



## Admissions Policy for academic year 2018/19

Leighton Academy is an Academy School and the Academy Trust is the admissions authority. Academies are required by their funding agreements to comply with the Schools Admissions Code 2014 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 60 pupils for entry in reception. The academy will accordingly admit up to 60 pupils.

Places will be allocated by the Academy Trust 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.

Children are entitled to a full-time place in the September following their fourth birthday. Parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

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

In-year admissions will be handled by the academy. No child will be admitted over the PAN of 60. A parent may however, still exercise their legal right of appeal if refused a place.

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

Once children with statements of special educational need or an Education and Health Care Plan naming Leighton Academy have been admitted then places are allocated in accordance with the order of the following oversubscription criteria which apply when there are more applications than places available:

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, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. 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 6) and expected to continue at the school in the following school year (i.e. at the time of admission)
3. **Children of staff at the school** - Priority will be given to children of full-time members of staff who have been employed at the school for two or more years (at the time of application) and for new staff recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. **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.
5. **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. Each local authority must have a Fair Access Protocol agreed with the majority of schools in its area to ensure that outside the normal admissions round unplaced and vulnerable children are offered a school place as quickly as possible.

### **Right of Appeal:**

In the event of a decision to refuse a place at the academy, parents have the right to appeal to an independent appeals panel against non-admission. Appeal forms can be requested from 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.

**The academy only holds a waiting list until the end of the autumn term and each added child will require the list to be ranked again in accordance with the oversubscription criteria. Priority will not be given on the date the application was received or the date the child's application was received. Parents are asked to keep in touch to find out if a place has become available after this time.**

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

Approved by governors: 16.02.2017