particularly where they think that an EHC needs assessment may be necessary.

Cheshire East Council makes every effort to reach agreement with parents/carers on an appropriate school placement. In very few cases, where it is not possible to reach full agreement on special educational provision or an appropriate school place, if parents and/or young person are in dispute with the LA over the educational setting named in their EHC Plan, then they can exercise their right of appeal via the First Tier Tribunal. Their named SEND Keyworker will be able to provide additional information with regards to this, as well as signposting them to other services who can offer further advice and support, such as Cheshire East Independent Advice Service (CEIAS). [Home \(cheshireeast.gov.uk\)](http://cheshireeast.gov.uk)

The Children and Families Act recognises that all children and young people have a right to a mainstream education. Cheshire East Council will ensure that all children and young people's EHC Plans specify an appropriate level of support to enable their inclusion in their local mainstream school with their peers. The support arrangements the child or young person requires in order to have their special educational needs met in a mainstream setting will be discussed and implemented in partnership with the child or young person, their families, education setting, and any other relevant professionals/agencies involved.

Details about the range of maintained specialist provisions and resourced provisions available in Cheshire East can be found by visiting the Local Offer - [Local offer for children with SEN and disabilities \(cheshireeast.gov.uk\)](http://cheshireeast.gov.uk)

Admission specialist educational settings are decided by the local authority when a formal request for a change of placement is made. Such requests are usually made through an annual review of an EHC Plan, or following an interim/ emergency review of the child or young person's EHC Plan, and as part of the EHC Needs Assessment process, whereby the child doesn't have an EHC Plan in place, but where concerns have been raised about the sustainability/ suitability of their current placement. The Cheshire East Local Offer for SEND is now part of Live Well Cheshire East (<http://livewell.cheshireeast.gov.uk>), or is available directly at [Local offer for children with SEN and disabilities \(cheshireeast.gov.uk\)](http://cheshireeast.gov.uk)

The Cheshire East Local Offer for SEND:

- includes information about the support and provision that families can expect from a wide range of agencies for children and young people with SEND from birth to 25 years old
- covers support and provision for children and young people with and without an Education, Health and Care Plan
- is set out in one place so families and professionals have access to the same information
- describes available support and services within Cheshire East, along with provision outside of Cheshire East that families may also be able to access
- has been co-produced with families and professionals from a wide variety of agencies across

For Further information for pupils with Education, Health and Care Plans and details of Cheshire East Resourced mainstream primary schools and secondary schools please contact the SEND Team.

Cheshire East Council's Special Educational Needs and Disabilities (SEND), [Special Educational Needs and Disability \(cheshireeast.gov.uk\)](http://cheshireeast.gov.uk) E-mail: senteam@cheshireeast.gov.uk Telephone 01625 378042.



The Application Process

The application process for admission to the reception class in a primary school and year 7 class in a secondary school is explained below. More information about secondary schools can be found in our booklet “Secondary School Applying for School Places 2023-24” on our website [School admissions information booklets \(cheshireeast.gov.uk\)](https://cheshireeast.gov.uk/school-admissions-information-booklets)

Please refer to the School Admissions website about the process for making applications in year or for admission to a sixth form.

- In Year Admissions - [Apply for an in-year school place \(cheshireeast.gov.uk\)](https://cheshireeast.gov.uk/apply-for-an-in-year-school-place)
- Sixth Form Admissions - [Sixth form admissions \(cheshireeast.gov.uk\)](https://cheshireeast.gov.uk/sixth-form-admissions)

Completing Your Application Form

Applications must be made on your ‘home’ local authority’s form, i.e., the authority where you live. All applications for school places must be made in writing using the application form provided by the Local Authority. The online application form is the preferred method for Cheshire East residents.

If you would like to apply online, you must visit our website at [Apply for September 2023 school place \(cheshireeast.gov.uk\)](https://cheshireeast.gov.uk/apply-for-september-2023-school-place)

This is a quick and easy way to apply, and you will be able to view your offer on the published offer date instead of waiting for your offer letter to be received in the post. If you do not have access to the internet or would like support in applying online, please contact us on 0300 123 5012.

If you are applying for a place at another publicly funded school in Cheshire East (Academy, Voluntary (Church) Aided, Foundation, Free, Studio or Trust school), we will forward your application details for the attention of the governing board.

When completing your application form, you must include all your preferred schools, even if they are not Cheshire East schools. Your application will be considered by the admission authority of each school named as a preference on your application form.

For schools maintained by other local authorities, we will forward your application details to the relevant local authority.

‘Independent Schools’: Please **do not** include any independent schools on your application form as these must be made direct to the relevant school.

School Preferences

As required by law, this Authority encourages residents to express **three** school preferences ranked in order of priority and to provide reasons in support of each preference. Supporting documentation can also be provided.

Please note: Applications for admission are normally considered in relation to the availability of places in your child’s chronological age group, other than in exceptional circumstances.

When applications for school places are received, a place will be offered if there are sufficient places to meet demand. This is in accordance with an admission authority’s statutory duty to comply with parental preference. If a school is oversubscribed, however, a place will not be offered if to do so would prejudice the provision of efficient education or the efficient use of resources. The admission authority for the school has responsibility for deciding how many places can be offered before this prejudice is reached. This is normally based on its agreed published admission number (PAN), although decisions in some cases may be made by the admission authority to admit above the published admission number.



Please note: The duty to comply with parental preference is removed for a period of two years where the child has been permanently excluded from two or more schools from the date on which the latest exclusion took place.

Equal Preferences

We invite all our parents to submit three school preferences. **All preferences will be considered on the basis of equal preferences.** This means that all your preferences will initially be considered without reference to your preference ranking. This will determine the priority of each application made to each school.

Preferences for oversubscribed schools will be considered against the published oversubscription criteria for the school. If this results in success with more than one of your preferences, we will send you a single offer based on the order that you have ranked these schools on your application form and any potential offers for lower ranked preferences will automatically be discounted. The offer we will notify you of will be made on behalf of the admissions authority for the school.

Nearest School with a Vacancy

If you are a Cheshire East resident and all your preferences are unsuccessful, as your 'home' local authority, we will make you an offer of a place at the nearest Cheshire East school with a vacancy after all preferences have been considered. This will include offering vacancies at other publicly funded schools in liaison and agreement with the governing boards of those schools. **Our advice to you is that you should aim to use all your three preferences so that you increase your chance of being offered a school of your choice.**

To identify the nearest Cheshire East school with a vacancy, we will use the National Land and Property Gazetteer (NLPG), which measures straight line distances in miles from the school's coordinate point to the place of residence's coordinate point. The coordinate point is based on a six-figure grid reference, and this can be anywhere on the site and therefore not necessarily at the front or middle of the property or site.

If you are not resident in this Authority and have been unsuccessful with your preference/s for a Cheshire East school, we will not allocate you an alternative school as the process for securing a school place for your child will be managed by your 'home' local authority.

Attendance at a Nursery or School Children's Centre

Some children attend a nursery or children's centre attached to a 'preferred school'. **It is important to note that this attendance does not guarantee admission to the primary school or offer a higher priority for admission within the oversubscription criteria** compared with applications from parents of children that do not attend unless it is stated in the school's admissions policy.

If you do have a child on roll at a nursery or School children's centre, you must still apply for a place at the school. All applications will be considered in accordance with the school's published oversubscription criteria.

Changing Preferences

We will not accept a change of preference unless we are satisfied that there is a genuine reason for doing so, after the closing date has passed. If you feel that you need to change your preferences for a very good reason e.g., a house move. You must provide us with full details and where appropriate, supporting information. Your circumstances can then be considered. Full details must be received by 7 December 2022 for secondary applications and 15 February 2023 for primary applications.

In the case of a recent house move, you must provide a letter from the solicitor confirming the completion date or a signed rental agreement showing the start date of the tenancy. The rental agreement must cover the date published as the deadline for receipt of supporting documentation. We may request further confirmation such as evidence of disposal of previous property and recent utility bills. A panel of officers will consider the information presented in support of the late change of preference and we will then confirm to you the decision.



If you change your preferences after the statutory closing date and you have been advised that there is no genuine reason for doing so, you will be advised that the application will be treated as a new application and therefore considered as late which could affect your chance of success with your school preferences. If you decide to change your preferences after the published dates for receipt of supporting information (which are 7 December 2022 for secondary applications and 15 February 2023 for primary applications) your 'new' application will be treated as a late application.

Processing applications

Late Applications

It is important that you submit your application on-time to avoid any unnecessary disappointment with your school preferences. There is no guarantee that a late applicant will receive an offer of a school place on the published offer day of 1 March 2023 for secondary applications and 17 April 2023 for primary applications.

If your application is received after the published closing date of 31 October 2022 for secondary applications and 15 January 2023 for primary, it will be recorded as 'late' and considered after all on-time applications. This could mean that your application is unsuccessful.

The exception to this will be where the Local Authority has received from you an explanation for the late submission along with supporting information and is satisfied that the reason given justifies the application being considered alongside on-time applications. Reasons that may be accepted include exceptional medical reasons preventing an earlier application or late house move or change of address. Your reasons must be presented at the time of application and supporting documentation must be provided to the Local Authority by the deadline of 7 December 2022 for secondary and 15 February 2023 for primary.

In the case of a recent house move, we will require supporting evidence to show that the place of residency has changed. This will include a letter from the solicitor confirming the completion date, or if relevant, a signed rental agreement showing the start date of the tenancy. The document must include residency on the date published as the deadline for receipt of supporting information. Further information may be requested to confirm residency, for example, recent utility bills or evidence of disposal of previous property.

In respect of medical reasons preventing an earlier application, a letter of confirmation from a medical practitioner may be required.

Any late applications received after the deadline for the receipt of supporting information will be classed as late and processed after all on-time applications even if there is a good reason for the late submission.

All applications classed as late will be processed at the time waiting lists are prepared and in line with the dates published.

The place of residence for late applications received after the date published for the receipt of supporting documentation will be the address at the time of application. Proof of address and residency may be requested. Your address may also be verified through liaison with other departments within the Local Authority.

You must notify us if you move house after you have submitted your application as this could affect your priority for admission within the oversubscription criteria and your position on a waiting list, if applicable.

Places offered based on a fraudulent or intentionally misleading application may be withdrawn.



Published Admission Numbers (PANs)

To determine how many school places can be offered, the Local Authority and governing boards of other publicly funded schools set published admission numbers. The published admission number is based on the capacity (size) of the school. For example, if a primary school has 7 classrooms that are all big enough to take 30 pupils, the school can accommodate 210 children in total with 30 pupils in each year group from reception to Year 6. A PAN of 30 is therefore published.

Another example would be if a high school has sufficient room to accommodate 1050 pupils across its five year groups from year 7 to year 11, there would be room in each year group for 210 pupils and therefore a PAN of 210 would be published. The PANs for each school are included in the relevant booklets entitled Primary School Applying for school Places and Secondary School Applying for school places.

PANs can change from one year to the next and therefore the number of pupils admitted in a previous year can be different. This may be due to changes in the accommodation, or the way classes have been organised.

The PAN applies to the year of entry (which for Cheshire East includes the reception class, year 7 class, year 10 for Cheshire Studio School and Crewe UTC, and sixth form). As this is based on the accommodation available at the school, it is expected that this number will continue to be applied as that year group moves through the school. Other local authorities may admit pupils at different points of entry, for example admission to infant and junior schools or lower, middle, and upper schools. Applications for admission in these cases must still be made to the 'home' local authority.

Applying the Oversubscription Criteria

If you apply for a school that is oversubscribed i.e., where the number of preferences received is more than the number of places available (the PAN), the school's oversubscription criteria will be used to determine which preferences have priority for admission.

Please note: The oversubscription criteria for Community and Voluntary Controlled Schools, and those agreed by the governing boards of other publicly funded schools are listed in the Cheshire East Primary and Secondary School Information booklets. [School admissions information booklets \(cheshireeast.gov.uk\)](https://www.cheshireeast.gov.uk/school-admissions-information-booklets)

Catchment Areas

You can check your catchment area school on our website at [School details, locations and catchment areas \(cheshireeast.gov.uk\)](https://www.cheshireeast.gov.uk/school-details-locations-and-catchment-areas) or by contacting the Authority on 0300 123 5012.

Please note: where 'catchment area' is included as a criterion, places cannot be guaranteed at the local 'catchment area' school but, you may wish to bear in mind that if the school is oversubscribed and you do not state a preference for it on your application form, all available places may be offered to parents who have applied for a place. Places will be offered based on the published oversubscription criteria and this can result in an offer regardless of whether a child lives in the catchment area.

You may wish to consider including your 'catchment area' school as one of your preferences just in case a higher preference for another school is unsuccessful.

Local Authority Schools

Children are considered resident in the 'catchment area' for a school under the Local Authority's admission arrangements if they and their parent(s) are resident in the area served by the school on the date published for the receipt of supporting documentation. Supporting information may be requested to verify the place of residence. Preferences for the catchment area school for the confirmed address will be considered under criterion 3 unless a higher criterion is applicable.



Other Publicly Funded Schools

Some schools, where the governing board is the admission authority, do not give priority for admission based on residency in the school's catchment area. You will need to refer to the admission arrangements published in the Cheshire East Primary and Secondary School Information booklets to check the oversubscription criteria for these schools.

Infant Class Size Legislation (ICSL)

When considering applications for infant classes, i.e., where the majority of children are aged seven or younger, the law requires that no more than 30 pupils are taught by a single schoolteacher. Therefore, further admissions will only be agreed in very exceptional circumstances. Exceptional circumstances would be applied:

- to rectify an error that resulted in a child not being offered a place.
- to admit a child with an Education, Health and Care Plan.
- to admit a cared for child or previously cared for child.
- to admit a child that has moved into the area outside the normal admission round for whom there is no other available school within a reasonable distance.
- to admit a child through the normal admission round who has a twin or sibling from a multiple birth.
- to admit a child of UK Service personnel outside the normal admissions round.

Children of Multiple Births

In relation to children of multiple births, 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 school. These children would be considered as permitted exceptions to Infant Class Size Legislation. Under exceptional circumstances, if a school is named in the Education, Health and Care Plan for a pupil any siblings (including twins or other children of multiple birth) will be considered for admission in accordance with criterion 2 of the oversubscription criteria. This is to ensure that siblings from a multiple birth can attend the same school.

The next stage in the process

Decisions on Applications

If you live in Cheshire East, we will provide you with written confirmation of the decision on your application. If you applied online, notification of this will be sent by email with a link to the offer letter to download. This will include offers for places in Cheshire East schools and schools in other local authorities, as appropriate. If you applied online, you will also be able to log on to your online account on offer day to view the school offered.

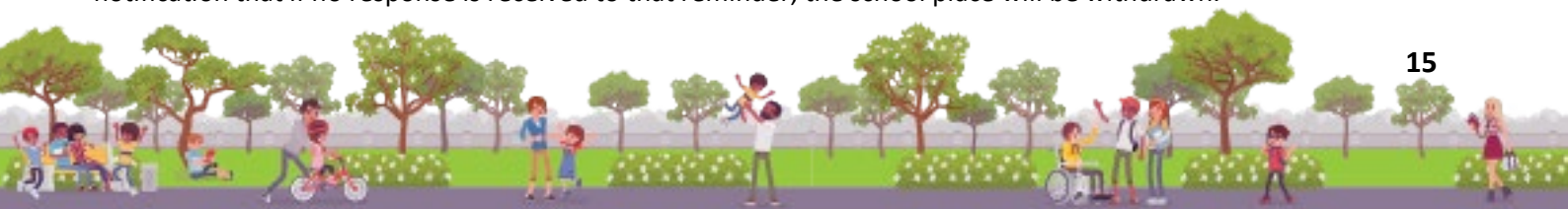
Please Note: If you used a paper application form or completed one by telephone, offers confirmed by letter will be sent out on the published offer day by second class post. If you will be receiving your offer by post, please allow time for your letter to be delivered before contacting the Local Authority as **offers will not be confirmed over the telephone.**

Decisions will be notified on behalf of the relevant admission authority.

Accepting or Declining Places Offered

Once we have made you an offer of a school place you must accept or decline it by our published dates of 15 March 2023 for secondary applications and 2 May 2023 for primary applications. For late applications notified after the offer date you must accept or decline the place offered within 10 working days of the date of the offer.

If we do not receive a response to the offer by the date specified in that first correspondence, a reminder letter or email will be sent with a second opportunity to respond, giving a deadline of a further 5 days. This will include notification that if no response is received to that reminder, the school place will be withdrawn.



If you choose to decline the school place offered, it will be offered to the parent of the next child on the school's waiting list. It is important that you think carefully before declining, particularly if this is your local school as the place may not be available if you subsequently change your mind. Accepting a place at a school does not prejudice your legal right of appeal for a preferred school.

Waiting Lists and Reallocating Declined Places

Once we have sent out offers of school places, parents must accept or decline the school place. Any places declined are then re-offered to parents of children held on the school's waiting list including late applications processed alongside these. You can request in writing (including e-mail) that your son or daughter is added to a school's waiting list. All requests must be sent to the Local Authority. Any vacancies will be reallocated after 15 March 2023 for secondary and 3 May 2023 for primary.

Requesting your child is added to a school's waiting list does not affect your child's position on any other school's waiting list, nor prejudice your legal right of appeal for a preferred school.

Accepting the place offered will ensure your child is not left without a school place for September should you be unsuccessful in gaining a place at one of your preferred schools from the waiting list or at appeal.

Waiting lists will be held by the admission authority in criteria order (based on the school's oversubscription criteria) and not on a 'first come, first served' basis and will include children whose parents have specifically requested in writing (including e-mail) that they be placed on the waiting list, along with those for whom an appeal application has been received and new applicants.

Waiting lists will normally be held up until the 31 December for the normal year of admission. Some schools, where the governing board has the role of admission authority, may hold waiting lists beyond this date. For more information, please contact the school. Placing your child's name on a waiting list does not affect your legal right of appeal.

Please Note: Where a school is directed to admit a child (by the local authority or Secretary of State) or a child is allocated a place in accordance with the Fair Access Protocol these offers take precedence over those on a waiting list. The School Admissions Code 2021 requires Local Authorities to have a Fair Access Protocol to ensure that all children, particularly the most vulnerable, secure a school place as quickly as possible. For more information please see our webpage [Fair Access Protocol \(cheshireeast.gov.uk\)](https://www.cheshireeast.gov.uk/fair-access-protocol)

Right of Appeal

If you have been unsuccessful with your application, you have a legal right of appeal to an independent appeals panel to challenge this decision. The decisions of appeals panels are binding on the Local Authority and on school governing boards. Applications for admission appeals are normally considered in relation to the child's chronological age group, other than in exceptional circumstances.

Appeal applications must be submitted in writing and a separate appeal application form will be needed for each school appeal. If you decide to appeal, it is not compulsory that you attend the appeal hearing but you do have the right to do so. At the hearing you will have the opportunity to present your case to the independent appeals panel. You can be accompanied by a friend or adviser, or you can send a representative. If you submit an appeal, you will be given more detailed information on the appeals arrangements.

The Local Authority is the admission authority for all Cheshire East Community and Voluntary Controlled Schools and therefore arranges the appeals for these schools. Further information and an appeals application form are published on our website. Alternatively, you can telephone the Local Authority to request an application form.



If you are appealing for a place in another publicly funded school, please contact the school to request an application form. For appeals against decisions made by the admission authority of schools outside Cheshire East, please contact the school or the relevant local authority for more information.

Please note: There are different arrangements for appeals relating to school places for pupils with Education, Health and Care Plans. Appeal forms can be obtained from First-Tier Tribunal (HESC), Special Educational Needs and Disability, 1st Floor, Darlington Magistrates Court, Parkgate, Darlington DL1 1RU. For more information, please visit the Tribunals website at www.gov.uk/courts-tribunals or by telephoning 01325 289350.

Admission Appeals and Infant Class Size Legislation (ICSL)

Apart from some very limited exceptions, no infant class may contain more than 30 pupils being taught by a single school teacher. Any admissions which would increase an infant class to more than 30 pupils to one school teacher would result in a breach of Infant Class Size Legislation and would require 'qualifying measures' to be taken to comply with this legislation.

Qualifying measures that could be taken include:

- Organising an extra class.
- Appointing an additional teacher.
- Providing/building an additional classroom.
- Introducing or extending mixed age group teaching, e.g., grouping year one and year two children together in classes of 30 or less.

When the Local Authority or school governing board can show to an appeals panel that any further admissions would require qualifying measures, an appeal can only be upheld (i.e., resulting in a place offered) if the appeals panel decide either that:

- the child would have been offered a place if the admission arrangements had been properly implemented; or
- the child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the School Standards and Framework Act 1998; and/or
- the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

Appeal Hearings

Appeals for admission in September 2023 will be heard by 15 June 2023 for secondary transfer and by 19 July 2023 for primary schools. This applies to applications for which decisions have been sent out on the published offer day.

For **late** applications these will be heard within 30 school days of the appeal being lodged. Appeals for admission in September will be heard together where possible. Late appeal applications will not be held before scheduled appeals even where this exceeds the 30 school day limit.

Registering Pupils at School

All places offered should be taken up within 20 school days of the agreed date of admission. If this is likely to be a problem, you must notify the school of the circumstances preventing this. Places not taken up within 20 school days may be withdrawn and reallocated.

Repeat Applications

Repeat applications will not normally be considered within the same school year. If your circumstances or the circumstances for the school have changed significantly since the original application was made, you can submit a request to the Local Authority for consideration.



School transport

Eligibility

It is the responsibility of parents to ensure that their children get to and from school at the appropriate time each day.

For pupils of compulsory school age (ages 5-16) who attend their nearest suitable school and live beyond the statutory walking distance from it, they could be eligible for free home-to-school transport, subject to assessment against the criteria stated within the Compulsory School Age Education Travel Policy [School transport policies \(cheshireeast.gov.uk\)](http://cheshireeast.gov.uk)

Eligibility is assessed against the following criteria:

1. **Distance** - The statutory walking distance is defined in law as over 2 miles for pupils under the age of 8, and over 3 miles for those aged 8 and above. Distances are measured via the shortest available walking route between home and school and are calculated by using a digital mapping system. The 'nearest suitable school' will be defined as either:
 - the catchment school under the Council's zoning arrangements.
 - the nearest school to the home address, which may be different from the catchment school.
 - in the case of children with SEND, the nearest school to the home address which can meet the child's needs

Different arrangements will apply to the following age groups as follows:

- For children Under the age of 8 this distance is Over 2 miles (if eligible, home-to-school transport would apply until the end of the school year in which they reach their eighth birthday)
- For children aged 8 and over at the start of the academic year, this distance is over 3 miles

2. **Available Walking Route** - If the child lives within the distance criteria but all routes to the nearest suitable school are classed as 'unavailable', the child will be eligible for free home-to-school transport. For us to class a route as unavailable, the route must be exceptionally dangerous even when the child is with a responsible person. By law, parents have a responsibility to go with their child on the journey to school if needed. For this reason, routes will not be classed as unavailable only because of one or more of the following:
 - the route is lonely
 - personal safety concerns
 - the route passes close to a canal, river, ditches, lakes, ponds etc.
 - the route requires railway crossing(s), if a suitable authorised crossing is present
 - The absence of street lighting on its own does not make a route unsafe.

Where a route follows a public right of way and has a good walking surface, we usually consider this to be an available walking route.

3. **Extended Rights** - Free home-to-school transport will be provided due to extended rights if the pupil is from a low-income family (based upon family eligibility for Free School Meals, or family being in receipt of the maximum level of Working Family Tax Credit). When attending one of the three nearest qualifying schools, the statutory walking distance changes.

A child would be eligible for free home-to-school transport under the extended rights criterion if:

- The child is aged 8-11 years (where a child turns 11 home-to-school transport would apply until the end of the school year) and the walking distance is over 2 miles



- The child is aged 11-16 and the nearest suitable school is between 2-6 miles and there are not three or more suitable nearer schools.
- The child is aged 11-16 and attends their nearest school on grounds of religion or belief, and the school is between 2-15 miles from their home address. Religion or belief includes a lack of religion or belief and so also applies to an atheist parent's wish for their child to attend a non-faith school.

The Council will not pay travelling expenses to parents who choose to send their child to a more distant school rather than to their nearest school based on catchment area or needs.

Children with SEND

Children who cannot walk to school due to concerns relating to special educational needs, health and safety, and disability will be assessed for free home-to-school transport on a case-by-case basis at our Travel Assistance Panel. Most children with SEND with an Education, Health and Care Plan (EHCP) do not require special travel arrangements.

The eligibility criteria for SEND is defined as “a child that cannot reasonably be expected to walk to school because of their mobility problems or because of associated health and safety concerns related to their SEN or disability”

Spare Seats

If your child is not eligible for home-to-school transport, you can apply for a “spare seat” on an existing transport service.

We offer paid-for seats on educational travel routes with spare capacity (after pupils eligible for free or subsidised home-to-school travel have been allocated) and where there are no other public transport services. The offer is subject to seats being available, and there is no guarantee that this will be the case for your child’s route to school. Councils have no obligation to arrange travel for pupils who are not eligible for free or subsidised travel.

We may withdraw a paid for seat place if a pupil eligible for free or subsidised school travel needs a place. We will only do this at a half term or end of term break.

Travelling to School

The Council has a legal duty to publish a Sustainable Modes of Travel to Schools (SMOTS) Strategy to encourage the use of sustainable travel to and from school. Parents are encouraged to ensure that their child in travelling to school in a way that is good for the environment.

School communities know their area and are in a good position to say how parents can be best helped to do this. Schools are requested to have and review School Travel Plans and implement a range of sustainable travel schemes to encourage walking, cycling, public transport or car sharing through access to support, resources and funding opportunities. Often sustainable travel promotes a healthy lifestyle as well as providing benefits, such as improving air quality around schools and reducing the likelihood of parking issues if more pupils can walk or cycle to school.

The Council will provide a range of advice and resources to schools in preparing a School Travel Plan. Wider school communities including parents can also assist their school in preparing and implementing a travel plan, for example, through supporting a walking bus. Funding may also be available to make improvements to routes to school.

Further information about the schemes that schools may wish to promote can be found in the Sustainable School Travel section at [Sustainable modes of school travel strategy \(cheshireeast.gov.uk\)](https://cheshireeast.gov.uk/sustainable-modes-of-school-travel-strategy). To apply for School Transport please visit [Free and subsidised school transport \(cheshireeast.gov.uk\)](https://cheshireeast.gov.uk/free-and-subsidised-school-transport) or call 0300 123 5012.



Fair access protocol

Introduction

The School Admissions Code (September 2021) requires local authorities to have a Fair Access Protocol to ensure that all children, particularly the most vulnerable, secure a school place as quickly as possible. In addition, local authorities must ensure that no school, including those with places available, is asked to take a disproportionate number of children who have been excluded from other schools or who have challenging behaviour. Therefore, schools that would otherwise be full can agree a place under this protocol.

The admission of children with Education, Health and Care (EHC) Plans naming the school are not covered by this protocol, as these children must be admitted.

Applications made on behalf of Cared For and Previously Cared For children would also not be taken through this process as they will be given first priority. The Protocol will only be used to place previously looked after children where it is not possible for a school place to be secured promptly.

The Cheshire East Fair Access Protocols (Primary and Secondary) have been produced in partnership with Cheshire East primary and secondary school headteachers. Full details are published on our website at [Fair Access Protocol \(cheshireeast.gov.uk\)](https://cheshireeast.gov.uk/fair-access-protocol)

How the Process Works

When you make your In-Year application, you will be asked to provide information that will help the school and the Local Authority identify whether the Fair Access Protocol can be applied in your particular circumstances. This includes information about how many schools your child has attended, details of any support involved with your child, such as Attendance, Family Support Services or Education Psychologists. You will also be asked to confirm whether your child has had any fixed term or permanent exclusions. All of this information is requested to ensure you receive the right support early on in your application.

With the exception of applications received for the admission of children with challenging behaviour, this additional information will only be taken into account in the event that normal admission procedures fail to identify a school place.

Children included in the Fair Access Protocol:

All children considered eligible for admission under this Protocol are deemed vulnerable and are therefore entitled to receive additional support in securing a suitable school place if normal in year admission procedures are unsuccessful. The Protocol can be used for children who fall into the following categories:

- a) children either subject to a Child in Need Plan or a Child Protection Plan^[1] or having had a Child in Need Plan or a Child Protection Plan within 12 months at the point of being referred to the Protocol;
- b) children living in a refuge or in other Relevant Accommodation at the point of being referred to the Protocol;
- c) children from the criminal justice system;
- d) children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded but are deemed suitable for mainstream education;

^[1] Child in Need Plans and Child Protection Plans are plans of help and protection to address safeguarding and welfare needs, where a child has been assessed by the local authority as being a child in need under Section 17 of the Children Act 1989 and/or as suffering or likely to suffer significant hardship under Section 47 of the Children Act 1989. See also statutory guidance Working Together to Safeguard Children (2018) (pages 35 and 48-49).



- e) children with special educational needs (but without an Education, Health and Care plan), disabilities or medical conditions;
- f) children who are carers;
- g) children who are homeless;
- h) children in formal kinship care arrangements^[2];
- i) children of, or who are, Gypsies, Roma, Travellers, refugees, and asylum seekers;
- j) children who have been refused a school place on the grounds of their challenging behaviour and referred to the Protocol in accordance with paragraph 3.10 of the School Admissions Code 2021;
- k) children for whom a place has not been sought due to exceptional circumstances;
- l) children who have been out of education for four or more weeks where it can be demonstrated that there are no places available at any school within a reasonable distance of their home. This does not include circumstances where a suitable place has been offered to a child and this has not been accepted; and
- m) previously looked after children for whom the local authority has been unable to promptly secure a school place.

Any applications received for children with challenging behaviour may be referred for a decision on the application to a Fair Access Panel. If this applies to your application, you will receive confirmation of this in writing. This process is anticipated to take no longer than 15 school days from the date of a referral to a panel meeting and a pupil is expected to start school as soon as possible following the offer of a place. Panel meeting dates are available on the website [Fair Access Protocol \(cheshireeast.gov.uk\)](https://www.cheshireeast.gov.uk/fair-access-protocol)

Deciding Applications under the Fair Access Protocol

If your application is considered under the Fair Access Protocol, it will be referred to your local Fair Access Panel, the membership of which is made up of headteachers /senior leaders from your local schools and includes representatives from the Cheshire East Pupil Referral Unit and the Local Authority.

The role of the panel is to identify a suitable school for your child based on the information you have provided, and any other information collated as part of this process.

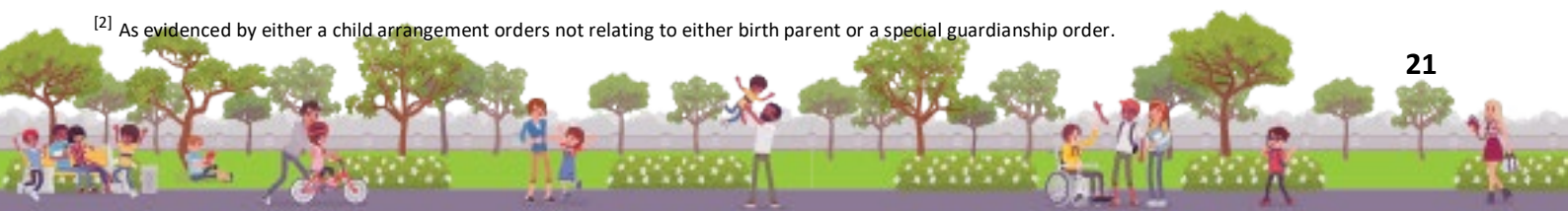
Panels will consider all possible school options and will, as the starting point, consider the school(s) named as a preference(s) on the application form. This process includes consideration of schools which are already full in the year group.

Panels will meet every three to four weeks. They may have slightly different ways of working but will all discuss the needs of children referred through Fair Access and the needs of the schools and will make a decision on which school can be offered.

The decision of the Fair Access Panel is final, and the decision is not open to appeal., however a parent can refuse an offer from the Fair Access Panel and still exercise their right to their statutory right of appeal to their application preference school(s). For information about your legal right of appeal to challenge a decision on your application, please refer to the Admissions Appeals section in this booklet.

Non-Cheshire East residents may have their application considered under the Fair Access Protocol, but the offer of a school place is not guaranteed. If parents receive written confirmation that their application has been unsuccessful, they will be informed of their legal right of appeal to an independent panel in such circumstances. If this applies to your application, you will be able to make further applications for other schools.

^[2] As evidenced by either a child arrangement orders not relating to either birth parent or a special guardianship order.



Single Offer

As with the normal process, all Cheshire East residents without a school place making applications referred to the Fair Access Panel will receive a decision on the application and the offer of a single school place. If the application is for a school move within the local area, the panel may issue an advisory letter to parents for their child to remain in their current school to prevent disruption. Panels will take your school preferences into account but will not be able to guarantee them.

When a school is identified for your child, you will be sent a letter asking you to contact the school to make arrangements and agree a start date. If the parent does not make contact with the school within 10 school days of the offer letter, then the school may withdraw the offer of a place and refer the application to the Attendance and Children out of School Team.

Permanent Exclusions

Pupils who have been previously permanently excluded will normally be offered a place at the Pupil Referral Unit in the first instance.

Managed Moves

The following intervention is not used for a child with a Statement of Special Educational Needs or Education, Health and Care Plan, or for a child who is in the care of a local authority, as defined by Section 22 of the Children Act 1989.

A managed move is when two schools work together to arrange for a child to move to a different school on a trial basis for an agreed period of time (typically 6-12 weeks). The child remains on the roll of its existing school during the trial period. If the trial is successful, the child transfers to the new school roll as a permanent arrangement. A managed move can be used at any time where a headteacher feels a pupil would benefit from a fresh start at another school. Good practice suggests that the earlier this intervention occurs the greater chances of success. Parents are involved in this process and have to give their consent for the managed move to take place.

Data Protection

We will ensure that any personal or sensitive information provided as part of your application for a school place will be held in accordance with the General Data Protection Regulations (GDPR). In order that your application can be processed in accordance with your wishes, the Council will share your personal information within the Local Authority, with other relevant local authorities and with relevant schools or other alternative education providers. Relevant local authorities include your home local authority i.e. the authority where you live and local authorities where the schools named on the application form are located; relevant schools include the schools listed as preferences, the current or most recent school and the schools that make up the Fair Access Panel.

If you have any queries about Data Protection, please contact the Council on 0300 123 5012 before completing your application.

Verifying Information

The Council may need to verify information you have provided on your application form which could involve contacting other departments of the Council who maintain appropriate records. In instances where the information provided is different from that held by them, they may use the information on this form.

Places offered on the basis of fraudulent or intentionally misleading information may be withdrawn. Your statutory right of appeal will not be affected.



Other Important Information

Customer Feedback and Complaints

Cheshire East Council aims to provide high quality services but acknowledges that things can go wrong. You may wish to tell us if we have succeeded in providing a high-quality service, a member of staff has impressed you or just to comment on how we could improve on our services. A complaint can be an expression of dissatisfaction about the Council's action or lack of action or about the standard of a service. This also applies to an organisation or contractor acting on behalf of the Council. Please Let Us Know by visiting our contact us page: [Customer feedback, compliments and complaints \(cheshireeast.gov.uk\)](https://cheshireeast.gov.uk/customer-feedback-compliments-and-complaints)

School Complaint Procedure

If you have a complaint about an issue relating to a publicly funded school, you should raise this with a senior member of staff at the school or with the head teacher. If a complaint cannot be resolved in an informal way all schools are required to have a policy and procedure for dealing with complaints, published on their website.

Complainants have the right to appeal to the Secretary of State if they are not satisfied with the way the school has dealt with their complaint once the school's complaints process has been exhausted. Complaints to the Secretary of State are handled by the Government's Department for Education (DfE).

Complaints about Academies

Academies are required to have a published procedure for dealing with complaints by parents or pupils, which must be made available on request. This procedure must provide for complaints to be managed within clear timescales. You can find more information regarding complaints on individual school websites.

Parents that are not satisfied a complaint has been dealt with appropriately by an academy should contact the Education and Skills Funding Agency (ESFA)"

Discipline and Exclusions

Schools are aware that they share with parents, responsibility for the behaviour of children in their care. All schools are required to have a behaviour policy. This should be published on the school website. In exceptional cases, Headteachers may exclude pupils from school, either for a fixed period or permanently. Parents have the right to make representations about exclusion to a committee of the school's governing board (commonly known as the Governors' Disciplinary Committee or GDC). In the event of permanent exclusion parents may also have a right to an Independent Review Panel hearing if the permanent exclusion was upheld at GDC. Parents requiring further information or a copy of the Council's leaflet for parents on Pupil Exclusions from School, should seek advice from their child's school or the authority. There is more information on the Cheshire East website at: [School exclusions \(cheshireeast.gov.uk\)](https://cheshireeast.gov.uk/school-exclusions)

Family Information Service

Cheshire East Family Information Service (FIS) offers a core family support service for parents, carers and young people from 0–25 years of age. We offer free impartial advice, support and guidance on all aspects of family life. If you are a parent or carer who needs support, the team can provide a wide range of information on topics including parenting support, finding childcare, early year's education, childcare funding, fun days out, and activities/clubs going on in your local area. We can also help you applying for your child's school place, and for childcare funding. Information is also available on the Cheshire East Local Offer; this is for children and young people with additional educational needs and/or disabilities (SEND). You can visit our website [Family Information Service \(cheshireeast.gov.uk\)](https://cheshireeast.gov.uk/family-information-service) email us fis.east@cheshireeast.gov.uk or contact us on 0300 123 5033.



Governing Boards

Every school has a governing board which is charged with providing strategic direction and accountability for the school. Governors are volunteers, and all governing boards are made up of representatives from the school and the local community. All governing boards include parents of pupils at the school. The governors have key responsibilities for setting the school aims and policies and for overseeing the budget and the staffing arrangements for the school. In their role of supporting and challenging the school, they play a key part in improving outcomes for the children within their school. Governing boards work in close partnership with the Headteacher in making decisions. The Headteacher, not governing board, is responsible for the day-to-day leadership and management of the school. Further information about the role of the governing board and about how to become a governor in a Cheshire East School is available from the School Governance Team on our website [School governor resources \(cheshireeast.gov.uk\)](http://Schoolgovernorresources(cheshireeast.gov.uk)) email us schoolgovernance@cheshireeast.gov.uk or contact us on 0300 123 5036.

Universal Infant Free School Meals

All children in Reception, Year 1 and Year 2 at state-funded schools are entitled to Universal infant free school meals. The government's stated aim is to improve academic attainment and save families money. Families of disadvantaged infant pupils should still register for free school meals, even though they'll get them automatically, to make sure schools are still getting their full Pupil Premium funding. Free school meals are still available to older pupils whose parents receive certain benefits.

Income Related Free School Meals

Pupils of all ages attending local authority (LA) publicly funded schools from families in receipt of a qualifying state benefit may also register with the local authority in order to receive income related free school meals, with the additional benefit of the school qualifying for the Pupil Premium. The Pupil Premium is additional funding distributed to schools in respect of pupils who have been registered for income related free school meals. In order to view the list of qualifying benefits including the most up to date changes in the Department for Work and Pensions' Welfare Reform Act and how income related free school meals are affected, or to make an application please visit [Free School Meals \(cheshireeast.gov.uk\)](http://FreeSchoolMeals(cheshireeast.gov.uk)) or call the Free School Meals Helpline - 0300 123 5012.

School Uniform

Headteachers, in consultation with school governors, decide whether there should be a school uniform or not. Details of uniform, where appropriate, are given in each school's website which can be obtained from the school. The Council does not help parents with the cost of school uniform or physical education. However, there are community support groups that may offer help please refer to the Cheshire East website [Live Well Cheshire East](http://LiveWellCheshireEast)

School term dates

Some schools set their own term dates or agree minor local variations so you should also consult your school's own website for their individual school dates, and information on school inset days. Term dates will be set and published on the school website at least two school years in advance.

Attendance

Parents have a legal duty to make sure children aged between 5 and 16 attend school regularly and arrive on time, unless they have chosen to educate their child at home, or the child has medical needs signed off by a consultant. Our attendance and children out of school team are here to help with school attendance issues. If your child does not attend school regularly, or you take them out of school without the permission of the head teacher, we can take action to improve attendance. Please see the Cheshire East website for more information [Attendance and children out of education \(cheshireeast.gov.uk\)](http://Attendanceandchildrenoutofeducation(cheshireeast.gov.uk))



Church schools

General information about Church schools can be obtained from the appropriate Church of England or Catholic Diocesan Education Authorities. Addresses and telephone numbers are set out below.

Church of England

Mr Chris Penn, Director of Education, Chester Diocesan Board of Education, Church House, Daresbury Park, Daresbury, WA4 4GE. Phone: 01928 718834 Email: chris.penn@chester.anglican.org

Catholic Church

Mr Damian Cunningham, Director of Schools, Diocese of Shrewsbury, Department for Education Curial Office, 2 Park Road South, Prenton, Wirral, CH43 4UX. Phone: 0151 652 9855 Email: education@dioceseofshrewsbury.org

Neighbouring Local Authorities' contact details

Cheshire West and Chester Council School Admissions Wyvern House, The Drummer, Winsford CW7 1AH. School admissions (cheshirewestandchester.gov.uk) Tel: 0300 123 7039 Email: admissions@cheshirewestandchester.gov.uk	Derbyshire County Council Admissions and Transport Team School Road, Chesterfield, Derbyshire S41 8LJ. Schools and colleges - Derbyshire County Council Tel: 01629 537479 Email: admissions.transport@derbyshire.gov.uk
Halton Borough Council School Admissions Team PO Box 317, Runcorn, WA7 9BZ. School information (halton.gov.uk) Tel: 0151 511 8601/0151 511 7271 Email: schooladmissions@halton.gov.uk	Manchester City Council School Admissions Service Manchester City Council, PO Box 532, Manchester, M60 2LA. School admissions Manchester City Council Tel: 0161 245 7166 Email: school.admissions@manchester.gov.uk
Shropshire Local Authority School Admissions Team, C/O Shirehall, Abbey Foregate, Shrewsbury SY2 6ND. School admissions Shropshire Council Tel: 0345 678 9008 Email: school-admissions@shropshire.gov.uk	Staffordshire County Council Schools Admissions and Transport Service 1 Staffordshire Place, Stafford ST16 2DH. Education and Learning - Staffordshire County Council Tel: 0300 111 8007 Email: admissions@staffordshire.gov.uk
Stockport Metropolitan Borough Council Admissions Support & Advice Team, Stopford House, Piccadilly, Stockport SK1 3XE. Nursery and school admissions - Stockport Council Tel: 0161 217 6022 Email: admissions.support@stockport.gov.uk	Stoke-on-Trent City Council Admissions Team, Civic Centre, Floor 2, Glebe Street, Stoke, Stoke-on-Trent, ST4 1HH School admissions Stoke-on-Trent Normal round admissions – Tel: 01782 234598 Email: admissions@stoke.gov.uk In Year admissions – Tel: 01782 237856 Email: in-yearadmissions@stoke.gov.uk
Trafford Council School Admissions, Waterside House, Sale M33 7ZF. Schools (trafford.gov.uk) Tel: 0161 912 5007 Email: school.admissions@trafford.gov.uk	Warrington Borough Council School Admissions Team, Town Hall, Sankey Street, Warrington, WA1 1UH. Schools warrington.gov.uk Tel: 01925 446 226 Email: schooladmissions@warrington.gov.uk



Frequently asked questions

What are the chances of my first preference being met?

Your first preference will be met, unless, as the law says, to do so would 'prejudice the provision of efficient education or the efficient use of resources'. This simply means that as long as there are places available at the school, preferences will be met. For many schools, more applications can be received than the number of places available. In such circumstances applications are prioritised on the basis of the school's published oversubscription criteria. The oversubscription criteria used by the Local Authority for all Community and Voluntary Controlled schools and the arrangements for Academies and Free Schools, and Voluntary Aided, Foundation and Trust Schools where the governing board is responsible for admissions are published in the primary and secondary school supplements to this booklet. You should give careful consideration to the oversubscription criteria before stating your preferences as this will give you more information about your level of priority for a school place if the school receives more applications than it has places.

What happens if there are more applications for a school than there are places available?

The published oversubscription criteria for the school will be applied to determine who will be offered the places. If potentially we can offer you a place at more than one of your preferred schools, we will make you a single offer which will be for the school that you ranked the highest on your application form. If you are a Cheshire East resident and we are unable to offer any of your preferences, we will allocate you a place at the nearest Cheshire East school with a place available. For other publicly funded schools this will be in liaison and agreement with the governing board. This will not affect your legal right of appeal against a decision not to offer you one of your preferences.

I have only one school I want to name as my preference. Is my first preference more likely to be met if I do not give a second and third preference?

No. We advise that you express three preferences in priority order for schools of your choice. Some schools will have more children wanting a place than there are places available and your first and only preference may be unsuccessful as a result of this. If you only state one school preference and we are unable to offer you a place at this school, we will offer you a place at the nearest school with a vacancy (Cheshire East residents only) after all other preferences have been considered and this may not be a school that you would have chosen yourself. If you state three preferences and your highest (first) preference is unsuccessful, the Local Authority can consider your other choices, rather than 'choosing' one for you. In addition, if all your local schools are filled up with children for whom these schools have been named as preferences, you may be allocated a place at a school some distance away as the 'nearest school with vacancies' after all preferences have been considered.

Please Note: if you name the same school more than once on the application form this will not increase your chances of being successful, but will mean that you will only have one preference to be considered.

My child has medical/social needs. Can I choose the school place to meet my son or daughter's needs and will my application be successful?

Not necessarily. The law allows you to express a preference for any publicly funded school and to provide information in support of your application. All applications are then considered against the published oversubscription criteria for oversubscribed schools. Cheshire East is a fully inclusive authority and therefore the needs of all children can be met by any school and, as such, priority over other children is not given based on medical or social needs. An application for admission to an oversubscribed school can therefore be unsuccessful. You will have a legal right of appeal if this applies to you. Admission authorities for other schools set their own admission arrangements and, in some cases, a higher priority can be given for children with particular needs who do not have an Education, Health and Care Plan.

Please refer to the admission arrangements published in the primary and secondary schools' booklet for the arrangements of individual schools. Where particular needs result in an Education, Health and Care Plan, the school named in the Plan will be offered.



Is my child automatically entitled to a place at the school serving our catchment area?

No. Most schools are served by a geographical area called the catchment area from which the school generally admits pupils. Whilst a level of priority may be given within the oversubscription for children resident in a school's designated catchment area, the law will not allow places to be guaranteed or reserved. This could mean that an application for a catchment area school is unsuccessful if the school is oversubscribed with children in this criterion.

There are reasons why my child cannot attend a particular school. Will these reasons give me a higher priority for admission to my preferred school?

No. The additional information that you present on your application must be in support of admission to your preferred school/s. Whilst you are free to explain the reasons why a particular school (which may be your local or catchment area school) is unsuitable, this will not influence your priority within the oversubscription criteria for another school named as a preference. All your preferences will be ranked on the basis of the published criteria and in the event that you receive an offer of a place at a school you expressly stated you would not accept, this will only occur if either that school is named as a lower ranked preference or is the nearest school with a vacancy as all your preferences were unsuccessful. You will have a legal right of appeal against the unsuccessful preferences, and you can decline the school offered.

Will the catchment area school be able to accommodate all applications from parents' resident in the catchment area?

Not necessarily. Generally, there are enough places for all children living in a school's catchment area as well as places for children living outside the catchment area. However, for some schools, changes in the population and the pattern of parental preference can result in applications from within the catchment area exceeding the number of places available. In the primary and secondary school supplements to this booklet, you can read about the allocations last year as an indication of the likelihood of success with your application. This is only an indication for the reasons aforementioned.

What if I move house after I have sent in my application?

If you move house after submitting your application, you must notify us in writing (by letter or e-mail). Proof of this new residency will be required. If proof is received before the deadline for receipt of supporting documentation (see Application Timetable), then we will be able to update your child's record and use this new address when allocating school places. If it received after this deadline, then we will only be able to update your child's record after allocation of school places. Your new address will be used for correspondence purposes, e.g., for sending the offer letter. Please refer to the information in this booklet about changes submitted after the published closing dates.

If my preferred school is in another authority, should I include it on the application?

Yes – the co-ordinated admission process allows you to express a preference for any publicly funded school (this includes Academies, Studio and Free Schools, and Voluntary Aided, Foundation and Trust Schools) including those in another English authority. If you wish your child to be considered for a school in another authority, please include the name of the school in preference order on your application form. We will exchange information with the other local authority to ensure that your preference is considered.

Will I be considered for a place at the catchment school serving my new address?

Provided that you name the school on your application you will be considered for a place at your local (catchment) school. However, we are unable to guarantee a place for your child. If you know that you will be moving into a different catchment area prior to completing the application form, you can name your new local school on your application and state the new address and date of proposed move on the application. You must notify us when you have actually moved in as this may change your criteria for admission. Proof of residency will be required. Please refer to the information in this booklet about changes submitted after the published closing dates.



Can applications be considered for pupils who do not live in Cheshire East?

Yes – Any applications for the admission of pupils who live outside Cheshire East but within the United Kingdom are always considered on an equal basis and in accordance with published arrangements. We also accept applications from overseas.

My child has an older brother/sister already attending a school which is not our local catchment school. I want both children to be at the same school. Will I get a place?

Not necessarily – If there are not enough places to accommodate all parents' preferences, priority will be given in line with the relevant school's oversubscription criteria. For Community and Voluntary Controlled schools, a higher priority is given to siblings of children attending the school and who will continue to attend the school at the time of admission. Many other admission authorities do the same. You will need to look at the published admission arrangements for the school that you would like your child to attend to check the priority within the oversubscription criteria.

If I am refused a place at my preferred school(s) can I appeal?

Yes. For Community and Voluntary Controlled schools, you can appeal against the Local Authority's decision and for other publicly funded schools, you can appeal against the decision of the governing board.

What happens if I am not offered any of my three preferences?

If you are resident in Cheshire East, we will offer you a place at the nearest school with a vacancy. This will not affect your legal right of appeal against a decision not to offer you one of your three preferences.

What happens if I change my mind after I've submitted my application?

If you change your mind about the schools you have named on your application, you will need to email to us stating the reason/s for changing your preference/s. If this request is made before the published closing dates of 31 October 2022 for secondary school places and 15 January 2023 for primary school places, your application details will be changed. Any changes made after these dates will result in your application being treated as late, which could result in a disadvantage, unless we accept that there is a genuine reason for the change, e.g., a recent house move. This information must be stated at the time of the application in order that we can consider your request. Any parent wanting to make a change after the published closing dates for applications without good reason will be advised that the application will be treated as late. Please refer to the section in this booklet on late applications for more information.

When will I know the outcome of my application?

If you applied online, you can view the offer on our published offer dates in your online account. You will also receive an email that will provide a link to download your offer letter. If you used a paper application form or completed one by telephone and provided an email address, you will receive an email as above, taking you to your offer letter.

If you did not provide an email address, you will receive a letter in the post, and this will be posted out by second class mail on the published offer date. Late applications will be processed after all on-time applications, alongside the implementation of waiting lists and in line with the dates published. Please refer to the information earlier in this booklet about possible exceptions in relation to late applications.

What if I do not return my 'accept or decline form' by the closing date?

If you do not inform us by the published date of your decision on the offer made to you, this could result in us withdrawing the school place, especially if the school in question has a waiting list. To ensure that you are not disadvantaged, please return your response, as requested, by the deadline.

What if I need some advice or assistance with my application?

You can either contact us on 0300 123 5012 to speak to an adviser, or you can e-mail your query or write in to request further information or advice. Contact details are included in this booklet.



What if I do not want the place offered for my child?

All parents must notify us of their decision on the offer made to them. Online applicants can accept or decline the place online. If you applied on the paper application form or by telephone you must complete the response form provided and return this to us by the deadlines indicated earlier in this booklet. Places 'declined' will be reallocated to the next person on the school's waiting list. If you are declining the place offered, you must inform us of the alternative arrangements made for your child's education. We urge you to consider the implications of declining a place offered to you without first securing an alternative school place. After the accept/decline deadline dates (see timetable earlier in this booklet) waiting lists will be prepared and vacancies will be reallocated. On offer day you will be able to see a list of the school allocation data and see if there are alternative schools with vacancies. This can be found on our website [Previous school place allocations \(cheshireeast.gov.uk\)](http://cheshireeast.gov.uk)

If I decline the school place offered without making alternative arrangements, will the Local Authority find me a school for my child?

Our advice to you is that you should not decline the place offered to you unless you have already made alternative arrangements. If you are a Cheshire East resident, we do have a duty to provide you with a school place, but this may not be a school of your choice. If you choose to decline the place offered, it is your responsibility to ensure that your child receives an education, and we can provide you with advice about alternative schools with vacancies for September. This will not affect your legal right of appeal. Please telephone 0300 123 5012 for more information.

Definitions used in Admissions Arrangements

The following terms used throughout this booklet are defined as follows, except where individual arrangements spell out a different description. However, where a definition is a legal requirement, it will apply regardless of what is stated.

Additional/Supplementary Forms - All parents who list their preferred schools on the Local Authority's Common Application Form are regarded as having made valid applications. An additional or supplementary form may also have to be completed for applicants considered under faith criteria of faith schools, for boarding school and for selective schools.

'Cared for Children' and Children who were 'Previously Cared for' - A 'cared for child' is a child who is in the care of a local authority or provided with accommodation by that local authority (as defined in section 22 of the Children Act 1989).

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. A child arrangements order is as 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 (in the view of Cheshire East) have been in state care outside of England and ceased to be in state care as a result of being adopted. **Please note:** The law requires that all arrangements give first priority to these children. All admission authorities must therefore adhere to the legal requirement even if this is not stated in their arrangements.

Children with Education, Health and Care Plans (EHCP) - Section 324 of the Education Act 1996 requires the governing boards of all maintained schools to admit a child with an Education, Health and Care Plan that names their school.

Distance - 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 place of residence's coordinate point.



Parents/Family Members - A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents and siblings.

Sibling - Sibling refers to pupils with brothers or sisters, foster brothers or foster sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school, and expected to continue at the school in the following year.

Twins/Multiple Births - In relation to children of multiple births, exceptionally it may be necessary to offer places over the published admission number. This is to ensure that, as far as possible, siblings (i.e., twins, triplets or children from other multiple births) can attend the same school.

SEN/EHCP Siblings - Under exceptional circumstances, if a school is named in the Education, Health and Care Plan any siblings (including twins or other children of multiple birth) will be considered for admission in accordance with the sibling criterion of the oversubscription criteria. This is to ensure that siblings from a multiple birth can attend the same school.

Apply online for a school place

It's quick and easy

You can apply from 1st September 2022 at www.cheshireeast.gov.uk/schooladmissions

Applications should be submitted by

31st October 2022 for secondary

15th January 2023 for primary

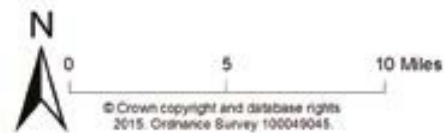
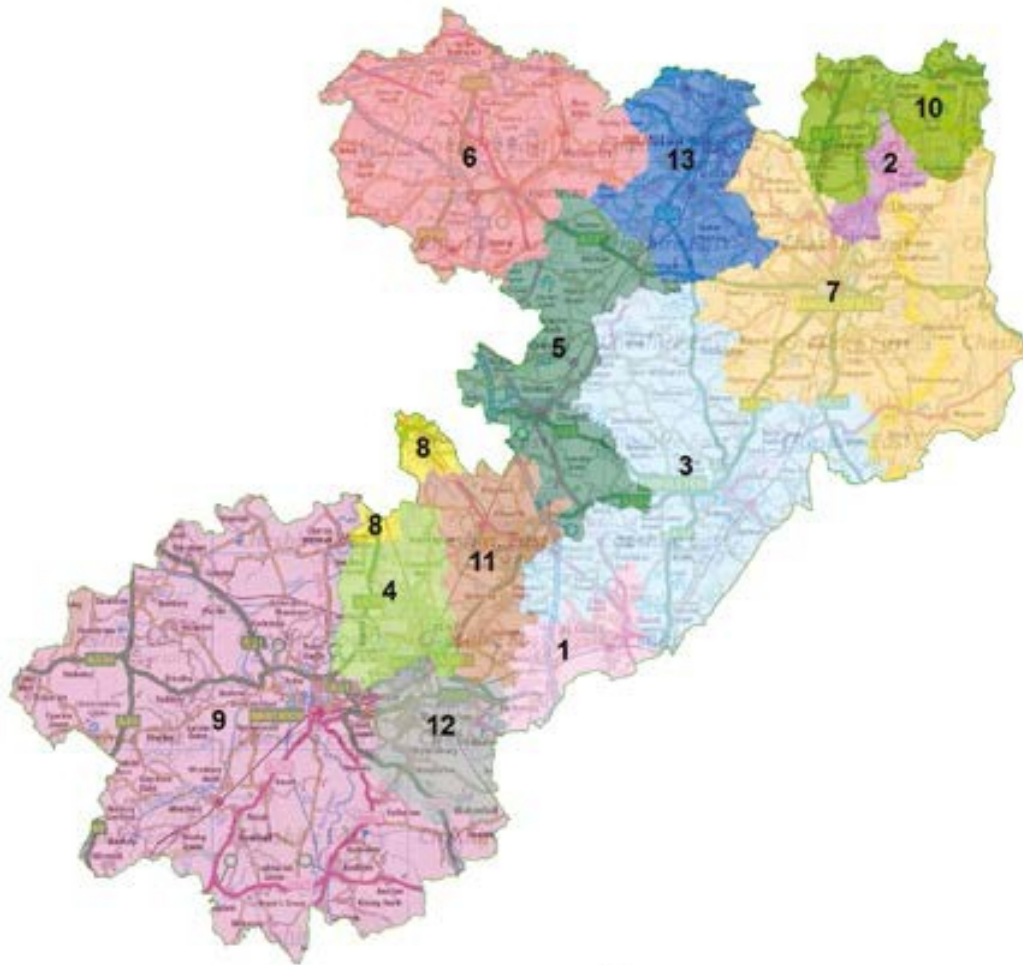
If you are a parent resident in Cheshire East, with a child born between 1 September 2018 and 31 August 2019, your child will be due to start primary school in September 2023.

If you do not have web access call 0300 123 5012



Secondary School Information 2023/2024

Map of areas in Cheshire East



1. Alsager	6. Knutsford	10. Poynton
2. Bollington	7. Macclesfield	11. Sandbach
3. Congleton	8. Middlewich	12. Shavington
4. Crewe	9. Nantwich	13. Wilmslow
5. Holmes Chapel		



Feeder/Partner Primary Schools

All Hallows Catholic College	Alsager School	Brine Leas School	Congleton High School	Eaton Bank Academy	Holmes Chapel Comprehensive School
Christ The King St Alban's St Benedict's St Gregory's St John the Evangelist St Mary's (Cong) St Paul's	Alsager Highfields Cranberry Excalibur Pikemere Rode Heath St Gabriel's Weston Village	Audlem St James Bridgemere Nantwich Primary Pear Tree Sound & District Stapeley Broad Lane Weaver Wrenbury	Astbury St Mary's Black Firs Castle PS (Staffs) Daven Scholar Green Smallwood The Quinta Woodcock's Well	Bosley St Marys Buglawton Havannah Marlfields Marton & District Mossley	Brereton CE Chelford CE Goostrey Hermitage Holmes Chapel Lower Peover CE Peover Superior
Knutsford Academy	Malbank School and Sixth Form College	Middlewich High School	Poynton High School	Ruskin Community High School	Sandbach High School and Sixth Form College
Bexton Egerton High Legh Little Bollington Manor Park Mobberley	Acton Highfields Millfields Nantwich Primary St Oswalds Willaston	Byley Cledford Middlewich Wimboldsley	Adlington Disley Lostock Hall Lower Park Pott Shrigley Vernon Worth	Edleston Gainsborough Pebble Brook	Elworth CE Elworth Hall Haslington Offley Rode Heath Sandbach St John's CE The Dingle Wheelock
Sandbach School	Shavington Academy	Sir William Stanier Community School	St Thomas More Catholic High School	The Fallibroome Academy	The Macclesfield Academy
Elworth CE Elworth Hall Haslington Offley Rode Heath Sandbach St John's CE The Dingle Wheelock	Shavington The Berkeley Weston Village Wistaston Church Lane Wybunbury Delves	Beechwood Brierley Hungerford Leighton Mablins Lane Monks Coppenhall St Michaels Warmingham	St Anne's St Gabriel's St Mary's (Crewe)	Bollinbrook CE Broken Cross Mottram St Andrew Nether Alderley Prestbury CE Upton Priory Whirley	Ash Grove Gawsworth Hollinhey Ivy Bank Parkroyal Wincle
The Oaks Academy	Tytherington School	Wilmslow High School	Secondary Schools Maintained by Other Local Authorities with Cheshire East Feeder /Partner Primary Schools		
Underwood West Vine Tree Wistaston Academy	Bollington Cross Bollington St John's Dean Valley Hurdsfield Kettleshulme Marlborough Parkroyal Puss Bank Rainow	Alderley Edge Ashdene Dean Oaks Gorsey Bank Handforth Grange Lacey Green Lindow Nether Alderley St Anne's Fulshaw Styal	Cheshire West and Chester		
			Bishop Heber High	St Nicholas Catholic High	
			Bickerton Holy Trinity	St Vincent de Paul St Mary's (Middlewich)	
			Tarporley High	The County High, Leftwich	
			Bunbury Aldersey Calveley	High Legh	
			Warrington Borough Council		
			Lymm High School		
			High Legh	Little Bollington	



Summary of how to apply using information provided

1. First consider how many applications were received for your preferred school/s in the Preference Data section that follows. Using last year's applications as a guide, are your preferred schools likely to be oversubscribed?

2. Compare this with the lowest criterion and the furthest distance that was offered to for your school/s. For example, if your family are resident in the school's 'catchment area', were all applications within this criterion successful last year? If not, what was the furthest distance used to offer places? This will give you an indication of the likelihood of success with your preference.

– it is important to remember that this is no guarantee as the pattern of parental preference can change from year to year. Please remember that you can express three school preferences. Please refer to our Applying for School Places booklet for more information about 'equal preferences'.

3. If any school has consulted on their Admission Arrangements for 2023-24, then the oversubscription criteria may have changed. Please ensure you check the relevant school if you wish to choose it as a preference.

4. If you have a low priority (within the oversubscription criteria) for admission to your preferred school/s, you need to bear in mind that your application may be unsuccessful. You will have a statutory right of appeal if this is the case.

5. Now you need to complete your application form, which you can do online at www.cheshireeast.gov.uk/schooladmissions Alternatively, please ring us on 0300 123 5012.

6. Please remember to apply by the closing date to avoid disadvantage and disappointment

School Information Table Breakdown

School Status

After the school's name we have indicated the status of the schools as below

- A = Academy
- C = Community School
- F = Foundation
- VA = Voluntary (Church) Aided School
- VC = Voluntary Controlled School

Published Admission Number (PAN)

This is the number of places available for September in reception. Places will be allocated up to the PAN assuming sufficient applications are received. In some cases, it may be necessary to allocate over the PAN. Please refer to the Applying for School Places booklet for more information about published admission numbers.

Anticipated Number for 2023

This data will give you an idea of the size of the school for September 2022. This includes the number on roll in 2021 and projections based on the PAN and the history of applications. This is only provided as a guide and does not represent the actual number of children that will be on roll in September 2022.



Number of Preferences Received

This is the number of applications received for a place in the reception class at the school. These are broken down into ranking (i.e., 1st, 2nd, and 3rd preference). **The total column includes 'other' preferences. These refer to lower preferences from other local authorities.** Please bear in mind that all preferences are considered equally and therefore, places can be offered to parents who have included a school as a lower ranked preference but who have a higher priority within the oversubscription criteria and have been unsuccessful with a higher ranked preference.

Oversubscription Criteria

If the school receives more applications than it has places available, the oversubscription criteria will be used to determine which applications have priority for the limited number of school places. We have included information about the lowest criterion and related distance that places were allocated to for each school to enable you to make an informed choice about your preferences before completing your application. It is important to consider any changes to the oversubscription criteria agreed for 2023 for each school.

Furthest Distance

This is the straight-line distance measurement in miles from the home address to the school and shows the furthest distance that was used to allocate a school place under the lowest criterion used. Parents of children within the same criterion but living further away from the school were unsuccessful with their preference. In such circumstances, requests can be made to add children to a school's waiting list and parents have a legal right of appeal to an independent panel. Please refer to the Applying for School Places booklet for more information.

Apply online for a school place

It's quick and easy

You can apply from 1st September 2022 at www.cheshireeast.gov.uk/schooladmissions

Applications should be submitted by

31st October 2022 for secondary

15th January 2023 for primary

If you are a parent resident in Cheshire East, with a child born between 1 September 2018 and 31 August 2019, your child will be due to start primary school in September 2023.

If you do not have web access call 0300 123 5012



Cheshire East Secondary School Contact Details, Preference and Allocation Data by Area

Alsager

School Name (DFE Number), Status and Contact Details	Age Range	PAN	Predicted no's for Sept 2022	Number of Preferences Received in 2021				Lowest criteria allocated and Distance	Admission Arrangements (Page no)
				1st	2nd	3rd	Total*		
Alsager School (4121) A Hassall Road, Alsager, Stoke-on-Trent, ST7 2HR Head: Mrs Andrea O'Neill Tel: 01270 871100 email: admin@alsagerschool.org website: www.alsagerschool.org	11-18	265	1666	298	112	48	462	Criterion 5 4.892	44

Congleton

School Name (DFE Number), Status and Contact Details	Age Range	PAN	Predicted no's for Sept 2022	Number of Preferences Received in 2021				Lowest criteria allocated and Distance	Admission Arrangements (Page no)
				1st	2nd	3rd	Total*		
Congleton High School (4226) A Box Lane, Congleton, CW12 4NS Head: Mr Jim Barlow Tel: 01260 730123 email: enquiries@congletonhigh.com website: www.congletonhigh.com	11-18	200	1372	213	120	29	363	Criterion 6 7.945	45
Eaton Bank Academy (4227) A Jackson Road, Congleton, CW12 1NT Head: Mr Ed O'Neill Tel: 01260 273000 email: postpoint@eatonbank.org website: www.eatonbank.org	11-18	180	1161	193	69	21	283	Criterion 5 22.819	45

Crewe

School Name (DFE Number), Status and Contact Details	Age Range	PAN	Predicted no's for Sept 2022	Number of Preferences Received in 2021				Lowest criteria allocated and Distance	Admission Arrangements (Page no)
				1st	2nd	3rd	Total*		
Crewe Engineering & Design UTC (4004) UTC West Street, Crewe, CW1 2PZ Head: Mr Liam McDaid Tel: 01270 218150 email: enquiries@creweutc.org.uk website: www.utccrewe.co.uk	14-19	200	244	Please Contact the School					56



School Name (DFE Number), Status and Contact Details	Age Range	PAN	Predicted no's for Sept 2022	Number of Preferences Received in 2021				Lowest criteria allocated and Distance	Admission Arrangements (Page no)
				1st	2nd	3rd	Total*		
Ruskin Community High School (4139) C Ruskin Road, Crewe, CW2 7JT Head: Mr Dean Postlethwaite Tel: 01270 560514 email: admin@ruskin.cheshire.sch.uk website: www.ruskin.cheshire.sch.uk	11-16	140	743	166	101	50	317	Distance 1.058	42
Sir William Stanier Community School (4000) A Coronation Street, Crewe, CW1 4EB Head: Mr Jason Fraser Tel: 01270 660880 email: admin@sws.cheshire.sch.uk website: http://www.thelifecloud.net/schools/SirWilliamStanierAcademy	11-16	150	714	120	22	12	154	Criterion 5 1.776	51
St Thomas More Catholic High School (4612) A Dane Bank Avenue, Crewe, CW2 8AE Head: Mrs Clare Hogg Tel: 01270 568014/661328 email: admin@st-thomasmore.cheshire.sch.uk website: www.st-thomasmore.cheshire.sch.uk	11-16	128	654	135	93	50	278	Criterion 8 0.564	52
The Oaks Academy (4005) A Buchan Grove, Crewe, CW2 7NQ Head: Mr Peter Kingdom Tel: 01270 661223 email: admin@theoaksacademy.co.uk website: www.theoaksacademy.co.uk	11-16	156	620	72	58	27	157	Criterion 5 2.891	54

Holmes Chapel

School Name (DFE Number), Status and Contact Details	Age Range	PAN	Predicted no's for Sept 2022	Number of Preferences Received in 2021				Lowest criteria allocated and Distance	Admission Arrangements (Page no)
				1st	2nd	3rd	Total*		
Holmes Chapel Comprehensive School (4165) A Selkirk Drive, Holmes Chapel, CW4 7DX Head: Mr Nigel Bielby Tel: 01477 410500 email: office@hccs.info website: www.hccs.info	11-18	210	1349	223	128	59	411	Criterion 5 7.685	46



Knutsford

School Name (DFE Number), Status and Contact Details	Age Range	PAN	Predicted no's for Sept 2022	Number of Preferences Received in 2021				Lowest criteria allocated and Distance	Admission Arrangements (Page no)
				1st	2nd	3rd	Total*		
Knutsford Academy (4163) A Bexton Road, Knutsford, WA16 0EA Head: Mr James Whittaker Tel: 01565 633294/632277 email: contact@knutsfordacademy.org.uk website: www.knutsfordacademy.org.uk	11-18	220	1313	260	103	96	538	Criterion 4 3.725	47
Cheshire Studio School (4002) S Bexton Road Knutsford, WA16 0EA Head: Mr James Whittaker Tel: 01565 633294/632277 email: contact@knutsfordacademy.org.uk website: www.knutsfordacademy.org.uk	14-18	75	105	Please Contact the School					56

Macclesfield

School Name (DFE Number), Status and Contact Details	Age Range	PAN	Predicted no's for Sept 2022	Number of Preferences Received in 2021				Lowest criteria allocated and Distance	Admission Arrangements (Page no)
				1st	2nd	3rd	Total*		
All Hallows Catholic College (4801) A Brooklands Avenue, Macclesfield, SK11 8LB Principal: Mr Tim Beesley Tel: 01625 426138 email: admin@allhallows.org.uk website: www.allhallows.org.uk	11-18	210	1232	190	120	58	369	Criterion 5 154.33	43
The Fallibroome Academy (5401) A Priory Lane, Upton, Macclesfield, SK10 4AF Head: Mr Francis Power Tel: 01625 827898 email: info@fallibroome.org.uk website: www.fallibroome.org.uk	11-18	240	1577	269	243	85	599	Criterion 5 1.512	52
The Macclesfield Academy (4001) A Park Lane, Macclesfield, SK11 8JR Head: Mr Mat Galvin Tel: 01625 383100 email: info@macclesfieldacademy.org website: www.macclesfieldacademy.org	11-16	120	606	87	75	50	212	Criterion 5 10.703	53
Tytherington School (4116) A Manchester Road, Tytherington, Macclesfield, SK10 2EE Head: Mr Emmanuel Botwe Tel: 01625 610220 email: info@tytheringtonschool.co.uk website: www.tytheringtonschool.co.uk	11-18	240	1477	244	119	83	447	Criterion 5 0.343	54



Middlewich

School Name (DFE Number), Status and Contact Details	Age Range	PAN	Predicted no's for Sept 2022	Number of Preferences Received in 2021				Lowest criteria allocated and Distance	Admission Arrangements (Page no)
				1st	2nd	3rd	Total*		
Middlewich High School (4127) A King Edward Street, Middlewich, CW10 9BU Head: Ms Heidi Thurland Tel: 01606 288170 email: admin@mhs.school website: www.middlewichhigh.cheshire.sch.uk	11-16	140	736	141	66	21	228	Distance 3.825	42

Nantwich

School Name (DFE Number), Status and Contact Details	Age Range	PAN	Predicted no's for Sept 2022	Number of Preferences Received in 2021				Lowest criteria allocated and Distance	Admission Arrangements (Page no)
				1st	2nd	3rd	Total*		
Brine Leas School (4220) A Audlem Road, Nantwich, CW5 7DY Head: Mr David Cole Tel: 01270 625663 email: info@brineleas.co.uk website: www.brineleas.co.uk	11-18	215	1480	262	193	72	527	Criterion 6 1.279	44
Malbank School and Sixth Form College (4143) F Welsh Row, Nantwich, CW5 5HD Head: Mr John Harrison Tel: 01270 611009 email: admin@malbank.cheshire.sch.uk website: www.malbank.com	11-16	240	1226	164	152	86	402	Criterion 8 40.465	47

Poynton

School Name (DFE Number), Status and Contact Details	Age Range	PAN	Predicted no's for Sept 2022	Number of Preferences Received in 2021				Lowest criteria allocated and Distance	Admission Arrangements (Page no)
				1st	2nd	3rd	Total*		
Poynton High School (4211) A Yew Tree Lane, Off Dickens Lane, Poynton, SK12 1PU Head: Mr David Waugh Tel: 01625 871811 email: info@phs.cheshire.sch.uk website: www.phs.cheshire.sch.uk	11-18	246	1454	234	96	71	426	Criterion 5 2.741	48



Sandbach

School Name (DFE Number), Status and Contact Details	Age Range	PAN	Predicted no's for Sept 2022	Number of Preferences Received in 2021				Lowest criteria allocated and Distance	Admission Arrangements (Page no)
				1st	2nd	3rd	Total*		
Sandbach High School and Sixth Form College (4123) A Middlewich Road, Sandbach, CW11 3NT Head: Mrs Ellen Walton Tel: 01270 765031 email: officeadmin@sandbachhigh.co.uk website: www.sandbachhigh.co.uk	11-18 Girls	240	1547	234	89	44	371	Criterion 6 7.444	49
Sandbach School (6010) FS Crewe Road, Sandbach, CW11 3NS Head: Mrs Sarah Burns Tel: 01270 758870 email: enquiries@sandbachschool.org website: www.sandbachschool.org	11-18 Boys	240	1590	226	83	42	351	Criterion 7 6.203	49

Shavington

School Name (DFE Number), Status and Contact Details	Age Range	PAN	Predicted no's for Sept 2022	Number of Preferences Received in 2021				Lowest criteria allocated and Distance	Admission Arrangements (Page no)
				1st	2nd	3rd	Total*		
Shavington Academy (4144) A Rope Lane, Shavington, CW2 5DH Head: Mrs Emma Casewell Tel: 01270 685111 email: info@shavington.academy website: www.shavington.academy	11-16	170	948	210	143	121	474	Criterion 5 1.442	50

Wilmslow

School Name (DFE Number), Status and Contact Details	Age Range	PAN	Predicted no's for Sept 2022	Number of Preferences Received in 2021				Lowest criteria allocated and Distance	Admission Arrangements (Page no)
				1st	2nd	3rd	Total*		
Wilmslow High School (4225) C Holly Road, Wilmslow, SK9 1LZ Head: Dr James Pulle Tel: 01625 526191 email: reception@wilmslowhigh.cheshire.sch.uk website: www.wilmslowhigh.com	11-18	300	2258	387	97	47	560	In Area 0.437	42



Admissions Arrangements 2023-24

Oversubscription Criteria – Community and Voluntary Controlled Schools

Please see our website for full list [Cheshire East Council admissions authority schools](#)

The oversubscription criteria will be used to determine which preferences have priority for admission. The oversubscription criteria for Community and Voluntary Controlled schools, i.e. those for which the Local Authority is the admissions authority are as follows:

Ruskin Community High School and Wilmslow High School

Where more applications are received than there are places available, after children with Education, Health and Care (EHC) plans, priority for admission will be based on the Local Authority's published oversubscription criteria as follows:

i) 'Cared for Children' and Children who were 'Previously Cared for'.

- A 'cared for child' is a child who is in the care of a local authority or provided with accommodation by that local authority (as defined in section 22 of the Children Act 1989).
- 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. 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 (in the view of Cheshire East) have been in state care outside of England and ceased to be in state care as a result of being adopted.

(ii) Siblings – pupils with brothers or sisters, step-brothers or step-sisters, foster brother or sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household (for the majority of the school week) already attending the preferred school (in years Reception through to Year 10) and expected to continue at the school in the following school year. (i.e. at the time of admission)

(iii) 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.

(iv) Children attending a school nominated as a feeder/partner primary school for admissions purposes. List of feeder schools can be found in the table on page 32.

(v) 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 place of the child's residence coordinate point.



Oversubscription Criteria – Other Schools

The following pages provide individual schools' oversubscription criteria for every school which is their own admission authority. These include academies, foundation, free and voluntary aided schools. If you wish to view the complete policy for these schools, please refer to the individual school website.

Supplementary Information Forms

The schools listed below require the completion of a Supplementary Information Form in order that additional information in support of an application, particularly in relation to faith, is provided for consideration by the governing board or Academy Trust as the admissions authority for the school. You can access a copy of the forms for admission in 2022 from the individual school websites.

Please contact the school.

- All Hallows Catholic College
- St Thomas More Catholic High School

Please Note: Supplementary Information Forms must be completed and returned to the school and not the Local Authority. You must still complete the Authority's application form, which you can do online at www.cheshireeast.gov.uk/schooladmissions.

Academy Conversions

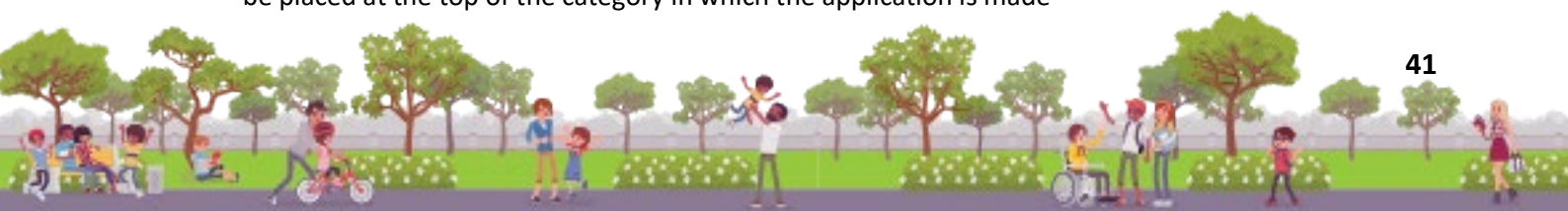
Community or Voluntary Controlled schools may convert to academy status during the course of the year. If they do so, their admission arrangements will remain as determined by Cheshire East Local Authority. Please see the academy schools' oversubscription criteria, and the Cheshire East School Admissions website for the full admission arrangements policy.

All Hallows Catholic College

- 1. Looked after and previously looked after children** (this also includes internationally adopted previously looked after children, i.e. a child who appears (to the Admissions Authority) to have been in state care outside of England and who cease to be in state care as a result of being adopted)
- 2. Catholic children from our Learning Community Primary Schools:** St Alban's Catholic Primary School (Macclesfield), St Benedict's Catholic Primary School (Handforth), St Gregory's Catholic Primary School (Bollington), St John the Evangelist Church of England Primary School (Macclesfield), Saint Mary's Catholic Primary School (Congleton), St Paul's Catholic Primary School (Poynton), Christ the King Catholic and Church of England Primary School (Macclesfield)
- 3. Other Catholic Children**
- 4. Other children from our Learning Community Primary Schools:** St Alban's Catholic Primary School (Macclesfield), St Benedict's Catholic Primary School (Handforth), St Gregory's Catholic Primary School (Bollington), St John the Evangelist Church of England Primary School (Macclesfield), Saint Mary's Catholic Primary School (Congleton), St Paul's Catholic Primary School (Poynton), Christ the King Catholic and Church of England Primary School (Macclesfield)
- 5. Other Children**

Within each of the categories listed above, the following provisions will be applied in the following order.

- The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made
- The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made



Alsager School

1. **Looked after children and previously looked after children** – as defined in section 1.7 of the school's admission code.
2. **Pupils whose brother or sister attends the school** and who is expected to continue at the school in the following school year. This also includes half-brothers/sisters and unrelated children living together as part of one household.
3. **Pupils resident within the designated catchment area of the school.** Our catchment map can be found within Appendix 1 which accompanies this policy.
4. **Children of members of staff** who have been employed at the school for two or more years at the time at which the application for admission to the school is made.
5. **Pupils not resident in catchment but attending one of the following feeder primary schools:**
 - Alsager Highfields Community Primary School
 - Pikemere Primary School
 - Excalibur Primary School
 - Cranberry Academy
 - Rode Heath Primary School
 - Weston Primary School (From September 2015)
 - St Gabriels Primary School

All schools will be treated equally.

6. **All other pupils based on distance criteria.**

Brine Leas School

1. **Looked After and Previously Looked After Children** - As defined in paragraph 3.3 of this policy.
2. **Children resident within the designated catchment area of the school.** Our Catchment map can be viewed at www.cheshireeast.gov.uk and is in the appendix of this policy.
In the case of 2 or more applications that cannot be separated by this criterion, those who also meet criteria 7.3 'Siblings' will be given the highest priority.
3. **Siblings.** - Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address, already attending the school, and are expected to continue at the school in the following school year. **
4. **Children of Staff.** - Staff must have been employed by the Trust for a minimum of two years or have been recently employed to a post with a demonstrable skills shortage. **
5. **Children who attend named feeder schools (for Year 7 only).** ** Our named feeder schools are:
 - Audlem St James CE
 - Bridgemere CE
 - Nantwich Primary Academy
 - Pear Tree
 - Sound & District
 - Stapeley Broad Lane CE
 - Weaver
 - Wrenbury

6. **Distance** - Highest priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's main gates on Audlem Road. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week. **

*** In the case of 2 or more applications that cannot be separated by this criterion, random allocation will be used as a tie breaker to decide between applicants. The random allocation process will be administered and supervised by an independent person*



Congleton High School

1. **Cared for children and all previously cared for children as defined in Section 22 of the Children Act 1989.**
2. **Children whose brother or sister attends the school** and who is expected to continue at the school in the following school year. This also includes half-brothers/sisters and unrelated children living together as part of one household.
3. **Children who attend one of the following feeder schools:**
 - Astbury St Mary's CE Primary
 - Black Firs Primary
 - Castle Primary
 - Daven Primary
 - Scholar Green Primary
 - Smallwood CE Primary
 - The Quinta Primary
 - Woodcocks' Well CE Primary

These schools will be treated equally.

4. **Children of staff** with more than two years service, or those new members of staff recruited to meet a particular skills shortage.
5. **The Governors reserve the right to admit children with proven and exceptional medical and social needs** where admission to the school might best help satisfy those exceptional needs, providing that such application is submitted with appropriate evidence or reports from a doctor or social worker.
6. **All other pupils**

Eaton Bank Academy

1. **'Looked after children' or 'previously looked after children.'** This is a child who is or has been in the care of a local authority or provided with accommodation by that authority (as defined in section 22 of the Children Act 1989).
2. **Siblings** – pupils with brothers or sisters, (including step-brothers or stepsisters, half-brothers or half-sisters if they are living together as part of one household), already attending the preferred school, and expected to continue at the Academy in the following school year. A pupil admission request will qualify under the sibling criterion even if the only sibling is in Year 11 at the Academy, provided they have applied to join the sixth form by 1st December. In relation to children of multiple births, 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 academy.
3. **Children who are currently attending any of the following "Feeder" Primary Schools:**
 - Bosley St Mary's Primary School
 - Buglawton Primary School
 - Havannah Primary School
 - Marlfields Primary Academy
 - Marton & District C E Aided Primary School
 - Mossley C E Primary School
4. **Children of Staff.** Provided that they have been employed for a minimum of two years or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
5. **Children living nearest to the Academy measured using the National Land and Property Gazetteer (NLPG)**

Where the Academy cannot accommodate all pupils qualifying under one of the criteria stated above, the next criteria will also be applied to determine priority for admission. vii) In the event of a tie break, random allocation will be used to decide which of the children within that priority should be offered the available place.



Holmes Chapel Comprehensive School

1. **Cared for Children and Children who were previously 'cared for'** – as defined in section 22 of the Children Act 1989. This includes children who appear to (in the view of Cheshire East) have been in state care outside of England.
2. **Students whose brother or sister attends the school** and who is expected to continue at the school in the following school year. This also includes half-brothers/sisters and unrelated children living together as part of one household.
3. **Students who have attended one of the following partner primary schools** for a minimum of one academic year unless there are exceptional circumstances for the reason for joining one of the schools during the year :-
 - Brereton Primary
 - Chelford Primary
 - Goostrey Primary
 - Hermitage Primary
 - Holmes Chapel Primary
 - Lower Peover Primary
 - Peover Superior Primary

All schools will be treated equally

4. **Children of staff members:** provided they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
5. **All other students based on distance criteria.**

Knutsford Academy

1. **'A 'looked after child' or a child who was previously looked after** is eligible for admission under this criterion.1 Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and accordingly the application would be prioritised under this criterion. Children who were not "looked after" immediately before being adopted or made the subject of a child arrangement order or special guardianship order, will not be prioritised under this criterion. A looked after child 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 (see the definition in 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) 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. **Catchment:** children living within the Academy's defined catchment as identified on the map of the catchment area.
3. **Siblings:** pupils whose brother or sister attends the Academy and are expected to continue to do so in the following school year. This also includes half-brothers/sisters and unrelated children living together as part of one household.
4. **Partner primary schools:** pupils not resident within the catchment area but attending a primary school within it. Partner primary schools are:
 Bexton Primary School, Manor Park Primary School, Egerton Primary School, High Legh Primary School, Mobberley Primary School, Little Bollington Primary School.
5. **Children of staff members:** provided they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
6. **Distance:** Pupils living nearest to the Academy measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's coordinate point of the place of residence.



Malbank School

- 1. Cared for Children and previously Cared for Children;** a cared for child is a child who is in the care of the local authority or provided with accommodation by that authority. This also includes children that have been in care of local authority and have subsequently been adopted or have become subject to a child arrangements order or special guardianship order.
- 2. Children for whom a medical practitioner or psychologist's report has been provided in support of a particular school** which in the governors view justifies admission to the school on the basis that admission to the school is essential for the wellbeing of the child. The governors, if it is considered appropriate, will seek the views of the school doctor or educational psychologist in the event of parents requesting admission on medical or psychological grounds.
- 3. Siblings** – pupils with elder brothers / sisters including half brothers / sisters and unrelated children living together as part of one household already attending **Malbank School** and are expected to be continuing their education at the School the following school year.
- 4. Pupils resident within the designated catchment zone** of Acton CE Primary Academy, Millfields Primary School, Highfields Academy, Willaston Primary Academy, St. Oswald's Worleston CE Primary School and in part of the catchment zone of the Nantwich Primary Academy.
- 5. Children of staff at the school** – where the member of staff has been employed at the school for two years or more at the time at which the application is made or is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 6. Pupils not resident within the local catchment zone but attending a School designated as a partner school** for admissions purposes as out-of-catchment pupils: Designated Partner Primary Schools: Acton CE Primary Academy, Millfields Primary School, Highfields Academy, Willaston Primary Academy, St. Oswald's Worleston CE Primary School and in part of the catchment zone of the Nantwich Primary Academy.
- 7. Pupils for whom there are exceptional circumstances** presented by the parents which justify, in the School's view, admission. These might for example include personal, domestic or social circumstances or relate to the pupil's particular needs, interests or welfare.
- 8. 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.

Middlewich High School

The School converted to academy status on 1 December 2021 and will apply admission arrangements as determined by the Local Authority for 2023-24.

Poynton High School

- 1. Children who are in local authority care or have previously been in care.**
- 2. Brothers and sisters living in the same household as children already in the school who expect to stay at the school for the next school year.** This includes foster and adopted brothers and sisters, step-brothers and sisters, and half-brothers and sisters.
- 3. Children living within the school's catchment area.**
- 4. For high schools, children who are currently pupils at one of the primary schools the high school works with as a feeder school.**
- 5. Children living nearest to the school** as measured in a straight line by the National Property Gazetteer.

Where there are not enough spaces for children who live the same distance away (for example, in the same block of flats), we decide by a random allocation tie-breaker.



Sandbach High School and Sixth Form College

1. Children with statement of An Education, Health Care Plan.

The Academy will subject to its right of appeal to the Secretary of State in relation to named pupil, admit all pupils with an Education Health Care Plan naming the Academy. If the school is named in an Education Health Care Plan the Trustees have a duty to admit the child to the school.

2. "Looked after Children and Previously Looked after Children"

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. A looked after child 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 (see the definition in Section 22(1) of the Children Act 1989).

3. Girls resident within the designated catchment zone of the school.

Girls living in the catchment area of Sandbach High School and Sixth Form College (also the catchment areas of: Elworth CE Primary, Elworth Hall Primary, Offley Primary, Sandbach Heath St John's CE Primary, Wheelock Primary, The Dingle Primary, Haslington Primary). Please see appendix 1.

4. Siblings – Girls with a sibling who attends Sandbach High School and Sixth Form College or Sandbach School and who is expected to continue to attend in the following school year. This also includes half-siblings and unrelated children living together as part of one household.

5. Daughters of staff employed where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

6. Girls not resident within the local catchment zone but attending a school designated as a partner primary school. Designated Partner Primary Schools are: Elworth CE Primary, Elworth Hall Primary, Offley Primary, Sandbach Primary Academy, Sandbach Heath St John's CE Primary, Wheelock Primary, Haslington Primary, The Dingle Primary and Rode Heath Primary.

7. Girls living nearest to the school as 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.

Sandbach School

1. Cared for children and previously cared for children - A 'cared for child' is a child who is in the care of a local authority or provided with accommodation by that local authority (as defined in section 22 of the Children Act 1989). 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. A child arrangements order is as 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 (in the view of Cheshire East) have been in state care outside of England and ceased to be in state care as a result of being adopted."

2. Aptitude – Sandbach School will admit up to 24 applicants into Year 7 who have aptitude in Music or Sport. Evidence of this aptitude will be provided via an assessment event to which all those who have applied for a place under Priority 2 will be invited. Applications for entry into Year 7 based on Music or Sporting aptitude must be made via a separate form which can be found on the school website. This must be returned to the school on the date indicated on this form. Applicants should indicate on the LA CAF that an application to the school has been made under this priority.

3. Pupils resident within the designated catchment area of the school – See Appendix 1.

4. Siblings – boys with brothers, step-brothers or half-brothers living together as part of one household already attending Sandbach School and expected to continue here the following school year OR boys with sisters, step-sisters or half-sisters already attending Sandbach High School & Sixth Form College and expected to continue there the following school year.



5. Children of staff with more than two years' service, or those new members of staff recruited to meet a particular skills shortage, who are not resident within the local catchment zone nor attending a school designated as a partner/feeder school for admissions purposes.

6. Pupils not resident within the local catchment zone but attending a school designated as a partner/feeder school for admissions purposes as out-of-catchment pupils. Designated Partner Schools: Elworth CE Primary, Elworth Hall Primary, Offley Primary, Sandbach Primary Academy, Sandbach Heath St John's CE Primary, Wheelock Primary, Haslington Primary, The Dingle Primary and Rode Heath Primary.

7. Pupils living nearest to the school measured using the National Land and Property Gazetteer (NLPG) which measures

Shavington Academy

1. Looked after Children; A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. A looked after child 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 (see the definition in Section 22(1) of the Children Act 1989).

2. Siblings – children with elder brothers/sisters (including half-brothers/sisters and unrelated children living together as part of one household) already attending Shavington Academy and are expected to be continuing their education at the school the following school year.

3. Children resident within the designated catchment area of Shavington Academy. Our catchment map can be viewed at www.cheshireeast.gov.uk.

4. Children attending AND living within the catchment area of a school designated as a partner primary school (Shavington Primary School, The Berkeley Academy, Weston Village Primary School, Wistaston Church Lane Academy and Wybunbury Delves C of E Aided Primary School).

5. Children not resident within the local catchment area of, BUT attending a school designated as a partner school (Shavington Primary School, The Berkeley Academy, Weston Village Primary School, Wistaston Church Lane Academy and Wybunbury Delves C of E Aided Primary School).

6. Children living nearest to Shavington Academy 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.

Sir William Stanier Community School (as at 2022)

1. 'A 'looked after child' or a child who was previously looked after is eligible for admission under this criterion. Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and accordingly the application would be prioritised under this criterion. Children who were not "looked after" immediately before being adopted or made the subject of a child arrangement order or special guardianship order, will not be prioritised under this criterion.

A looked after child 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 (see the definition in 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 child arrangements order or special guardianship order) 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 elder brothers or sisters, step-brothers or step-sisters, foster brothers or foster sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the school (in years 7 through to Year 10) and expected to continue at the school in the following school year (i.e. at the time of admission).

3. Children resident within the designated catchment zone of the school. Children will be classed within this category if they and their parents/carers are resident within the area served by the school on the closing date for applications.



4. Children not resident within the school's designated catchment area but attending a school nominated as a feeder/partner primary school for admissions purposes, as out-of-zone pupils. The agreed feeder/partner primary schools are:

- Monks Coppenhall
- Brierley Primary School
- Mablins Lane
- Hungerford
- Beechwood
- Leighton
- St Michael's
- Warmingham

5. "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" [This criterion will be used as a tie-break in criteria (3) to (5) above.]

If the school cannot differentiate between the applications using criterion vi a random allocation tiebreaker will be applied. This may be required for example, where applicants reside in the same block of flats or are children of a multiple birth living at the same address.

St Thomas More Catholic High School

- 1. Catholic looked after and previously looked after children. (see notes 2 & 3)**
- 2. Catholic children who attend a feeder Catholic primary school**, namely, St Anne's Catholic Primary School, St Gabriel's Catholic Primary School and St Mary's Catholic Primary School. (see notes 3&4)
- 3. Other Catholic children. (see note 3)**
- 4. Other looked after and previously looked after children. (see note 2)**
- 5. Other children who attend a feeder Catholic primary school**, namely, St Anne's Catholic Primary School, St Gabriel's Catholic Primary School and St Mary's Catholic Primary School.
- 6. Any other children.**

Within each of the categories listed above, the following provisions will be applied in the following order:

- (i)** The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above.
- (ii)** The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above.

The Fallibroome Academy

- 1. Looked after children or previously looked after children** as defined in section 22 of the Children Act 1989.
- 2. Pupils whose brother or sister attends the school** and who is expected to continue at the school in the following school year. This also includes half-brothers/sisters and unrelated children living together as part of one household.
- 3. Children of all staff employed** at The Fallibroome Academy for two or more years, at the time at which the application for admission to the school is made, or staff recruited to fill a vacant post for which there is a demonstrable skill shortage. This does not include staff who are recruited to fulfil seasonal responsibilities (such as Examination Invigilators).
- 4. Pupils who attend one of the following feeder primary schools:**
 - Bollinbrook
 - Broken Cross
 - Mottram St Andrew
 - Nether Alderley



- Prestbury
- Upton Priory
- Whirley

All schools will be treated equally.

5. All other pupils based on distance criteria.

The Macclesfield Academy

1. Looked after children or previously looked after children as defined in section 22 of the Children Act 1989. A 'looked after child' is a child who is in the care of a local authority or provided with accommodation by that authority at the time of application and who the local authority has confirmed will still be looked after at the time of admission to the Academy. 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).

2. Children for whom there are particular medical or social reasons which, in the Academy's view, justifies admission to the Academy. Supporting evidence from a registered professional, such as a medical practitioner, psychologist or social worker, must be provided which sets out the particular reasons why the Academy is the most suitable school and the difficulties that would be caused if the child had to attend another school. The Academy Trust will consider the information presented and will determine whether the evidence is sufficiently compelling to apply this criterion to the application. Few applications fall within this category.

3. Pupils whose brother or sister attends the Academy and who is expected to continue at the Academy in the following school year. This also includes adopted brothers/sisters, half-brothers/sisters and step brothers/sisters living at the same address.

4. Children of all staff employed at The Macclesfield Academy for two or more years, at the time at which the application for admission to the Academy is made, or staff recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. Pupils who attend one of the following primary schools which are participating members of the Macclesfield Academy Learning Community:

- Ash Grove Academy
- Gawsorth Primary School
- Hollinhey Primary School
- Ivy Bank Primary School
- Parkroyal Community School
- Wincle C of E Primary School

All these schools will be treated equally.

6. All other pupils based on distance criteria using the methodology adopted by Cheshire East Council.

The Oaks Academy

1. 'A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child 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 (see the definition in Section 22(1) of the Children Act 1989). This includes 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. Primary feeder schools within our local community:

- Gainsborough Primary School
- Wistaston Academy
- Vine Tree Primary School
- Edleston Primary School



3. Siblings: pupils whose brother or sister attends the academy and are expected to continue to do so in the following school year. This also includes half-brothers/sisters and unrelated children living together as part of one household.

4. Children of staff members: provided they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.

5. Distance: Pupils living nearest to the academy measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's coordinate point of the place of residence. The selection of the nodal point will be determined by where the child wakes up most (Mon-Fri)

Tytherington School

1. Looked after children and children who were previously looked after* - Looked after children and children who were previously looked after. A 'looked after child' is a child who is in the care of a Local Authority or provided with accommodation by that Local Authority (as defined in section 22 of the Children Act 1989). Children previously looked after are children who were looked after as defined above, but immediately after being looked after became subject to an adoption, child arrangements order (formerly residence order) or special guardianship order. 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 the Children and Families Act 2014. Section 14A of the Children act 1989 defines a special guardianship order appointing one or more individuals to be a child's special guardian/s. This includes children who appear to (in the view of Cheshire East) have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Siblings - Children with brothers or sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or adopted sisters, foster brothers or foster sisters living together as part of one household, already attending Tytherington School and expected to continue at the school in the following year (i.e. at the time of admission).

3. Children of staff at Tytherington School who have been permanently employed for two or more years at the time at which the application for admission to Tytherington School is made, or permanently employed staff recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. Children attending Feeder/Partner Primary Schools - The following schools are designated as feeder/partner primary schools for Tytherington School:

Bollington Cross CE Primary School, Bollington St John's CE Primary School, Dean Valley Community Primary School, Hurdsfield Community Primary School, Kettleshulme St James' CE Primary School, Parkroyal Primary School, Puss Bank School, Rainow Primary School, Marlborough Primary School.

5. Children resident in the school's catchment area - Children are classed as resident in the school's catchment area if they and their parents/carers are living in the area served by the school. A map of the catchment area for Tytherington School can be viewed at www.cheshireeast.gov.uk/schools

6. Children living nearest to the school - Distance from school will be measured using the National Land and Property Gazetteer which measures straight line distances in miles from the school's coordinate point to the place of residence's coordinate point.



UTC and Studio Schools Age 14-19 Education Option

Below are listed alternative opportunities for education starting in Year 10 which are available to your child, which may be within a reasonable travelling distance dependent on where you are resident within Cheshire East. You may wish to look into these and consider whether your child would want to apply for a place in September. Details of the schools within Cheshire East can be found in this booklet, but you would need to check the relevant website for details on options that can be offered those outside the local authority.

Cheshire Studio School (as at 2022)

Name	Specialism
Cheshire Studio School Bexton Road, Knutsford, WA16 0AE Head: Mr James Whittaker Tel: 01565 633294/632277 email: contact@knutsfordacademy.org.uk website: www.knutsfordacademy.org.uk	<ul style="list-style-type: none"> • Construction • Hospitality with Hair and Beauty or Health and Social Care • Design and Media

1. A 'looked after child' or a child who was previously looked after is eligible for admission under this criterion. Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and accordingly the application would be prioritised under this criterion. Children who were not "looked after" immediately before being adopted or made the subject of a child arrangement order or special guardianship order, will not be prioritised under this criterion. A looked after child 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 (see the definition in 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 order³ or special guardianship order⁴) 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. Feeder Academy: Knutsford Academy is the feeder Academy for the Cheshire Studio School. A maximum of 60% of remaining places will be allocated to applicants on its roll. In the event of oversubscription within this category random allocation will be used (see 'Tiebreaker' below)

3. Distance: remaining places will be allocated for all remaining applicants based on distance from Cheshire Studio 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 coordinate point of the place of residence.



Crewe Engineering and Design UTC (as at 2022)

Name	Specialism
Crewe Engineering & Design UTC West Street, Crewe, Cheshire, CW1 2PZ Head: Mr Liam McDaid Tel: 01270 218150 email: enquiries@creweutc.org.uk website: www.utccrewe.co.uk	<ul style="list-style-type: none"> • Engineering • Manufacturing • Design

Priority 1

Looked after children and previously looked after children are those who have been adopted, or have become subject to a child arrangements order or special guardianship order. A Looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in their exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Priority 2

Children with brothers or sisters who currently attend the Crewe Engineering & Design UTC and are living at the same address. For these purposes, brothers and sisters must be living at the same address as your child. Siblings refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house.

Priority 3

Those living in the catchment area. The 'catchment area' for the Crewe Engineering & Design UTC is defined in Table 1 below. The percentage split between each 'sub catchment' area will be reviewed annually in line with changing demographics. Any changes to this would be determined in September and would not take effect until the beginning of the Academic year two years later to allow for compliance with admissions code. This would mean that any changes identified in September 2020 would not take effect for entry in September 2022.

For September 2020, the initial 'sub-catchment' / split for entry into Year 10 will be: Table 1 on page 57.

Sub-Catchment Area	% of remaining Places
Crewe LAP (Local Area Partnership)	35%
Congleton LAP (includes Sandbach)	25% Community and Voluntary Controlled Schools
Nantwich LAP	15%
Macclesfield LAP	5%
Staffordshire County	10%
Cheshire West and remaining Cheshire East LAPs	10%
Total	100%

When Year 10 is oversubscribed as a whole, a random allocation (lottery) process will be applied in each sub-catchment area that is over-subscribed, and these lotteries will determine the allocation of places within each oversubscribed area under Priority 3.



(Note: the names of children allocated under Priorities 1 and 2 will not be required to be submitted to these lotteries, as their places will already have been allocated.)

In the situation where Year 10 is oversubscribed as a whole, but one or more of the sub catchment areas is undersubscribed, then all unsuccessful applicants from oversubscribed sub-catchment areas will be placed in a further and final 'lottery' for allocation to those places remaining within the overall PAN for 2020 of 200 pupils. This will be overseen by an independent panel of three adults.

Priority 4

Applications from outside of the catchment area defined in Table 1. If the school is oversubscribed within this criterion and a tiebreak is needed to determine who is admitted, a random allocation (lottery) process will be applied (see section 7 below).

Other Local Authority UTCs

Name	Specialism
The JCB Academy Mill St, Rocester, Uttoxeter ST14 5JX www.jcbacademy.com	• Engineering and Business
UTC Warrington Dallam Lane, Warrington, WA2 7NG www.utcw.co.uk	• Engineering • Science
UTC@MediaCityUK 100–102 Broadway, Salford, M50 2UW www.utcmidiacityuk.org.uk	• Creative and digital industries • Entrepreneurship

Other Local Authority Studio Schools

Name	Specialism
Chester International School Queen's Park Campus, Queen's Park Road, Handbridge, Chester CH4 7AE email: enquiries@chesterinternational.co.uk website: www.chesterinternational.co.uk	• Global business • Entrepreneurship • Academic



If you do not wish to apply online, then please complete the following form and return to Cheshire East Local Authority.

Your right as a 'parent' to apply for a place at a school of your choice

In accordance with legal requirements, Cheshire East Council makes provision for 'parents' to apply for a place at a school of their choice. Section 576 of the Education Act 1996 defines a 'parent' as,

- all natural parents, whether they are married or not
 - any person who, although not a natural parent, has parental responsibility* for a child or young person
 - any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law).
- *People other than a child's natural parents can acquire parental responsibility through
- being granted a residence order
 - being appointed a guardian
 - being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare)
 - adopting a child
 - (in the case of step-parents) in agreement with the child's mother (and other parent if that person also has parental responsibility for the child) or as the result of a court order.

Where a child's parents are not married to each other, the child's father can gain parental responsibility by registering the child's birth jointly with the mother; through a 'parental responsibility agreement' between him and the child's mother; and as the result of a court order. In addition, a local authority can acquire parental responsibility if it is named in the care order for a child

Please Note:

Your application can only be discussed with the 'parents' whose details you have included on your application form.



APPLICATION FOR ADMISSIONS IN SEPTEMBER 2022
CHESHIRE EAST RESIDENTS ONLY

The best way to apply is online at www.cheshireeast.gov.uk
(You will be able to view your offer online on the published date)

SURNAME **DATE OF BIRTH**

FIRST NAME(S) **GENDER:** M ☐ F ☐

ADDRESS AT WHICH PUPIL IS RESIDENT During the admissions procedure you **must** notify School Admissions in writing of any change of home address. Where a place is offered based on the address given on the preference form but it is subsequently found to have changed because you have moved home, the place may be withdrawn. Places offered on the basis of fraudulent or intentionally misleading information will be withdrawn. **Your statutory right of appeal will not be affected.**

<p>.....</p> <p>.....</p> <p>Postcode..... Phone No</p>	<p>Child's Current School (including Nursery and/or LA if applicable)</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>.....School</p> <p>..... LA</p> </div>
---	--

NAME(S) OF PARENT(S) OR ADULT(S) WITH PARENTAL RESPONSIBILITY (CARERS):

Mr/Mrs/Ms/Dr etc	Initial	Surname	Relationship to child	Daytime Telephone No/ Mobile:
Mr/Mrs/Ms/Dr etc	Initial	Surname	Relationship to child	Daytime Telephone No/ Mobile:
Email address/s				
Address(es) (if different from pupil's address)				

Names of preferred schools and the name of the Authority in which the school is located. Any schools outside Cheshire East Local Authority will need to be listed here as well.

Please state 3 preferences in ranked order. (Do not include fee-paying Independent schools)

Example	Midshire High School	LA	Cheshire East
1st Preference		LA	
2nd Preference		LA	
3rd Preference		LA	

Please tick any of the following reasons applicable to each of your preferences.

Reasons:	1 st Preference	2 nd Preference	3 rd Preference
Sibling (brothers and sisters) <i>(please provide details overleaf)</i>			
Catchment Area <i>(where Catchment Area applies)</i>			
Distance <i>(home to preferred school)</i>			
Religion/Faith <i>(please state denomination)</i>			

Siblings – pupils with brothers or sisters, step-brothers or step-sisters, foster brothers or foster sisters, half-brother or half-sister living together as part of one household, already attending the preferred school and expected to continue at the school in the following school year.

Name of Sibling	School & year group	Date of Birth

Does your child have an Education Health Care Plan ?		Yes	No
Is the child “Cared for” by a Local Authority or been previously “Cared for” (i.e. in care to Social Services)?		Yes	No
If yes, please state which Local Authority. Please provide documentary evidence or Social Worker contact details.	Local Authority: Social Worker tel:		
Is your child one of a Multiple Birth (e.g. twin)? [if yes, separate form/s needs completing for each]		Yes	No
Is the parent/carer a Crown Servant or member of UK Armed Forces? If yes – a unit postal address or quartering area address will be required in advance of removal to the area for this to be considered.		Yes	No

Other relevant circumstances

Please include here any further information which you consider may be relevant to your preference(s). Continue on a separate sheet, if necessary. You may wish to make separate statements in support of each of your preferences. Please provide full details of dual residency.

--

Faith Schools

If you have stated a preference for a Voluntary (Church) Aided School, **you should also contact the preferred school** as additional information may be required in support of your application.

<p>I declare that all the information which I have provided is true. I understand that any school place offered on the basis of fraudulent or intentionally misleading information may be withdrawn. I have read the Council's information booklet on admissions.</p> <p>Signed..... (Mr/Mrs/Miss/Ms/Dr etc.)</p> <p>Print Name..... Date.....</p>

PLEASE RETURN THIS FORM TO: School Admissions, Cheshire East Council, Floor 5, c/o Municipal Buildings, Earle Street, Crewe CW1 2BJ.

If you require an acknowledgement, please provide a stamped address envelope with your application.

Closing Date for Applications: 31 October 2022 Secondary and 15 January 2023 for Primary Forms received after this date will be processed after all on time applications. Please refer to information in the admissions booklet on late applications

DATA PROTECTION ACT - The Council maintains a Register Entry in respect of Education which includes the administration relating to pupils. Personal information provided on this form is treated in confidence and complies with the requirements of the General Data Protection Regulations (GDPR). This information may also be shared with other local authorities

VERIFICATION OF INFORMATION – the Council may verify information you have provided on this form which could involve contacting other departments of the Council who maintain appropriate records. In instances where the information provided is different from that held by them, they may use the information on this form.

Use of Information - Data Protection and Security

Full details of how your data is used can be found in our Privacy Notice: available on the Schools section of our website or on request.

In order that your application can be processed in accordance with your wishes, Cheshire East Borough Council will share your personal information within the Local Authority, with other relevant local authorities and with relevant schools. Relevant local authorities include your home local authority i.e., the authority where you live and local authorities where the schools named on the application form are located; relevant schools include the schools listed as preferences and the current or most recent school.

Cheshire East Borough Council has a duty under the Children's Act 2004 to work with partners to provide and improve services to children and young people in the area. Therefore, Cheshire East may also use the information provided for admission to school for other legitimate purposes, which may necessitate the sharing of information held with other boards responsible for administering services to children and young people within the local authority including School Transport, Social Care and Health and also partners in Public Health.

The Council also has a duty to protect the public funds it administers, and to this end it may use the information you have provided on this form for the prevention and detection of crime, including fraud. This may necessitate sharing information with other local authorities, government departments and law enforcement agencies.

Data Security

All admissions application data is stored securely and maintained in accordance with Data Protection Legislation. Applicants who choose to make their applications on the paper form will have their details entered electronically by Cheshire East Council office.

Verification of Address Details

To ensure that school places are allocated correctly, other Council records may be used to verify the address provided on your application form.

Protecting Data

The General Data Protection Regulations (GDPR) is a law designed to protect the privacy of individuals, in particular with regards to the processing of their personal information. GDPR covers manual (paper) records as well as those held on computer.

Cheshire East Borough Council will ensure that any personal or sensitive information given to them for the purpose of School Admissions will be held in accordance with the GDPR and its six principles, which are:

- Processing must be fair, lawful and transparent;
- The information we obtain must be for specific and lawful purposes;
- The information must be adequate, relevant and not excessive for those purposes;
- The information must be accurate and kept up to date;
- We must not hold the information for longer than is necessary;
- The information must be subject to the appropriate technical and organisational security measures;

In addition, GDPR makes additional provision that:

- We must process information in accordance with your rights;
- We must not transfer the information outside the European Union unless the country in question provides adequate security.

Schools Data Protection

Under the GDPR, schools are data controllers and are responsible for registering individually with the Information Commissioner's Office as well as complying with the six principles of the GDPR when using, storing and protecting personal data.

Freedom of Information

All information held by Cheshire East Borough Council is subject to the Freedom of Information Act 2000. Potentially any information held may be released to the public upon receipt of a request. Personal data will be assessed under the requirements of the GDPR and will only be released if it does not incur a breach of any of the data protection principles.

Feedback Form

Did you find this guide helpful?

Please answer the questions below, cut out this page and return it to the address at the foot of this page. **Please circle as appropriate**

Did you find the guide	Poor Very Good				
Clearly written?	1	2	3	4	5
Easy to understand?	1	2	3	4	5
Included the information you wanted?	1	2	3	4	5
Well laid out, so that you could find the sections you wanted?	1	2	3	4	5
Helped you to understand the admission process in Cheshire East?	1	2	3	4	5
Overall, how helpful did you find the guide?	1	2	3	4	5

Is there anything not covered in the guide which you think should be included in future?

Do you have any other suggestions for improving it?

Responding as a parent/governor/Council employee/other? – please specify Thank you for your help.

Please return to: School Admissions, Cheshire East Council Floor 5, c/o Municipal Buildings, Earle Street, Crewe, CW1 2BJ

Email: admissions@cheshireeast.gov.uk Twitter: [@CE_Admissions](https://twitter.com/CE_Admissions) Telephone: 0300 123 5012

If you are having difficulty accessing this document or need further assistance, please contact the School Admissions Team. Alternatively call Customer Services on 0300 123 5012.