

## **Admissions Policy for academic year 2018/2019**

Ash Grove Academy is part of The Aspire Educational Trust and the Governing Body is the admissions authority. The admissions policy has been designed to comply with the Schools Admissions Code 2012 and all relevant legislation, including that on infant class sizes and equal opportunities.

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

Subject to the criteria set out below, children will be admitted in the September following their fourth birthday. The academy has an agreed admission number (the published admission number or PAN) of 30 pupils for entry in reception. The academy will accordingly admit up to 30 pupils. Places will be allocated by the Governing Body on the basis of applications received through the Cheshire East admissions system. This allows parents/guardians to apply for entry to any Cheshire East primary school by means of the Cheshire East Primary School Common Application Form (CAF) available in the 'Applying for school Places' document published by Cheshire East Council (CEC) and on-line via the CEC website. The school will offer places on a full time basis from the start of the Autumn Term.

### **2) "In-Year" Admissions**

In-year admissions will be handled by the academy. No child will be admitted over the PAN of 30.

### **Oversubscription Criteria for all types of admissions.**

Once children with statements of special educational needs or Education Health and Care Plans have been admitted then places are allocated in accordance with the order of the following oversubscription rules:

#### **1. '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 being provided with accommodation by a local authority (as defined in section 22 of the Children Act 1989) at the time of making the application to school. 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. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A child arrangement 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. 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).

#### **2. Siblings**

Pupils with brothers or sisters step-brothers or step-sisters, foster brother or sisters, half-brother or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school (in years reception through to year 5) 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 area of the school** Children will be classed within this criterion if they and their parents/carers are resident within the area served by the school.

**4. Pupils living nearest to the school**

Measured using an Ordnance Survey address-point system which measures straight line distances in miles from the address point of the place of residence to the address point of the school.

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

**Fair Access Protocol:**

The academy participates in Cheshire East Local Authority Fair Access protocol.

**Right of Appeal:**

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

Where an in year application and subsequent appeal are unsuccessful the Admissions Authority will not consider a repeat application within the same academic year unless there has been a relevant and significant change of circumstances relating to the application, or a place has become available in school.

**Admission authorities hold a waiting list for the September Reception intake until the 31<sup>st</sup> December that year. This will be ranked in criterion order, not on a first come first served basis.**

**Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, must take precedence over those on a waiting list.**

**The academy does not hold a waiting list beyond 31st December nor for in year admissions and parents are asked to keep in touch to find out if a place has become available.**

Further information can be found in the 'Applying for school places' document produced by Cheshire East.