



Determined Admission Arrangements 2025-2026

The North West Academies Trust has determined its admissions policy for 2025-2026.

A copy of the Admission Arrangements 2025-2026 will be published on the Academy's website by 15th March 2024.

Determined Admissions Arrangements follow for all schools within The North West Academies Trust.



Acresfield Academy

Acresfield Academy Admission Arrangements for 2025-26

1 Making an Application

- 1.1 The North West Academies Trust 'the Trust' is the admissions authority for Acresfield Academy 'the Academy'. During the normal admissions round, Cheshire West and Chester operates the co-ordinated admissions scheme which includes the Academy. Parents wishing to apply for a place should put the Academy down as a preference on the common application form.
- 1.2 Cheshire West and Chester also manages in-year admissions to the Academy, details of which can be found below.

2 Published Admissions Number (PAN)

- 2.1 Acresfield Academy has a PAN of 30 for entry into Reception for the **2025-2026** academic year. If the number of applications exceeds the PAN then the oversubscription criteria (below) will be used to determine which applicants will be provided with a place.

3 Oversubscription Criteria

Where more applications are received than there are places available, after the admission of pupils with an Education Health Care Plan where the school is named in the plan, then the Academy will rank applications in accordance with the following oversubscription criteria, in order:

- (1) Children who are looked after or are previously looked after child;
- (2) Children who have a sibling who attends the Academy at the date of admission;
- (3) Children of staff of the Academy who have been employed for two or more years at the time of the application or are recruited to fill a vacant post for which there is a demonstrable skill shortage. To qualify under this criterion, the staff member must be a 'direct employee'. This includes any member of staff (teaching or non-teaching) with two years continuous employment with the school or seasonal employment totalling two years. Staff contracted in to provide services to the school do not count as 'direct employees'. For the purposes of this criterion, 'children of staff' is taken to include a son, daughter or step-son/daughter, or child who is adopted or fostered or for whom a special guardianship order is in place, in all cases providing they are living at the same address as the parent who is employed by the school;

- (4) Children who attend Acresfield Nursery – Children will be classed in this category if they attend the Acresfield Nursery for at least 15 hours a week at the time of application. NB: Children who go to a nursery or pre-school based at a school do not get a guaranteed place at the school. You must still make a reception application.
- (5) Other children, with priority for admission given to those whose home address is the shortest distance from the Academy.

4 Definitions

- 4.1 A 'looked after child' is a child 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.
- 4.2 A 'previously looked after child' is a child that ceased to be looked after because they were adopted, became subject to a child arrangements order or special guardianship order. This includes children who appear to the Trust to have been in state care outside of England but ceased to be so because they were adopted.
- 4.3 The 'catchment area' is available to view on the Cheshire West and Chester website. <https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-admissions/catchment-areas>
- 4.4 'Sibling' means a brother or sister, half brother or sister or legally adopted child being regarded as a brother or sister.
- 4.5 The 'home address' is the address at which the child spends the majority of their week during term time. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date where multiple applications are made will result in a random number generator to determine which application to process.
- 4.6 'Distance' means pupils living nearest to the school measured in a straight line from the centrally plotted Basic land and property unit point of the child's home address to the centrally plotted basic land and property unit point of the school as defined by local land and property gazetteer.

5 Tie breaker

Where there are two or more applicants in a criterion who have equal priority for admission and there are insufficient places available, random allocation will be used to determine which child shall be given a place. The use of random allocation will be supervised by someone independent of the Trust.

6 Applying for a year group outside of chronological age group

Where parents want their child to be educated outside of their chronological age group, an application should be made in writing to the headteacher at the

Academy at the same time as the application for a place. (Please refer to the policy relating to the education of children outside of their chronological year group.) The application should explain why the parents wish for their child to be educated outside of their chronological age group and enclose any evidence that supports it. The views of the headteacher will also be considered. Parents will be notified of the decision on the application, which will be based on the circumstances of the case and what is in the best interests of the child, in writing once it has been made. This decision is separate from the decision on whether a place is granted.

7 Appeals

Where a child is not offered a place, the parent(s) will be entitled to an appeal against the decision to refuse admission. The letter of refusal will contain details of how to go about appealing the decision, including the deadline for lodging the appeal and who to contact. Parents must set out their grounds for appeal as part of their application. Where an appeal is successful, the Academy must admit the child.

8 Waiting List

The Academy will maintain a waiting list until 31 December in the academic year of admission. Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.

9 In-year Applications

Details on how to apply for place outside of the normal admissions round can be found on the Acresfield Academy's website. Where multiple applications are received and the Academy does not have sufficient places for every child that has applied for one, places will be allocated on the basis of the oversubscription criteria.

10 Withdrawing Places

In certain circumstances the Trust may decide to withdraw a place offered if one of the following circumstances occurs:

- Where a parent has not responded to the offer of a place, even after chasing;
- Where fraudulent or intentionally misleading information is used as part of the application; or
- Where the offer has been made in error.

Admissions Timeline

Date	Details
1 September	Application process starts - parents/carers can apply for a school place
15 January	Closing date for on time applications
16 April	Notification of offers:
16 May	Closing date for on time appeals - appeals received by this date will be heard by 18 July



Acton C E Academy Admission Arrangements for 2025-26

1 Making an Application

- 1.1 The North West Academies Trust 'the Trust' is the admissions authority for Acton CE Primary Academy 'the Academy'. During the normal admissions round, Cheshire East operates the co-ordinated admissions scheme which includes the Academy. Parents wishing to apply for a place should put the Academy down as a preference on the common application form.
- 1.2 Cheshire East also manages in-year admissions to the Academy, details of which can be found below.

2 Published Admissions Number (PAN)

- 2.1 Acton has a PAN of 28 for entry into Reception for the **2025-2026** academic year. If the number of applications exceeds the PAN then the oversubscription criteria (below) will be used to determine which applicants will be provided with a place.

3 Oversubscription Criteria

Where more applications are received than there are places available, after the admission of pupils with an Education Health Care Plan where the school is named in the plan, then the Academy will rank applications in accordance with the following oversubscription criteria, in order::

- (1) Children who are looked after or are previously looked after child;
- (2) Children who have a sibling who attends the Academy at the date of application or submission.
- (3) Children of staff of the Academy who have been employed for two or more years at the time of the application or are recruited to fill a vacant post for which there is a demonstrable skill shortage. To qualify under this criterion, the staff member must be a 'direct employee'. This includes any member of staff (teaching or non-teaching) with two years continuous employment with the school or seasonal employment totalling two years. Staff contracted in to provide services to the school do not count as 'direct employees. For the purposes of this criterion, 'children of staff' is taken to include a son, daughter or step-

son/daughter, or child who is adopted or fostered or for whom a special guardianship order is in place, in all cases providing they are living at the same address as the parent who is employed by the school;

- (4) Children whose home address is within the Catchment Area of the Academy, with priority given to those children that live nearest to the Academy by distance. A link to the [catchment area can be seen here](#).
- (5) Other children, with priority for admission given to those whose home address is the shortest distance from the Academy.

4 Definitions

- 4.1 A 'looked after child' is a child 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.
- 4.2 A 'previously looked after child' is a child that ceased to be looked after because they were adopted, became subject to a child arrangement order or special guardianship order. This includes children who appear to the Trust to have been in state care outside of England but ceased to be so because they were adopted.
- 4.3 The '[catchment area](#)' can be accessed by the Local Authority
- 4.4 'Sibling' means a brother or sister, half brother or sister or legally adopted child being regarded as a brother or sister.
- 4.5 The 'home address' is the address at which the child spends the majority of their week during term time. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date where multiple applications are made will result in a random number generator to determine which application to process.
- 4.6 'Distance' means pupils living nearest to the school measured in a straight line from the centrally plotted Basic land and property unit point of the child's home address to the centrally plotted basic land and property unit point of the school as defined by local land and property gazetteer.

5 Tie breaker

Where there are two or more applicants in a criterion who have equal priority for admission and there are insufficient places available, random allocation

will be used to determine which child shall be given a place. The use of random allocation will be supervised by someone independent of the Trust.

6 Applying for a year group outside of the chronological age group

Where parents want their child to be educated outside of their chronological age group, an application should be made in writing to the headteacher at the Academy at the same time as the application for a place. (Please refer to the policy relating to the education of children outside of their chronological year group.) The application should explain why the parents wish for their child to be educated outside of their chronological age group and enclose any evidence that supports it. The views of the headteacher will also be considered. Parents will be notified of the decision on the application, which will be based on the circumstances of the case and what is in the best interests of the child, in writing once it has been made. This decision is separate from the decision on whether a place is granted.

7 Appeals

Where a child is not offered a place, the parent(s) will be entitled to an appeal against the decision to refuse admission. The letter of refusal will contain details of how to go about appealing the decision, including the deadline for lodging the appeal and who to contact. Parents must set out their grounds for appeal as part of their application. Where an appeal is successful, the Academy must admit the child.

8 Waiting List

The Academy will maintain a waiting list until 31 December in the academic year of admission. Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.

9 In-year Applications

Details on how to apply for place outside of the normal admissions round can be found on the Acton Academy's website. Where multiple applications are received and the Academy does not have sufficient places for every child that has applied for one, places will be allocated on the basis of the oversubscription criteria.

10 Withdrawing Places

In certain circumstances the Trust may decide to withdraw a place offered if one of the following circumstances occurs:

- Where a parent has not responded to the offer of a place, even after chasing;
- Where fraudulent or intentionally misleading information is used as part of the application; or
- Where the offer has been made in error.

Admissions Timeline	
Date	Details
1 September	Application process starts - parents/carers can apply for a school place
15 January	Closing date for on time applications
16 April	Notification of offers:
16 May	Closing date for on time appeals - appeals received by this date will be heard by 18 July



Calveley Academy Admission Arrangements for 2025-26

1 Making an Application

- 1.1 NWAT 'the Trust' is the admissions authority for 'Calveley Academy'. During the normal admissions round, local authority operates the co-ordinated admissions scheme, which includes the Academy. Parents wishing to apply for a place should put the Academy down as a preference on the common application form.
- 1.2 The local authority also manages in-year admissions to the Academy, details of which can be found below.

2 Published Admissions Number (PAN)

- 2.1 Calveley has a PAN of 15 for entry into Reception for the **2025-2026** academic year. If the number of applications exceeds the PAN then the oversubscription criteria (below) will be used to determine which applicants will be provided with a place.

3 Oversubscription Criteria

Where more applications are received than there are places available, after the admission of pupils with an Education Health Care Plan where the school is named in the plan, then the Academy will rank applications in accordance with the following oversubscription criteria, in order:

1. Children who are looked after or are previously looked after child;
2. Children who have a sibling who attends the Academy at the date of admission;
3. Children of staff of the Academy who have been employed for two or more years at the time of the application or are recruited to fill a vacant post for which there is a demonstrable skill shortage. To qualify under this criterion, the staff member must be a 'direct employee'. This includes any member of staff (teaching or non-teaching) with two years continuous employment with the school or seasonal employment totalling two years. Staff contracted in to provide services to the school do not count as 'direct employees'. For the purposes of this criterion, 'children of staff' is taken to include a son, daughter or step-son/daughter, or child who is adopted or fostered or for whom a special guardianship order is in place, in all cases providing they are living at the same address as the parent who is employed by the school;
4. Children who attend Calveley Academy's Nursery – Children will be classed in this category if they attend the Nursery on site at Calveley for at least 15 hours a week at the time of application. NB: Children who go to a nursery or pre-school based at a school do not get a guaranteed place at the school. You must still make a reception application

6 Applying for a year group outside of chronological age group

Where parents want their child to be educated outside of their chronological age group, an application should be made in writing to the headteacher at the Academy at the same time as the application for a place. (Please refer to the policy relating to the education of children outside of their chronological year group.) The application should explain why the parents wish for their child to be educated outside of their chronological age group and enclose any evidence that supports it. The views of the headteacher will also be considered. Parents will be notified of the decision on the application, which will be based on the circumstances of the case and what is in the best interests of the child, in writing once it has been made. This decision is separate from the decision on whether a place is granted.

7 Appeals

Where a child is not offered a place, the parent(s) will be entitled to an appeal against the decision to refuse admission. The letter of refusal will contain details of how to go about appealing the decision, including the deadline for lodging the appeal and who to contact. Parents must set out their grounds for appeal as part of their application. Where an appeal is successful, the Academy must admit the child.

8 Waiting List

The Academy will maintain a waiting list until 31 December in the academic year of admission. Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.

9 In-year Applications

Details on how to apply for place outside of the normal admissions round can be found on Calveley Academy's website. Where multiple applications are received and the Academy does not have sufficient places for every child that has applied for one, places will be allocated on the basis of the oversubscription criteria.

10 Withdrawing Places

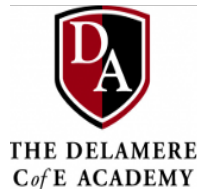
In certain circumstances the Trust may decide to withdraw a place offered if one of the following circumstances occurs:

Where a parent has not responded to the offer of a place, even after chasing;

Where fraudulent or intentionally misleading information is used as part of the application; or

Where the offer has been made in error.

Admissions Timeline	
Date	Details
1 September	Application process starts - parents/carers can apply for a school place
15 January	Closing date for on time applications
16 April	Notification of offers:
16 May	Closing date for on time appeals - appeals received by this date will be heard by 18 July



Delamere CE Academy Admission Arrangements for 2025-26

Arrangements for entry

At Delamere C of E Primary Academy, we are proud to deliver a rich and creative learning experience that enables all the children to fulfil their potential. Our vision puts children first. As a Christian School, we aim for all children to be successful, independent learners and effective decision makers. We value the individual and are committed to an inclusive education promoting respect for all, working in partnership with governors, parents and the local community.

Safeguarding - See School Safeguarding Policy. All staff have appropriate child protection and safeguarding training with the Head of School and the Assistant Head the designated leads responsible for monitoring safeguarding issues in school. We actively encourage our children to use modern technology to the fullest of its potential. In this school we believe that the best protection from the dangers that can exist around online safety is to develop pupils' awareness through our teaching and their learning. All staff have had PREVENT training and are aware of the dangers that can exist to children's well-being in its many forms.

The emotional health and wellbeing of all members of Delamere C of E Academy (including staff, pupils, parents and carers) is fundamental to our philosophy and ethos 'valuing everyone, caring for each other, achieving excellence'.

1 Making an Application

- 1.1 The North West Academies Trust 'the Trust' is the admissions authority for Delamere Academy 'the Academy'. During the normal admissions round, Cheshire West and Chester (CWAC) operates the co-ordinated admissions scheme which includes the Academy. Parents wishing to apply for a place should put the Academy down as a preference on the common application form.
- 1.2 Outside of the normal admission round CWAC – local authority manages these directly. Further details on how to apply can be found on

<https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-admissions/in-year-school-transfers>

For more information please see our Academy's website

<https://delamereacademy.co.uk/admissions>

2 Published Admissions Number (PAN)

- 2.1 Delamere Academy has a PAN of 26 for entry into Reception for the **2025-2026** academic year. If the number of applications exceeds the PAN then the oversubscription criteria (below) will be used to determine which applicants will be provided with a place.

3 Oversubscription Criteria

Where more applications are received than there are places available, after the admission of pupils with an Education Health Care Plan where the school is named in the plan, then the Academy will rank applications in accordance with the following oversubscription criteria, in order:

1. Children who are looked after or are previously looked after child;
2. Children who have a sibling who attends the Academy at the date of application.
3. Children of staff of the Academy who have been employed for two or more years at the time of the application or are recruited to fill a vacant post for which there is a demonstrable skill shortage. To qualify under this criterion, the staff member must be a 'direct employee'. This includes any member of staff (teaching or non-teaching) with two years continuous employment with the school or seasonal employment totalling two years. Staff contracted in to provide services to the school do not count as 'direct employees'. For the purposes of this criterion, 'children of staff' is taken to include a son, daughter or step-son/daughter, or child who is adopted or fostered or for whom a special guardianship order is in place, in all cases providing they are living at the same address as the parent who is employed by the school;
4. Other children, with priority for admission given to those whose home address is the shortest distance from the Academy.

4 Definitions

- 4.1 A 'looked after child' is a child 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.
- 4.2 A 'previously looked after child' is a child that ceased to be looked after because they were adopted, became subject to a child arrangements order or special guardianship order. This includes children who appear to the Trust to have been in state care outside of England but ceased to be so because they were adopted.
- 4.3 'Sibling' means a brother or sister, half brother or sister or legally adopted child being regarded as a brother or sister.
- 4.4 The 'home address' is the address at which the child spends the majority of their week during term time. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date where multiple

applications are made will result in a random number generator to determine which application to process.

- 4.5 'Distance' means pupils living nearest to the school measured in a straight line from the centrally plotted Basic land and property unit point of the child's home address to the centrally plotted basic land and property unit point of the school as defined by local land and property gazetteer.

5 Tie breaker

Where there are two or more applicants in a criterion who have equal priority for admission and there are insufficient places available, random allocation will be used to determine which child shall be given a place. The use of random allocation will be supervised by someone independent of the Trust.

6 Applying for a year group outside of the chronological age group

Where parents want their child to be educated outside of their chronological age group, an application should be made in writing to the headteacher at the Academy at the same time as the application for a place. (Please refer to the Policy relating to the education of children outside of their chronological year group.) The application should explain why the parents wish for their child to be educated outside of their chronological age group and enclose any evidence that supports it. The views of the headteacher will also be considered. Parents will be notified of the decision on the application, which will be based on the circumstances of the case and what is in the best interests of the child, in writing once it has been made. This decision is separate from the decision on whether a place is granted.

7 Appeals

Where a child is not offered a place, the parent(s) will be entitled to an appeal against the decision to refuse admission. The letter of refusal will contain details of how to go about appealing the decision, including the deadline for lodging the appeal and who to contact. Parents must set out their grounds for appeal as part of their application. Where an appeal is successful, the Academy must admit the child.

8 Waiting List

The Academy will maintain a waiting list until 31 December in the academic year of admission. Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.

9 In-year Applications

Details on how to apply for place outside of the normal admissions round can be found on the <https://delamereacademy.co.uk/admissions> Academy's website. Where multiple applications are received and the Academy does not have sufficient places for every child that has applied for one, places will be allocated on the basis of the oversubscription criteria.

10 Withdrawing Places

In certain circumstances the Trust may decide to withdraw a place offered if one of the following circumstances occurs:

- Where a parent has not responded to the offer of a place, even after chasing;
- Where fraudulent or intentionally misleading information is used as part of the application; or
- Where the offer has been made in error.

Admissions Timeline	
Date	Details
1 September	Application process starts - parents/carers can apply for a school place
15 January	Closing date for on time applications
16 April	Notification of offers:
16 May	Closing date for on time appeals - appeals received by this date will be heard by 18 July



Ellesmere Primary School Admission Arrangements for 2025-26

1 Making an Application

- 1.1 The North West Academies Trust 'the Trust' is the admissions authority for Ellesmere Primary School 'the Academy'. During the normal admissions round, Shropshire Council operates the co-ordinated admissions scheme which includes the Academy. Parents wishing to apply for a place should put the Academy down as a preference on the common application form.
- 1.2 For admissions to the Reception Year, applications must be made through Shropshire Council by 15th January in the academic year prior to which your child is due to start school. All applications received by this date will be considered and parents will be informed by Shropshire Council on 16th April if they have been allocated a place for their child. Please see the Parents Guide to Education booklet on the website www.shropshire.gov.uk/schooladmissions and also for details of the admission arrangements.
- 1.3 Ellesmere Primary School manages in-year admissions to the Academy, details of which can be found below.

2 Published Admissions Number (PAN)

- 2.1 Ellesmere Primary School has a PAN of 45 for entry into Reception for the **2025-2026** academic year. If the number of applications exceeds the PAN then the oversubscription criteria (below) will be used to determine which applicants will be provided with a place.

3 Oversubscription Criteria

Where more applications are received than there are places available, after the admission of pupils with an Education Health Care Plan where the school is named in the plan, then the Academy will rank applications in accordance with the following oversubscription criteria, in order:

- (1) Children who are looked after or are previously a looked after child;
- (2) Children living inside the designated catchment area will have priority of admission. If there are not enough places for all the children in the catchment area then the following criteria for admission will apply in order:
 - a. Priority will be given to children living within the catchment area who will have an older sibling at the school on the day they are due to start school.

- b. After that, priority will be given to other children who live within the catchment area.
- (3) Children of staff of the Academy who have been employed for two or more years at the time of the application or are recruited to fill a vacant post for which there is a demonstrable skill shortage. To qualify under this criterion, the staff member must be a 'direct employee'. This includes any member of staff (teaching or non-teaching) with two years continuous employment with the school or seasonal employment totalling two years. Staff contracted in to provide services to the school do not count as 'direct employees'. For the purposes of this criterion, 'children of staff' is taken to include a son, daughter or step-son/daughter, or child who is adopted or fostered or for whom a special guardianship order is in place, in all cases providing they are living at the same address as the parent who is employed by the school;
- (4) If there are spaces still available after the above criteria have been applied, children living outside the designated catchment area will be offered places according to those whose home address is the shortest distance from the Academy.
- (5) All other children

4 Definitions

- 4.1 A 'looked after child' is a child 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.
- 4.2 A 'previously looked after child' is a child that ceased to be looked after because they were adopted, became subject to a child arrangements order or special guardianship order. This includes children who appear to the Trust to have been in state care outside of England but ceased to be so because they were adopted.
- 4.3 'Sibling' means a brother or sister, half brother or sister or legally adopted child being regarded as a brother or sister.
- 4.4 The 'home address' is the address at which the child spends the majority of their week during term time. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date where multiple applications are made will result in a random number generator to determine which application to process.
- 4.5 'Distance' means for admission purposes all distances are measured by the School Admissions Team as a straight line distance on a computerised mapping system between the home address and the nearest appropriate entrance gate of the school by pinpointing their eastings and northings. Where two addresses are within the same block of flats, the lowest number of flat or nearest the ground floor will be deemed to be the nearest in distance.

5 Tie breaker

Where there are two or more applicants in a criterion who have equal priority for admission and there are insufficient places available, random allocation will be used to determine which child shall be given a place. The use of random allocation will be supervised by someone independent of the Trust.

6 Applying for a year group outside of the chronological age group

Where parents want their child to be educated outside of their chronological age group, an application should be made in writing to the headteacher at the Academy at the same time as the application for a place. (Please refer to the policy relating to the education of children outside of their chronological year group.) The application should explain why the parents wish for their child to be educated outside of their chronological age group and enclose any evidence that supports it. The views of the headteacher will also be considered. Parents will be notified of the decision on the application, which will be based on the circumstances of the case and what is in the best interests of the child, in writing once it has been made. This decision is separate from the decision on whether a place is granted.

7 Appeals

Where a child is not offered a place, the parent(s) will be entitled to an appeal against the decision to refuse admission. The letter of refusal will contain details of how to go about appealing the decision, including the deadline for lodging the appeal and who to contact. Parents must set out their grounds for appeal as part of their application. Where an appeal is successful, the Academy must admit the child.

8 Waiting List

The Academy will maintain a waiting list until 31 December in the academic year of admission. Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.

9 In-year Applications

Details on how to apply for place outside of the normal admissions round can be found on the Academy's website. Where multiple applications are received and the Academy does not have sufficient places for every child that has applied for one, places will be allocated on the basis of the oversubscription criteria.

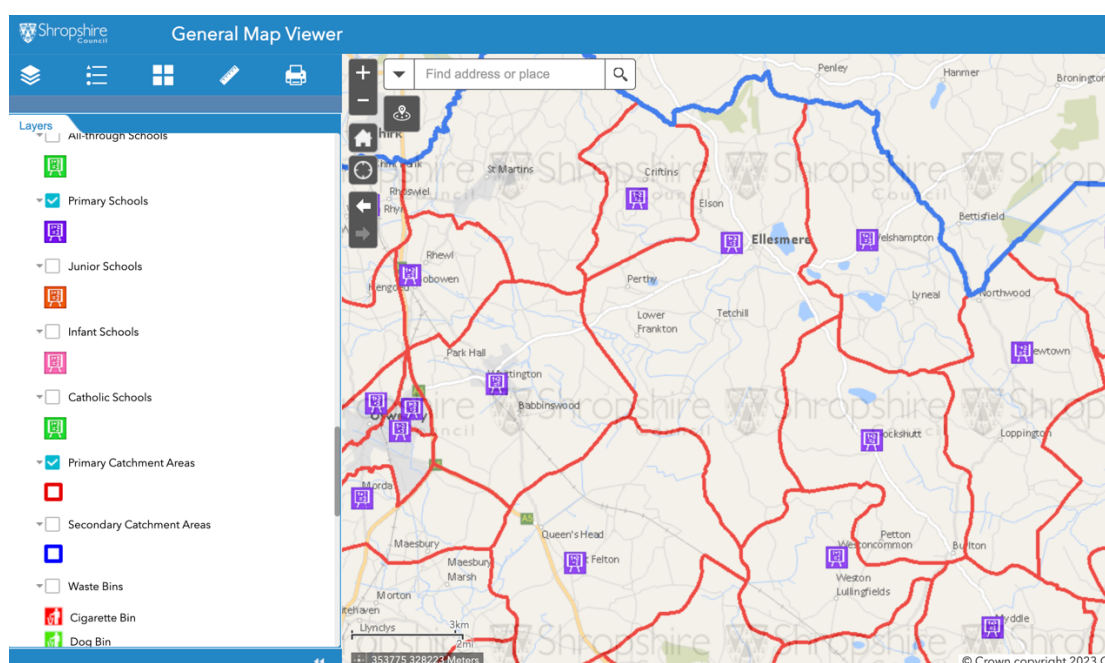
10 Withdrawing Places

In certain circumstances the Trust may decide to withdraw a place offered if one of the following circumstances occurs:

- Where a parent has not responded to the offer of a place, even after chasing;
- Where fraudulent or intentionally misleading information is used as part of the application; or
- Where the offer has been made in error.

Appendix: Catchment Area Location

Use the [Shropshire Maps General Map Viewer](#) and click on Primary Schools and Primary Catchment area after typing in your postcode to locate your nearest school and to see if you are in the catchment area for Ellesmere Primary School. Or click on the map below.



Admissions Timeline	
Date	Details
1 September	Application process starts - parents/carers can apply for a school place
15 January	Closing date for on time applications
16 April	Notification of offers:
16 May	Closing date for on time appeals - appeals received by this date will be heard by 18 July



The Grosvenor Park
C of E Academy

The Grosvenor Park C E Academy Admission Arrangements for 2025-26

1 Making an Application

- 1.1 The North West Academies Trust 'the Trust' is the admissions authority for Grosvenor Park C. of E. Academy 'the Academy'. During the normal admissions round, Cheshire West and Chester (CWAC) operates the co-ordinated admissions scheme which includes the Academy. Parents wishing to apply for a place should put the Academy down as a preference on the common application form.
- 1.2 Cheshire West and Chester also manages in-year admissions to the Academy, details of which can be found below.

2 Published Admissions Number (PAN)

- 2.1 Grosvenor Park C. of E. Academy has a PAN of 30 for entry into Reception for the **2025-2026** academic year. If the number of applications exceeds the PAN then the oversubscription criteria (below) will be used to determine which applicants will be provided with a place.

3 Oversubscription Criteria

Where more applications are received than there are places available, after the admission of pupils with an Education Health Care Plan where the school is named in the plan, then the Academy will rank applications in accordance with the following oversubscription criteria, in order:

- (1) Children who are looked after or are previously looked after child;
- (2) Children who have a sibling who attends the Academy at the date of application.
- (3) Children of staff of the Academy who have been employed for two or more years at the time of the application or are recruited to fill a vacant post for which there is a demonstrable skill shortage. To qualify under this criterion, the staff member must be a 'direct employee'. This includes any member of staff (teaching or non-teaching) with two years continuous employment with the school or seasonal employment totalling two years. Staff contracted in to provide services to the school do not count as 'direct employees'. For the purposes of this criterion, 'children of staff' is taken to include a son, daughter or step-son/daughter, or child who is adopted or fostered or for whom a special guardianship order is in place, in all cases providing they are living at the same address as the parent who is employed by the school;

- (4) Church of England Faith Places (Up to 50% of places).
- (a) Children whose parents/guardians are faithful and regular worshippers in the City of Chester: The Parish Church – St John the Baptist.
 - (b) Children whose parents/guardians are faithful and regular worshippers in a neighbouring Anglican Church for whom this is the closest Church of England school.
- (5) Other children, with priority for admission given to those whose home address is the shortest distance from the Academy.

4 Definitions

- 4.1 A 'looked after child' is a child 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.
- 4.2 A 'previously looked after child' is a child that ceased to be looked after because they were adopted, became subject to a child arrangements order or special guardianship order. This includes children who appear to the Trust to have been in state care outside of England but ceased to be so because they were adopted.
- 4.3 By 'faithful and regular' we mean attendance at a minimum of two services per month for at least six months prior to the date of application. A form stating only this criteria and signed by your incumbent or minister or other church officer will be required as proof of attendance. A document for this purpose can be found on the Academy's website or upon request from the school office.
- 4.4 A map showing the parish boundaries can be found at the end of this document.
- 4.5 'Sibling' means a brother or sister, half brother or sister or legally adopted child being regarded as a brother or sister.
- 4.6 The 'home address' is the address at which the child spends the majority of their week during term time. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date where multiple applications are made will result in a random number generator to determine which application to process.
- 4.7 'Distance' means pupils living nearest to the school measured in a straight line from the centrally plotted Basic land and property unit point of the child's home address to the centrally plotted basic land and property unit point of the school as defined by local land and property gazetteer.

5 Tie breaker

Where there are two or more applicants in a criterion who have equal priority for admission and there are insufficient places available, random allocation will

be used to determine which child shall be given a place. The use of random allocation will be supervised by someone independent of the Trust.

6 Applying for a year group outside of the chronological age group

Where parents want their child to be educated outside of their chronological age group, an application should be made in writing to the headteacher at the Academy at the same time as the application for a place. (Please refer to the Policy relating to the education of children outside of their chronological year group.) The application should explain why the parents wish for their child to be educated outside of their chronological age group and enclose any evidence that supports it. The views of the headteacher will also be considered. Parents will be notified of the decision on the application, which will be based on the circumstances of the case and what is in the best interests of the child, in writing once it has been made. This decision is separate from the decision on whether a place is granted.

7 Appeals

Where a child is not offered a place, the parent(s) will be entitled to an appeal against the decision to refuse admission. The letter of refusal will contain details of how to go about appealing the decision, including the deadline for lodging the appeal and who to contact. Parents must set out their grounds for appeal as part of their application. Where an appeal is successful, the Academy must admit the child.

8 Waiting List

The Academy will maintain a waiting list until 31 December in the academic year of admission. Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.

8. In-year Applications

Details on how to apply for place outside of the normal admissions round can be found on Grosvenor Park C.E. Academy's Website. Where multiple applications are received and the Academy does not have sufficient places for every child that has applied for one, places will be allocated on the basis of the oversubscription criteria.

9 Withdrawing Places

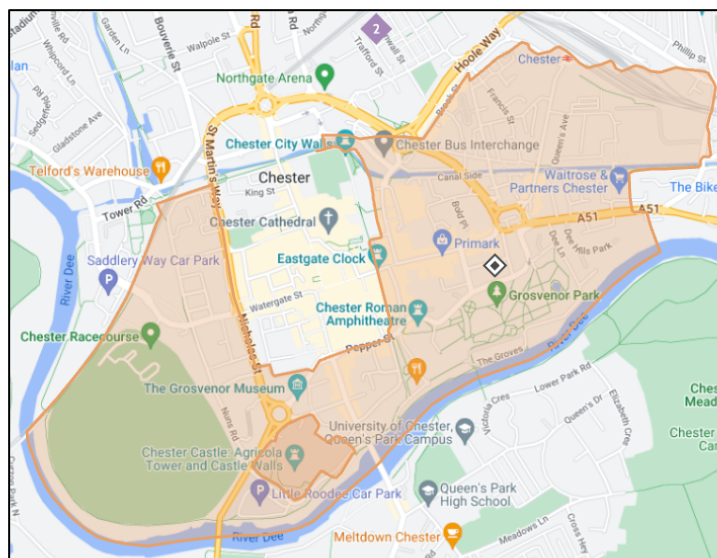
In certain circumstances the Trust may decide to withdraw a place offered if one of the following circumstances occurs:

- Where a parent has not responded to the offer of a place, even after chasing;
- Where fraudulent or intentionally misleading information is used as part of the application; or

- Where the offer has been made in error.

Annex A. Link to Parish Boundary for Chester St. John.

<https://www.achurchnearyou.com/search/?lat=53.1904703&lon=-2.8837892&place=&postcode=&text=church%7Cparish+boundary>



Admissions Timeline	
Date	Details
1 September	Application process starts - parents/carers can apply for a school place
15 January	Closing date for on time applications
16 April	Notification of offers:
16 May	Closing date for on time appeals - appeals received by this date will be heard by 18 July

Kingsbourne Academy Admission Arrangements for 2025-26

Introduction and Rationale

Kingsbourne Academy is a fully inclusive, publicly funded primary school that enables all children, regardless of ability, to learn in an environment that caters for their needs. Responsibility for the admission of pupils rests with the Academy Trust. Admissions comply with the [School Admissions Code 2021](#) and [Appeals Code 2022](#) we ensure that our admissions policy is fair and transparent.

Making an Application

The North West Academies Trust, 'the Trust', is the admissions authority for Kingsbourne Academy 'the Academy'. During the normal admissions round. Cheshire East Local Authority operates the co-ordinated admissions scheme which includes the Academy. Parents who live in Cheshire East wishing to apply for a place should put the Academy down as a preference on the common application form. If you live in a different English local authority area but want a place in the Academy, apply through your home local authority.

Outside of the normal admissions round (also known as In-year admissions) Cheshire East Local Authority coordinates these directly. Further details on how to apply for an [In-year admission](#) can be found below.

Applications for the Academy must be made directly to Cheshire East Local Authority - admissions are not dealt with by the Academy itself. Applications can be made online via the Council's website. Where you will also find the [Admissions Booklets](#), with applications included. To ask for an accessible or paper version, please [email Cheshire East's admissions team](mailto:admissions@cheshireeast.gov.uk) at admissions@cheshireeast.gov.uk

Published Admissions Number (PAN)

Kingsbourne Academy has a **PAN** of **30** children for entry into Reception Class for the **2025-2026** academic year. If the number of applications exceeds the PAN then the oversubscription criteria (below) will be used to determine which applicants will be provided with a place. Kingsbourne Academy is required to comply with the infant class size rules which requires that Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

Oversubscription Criteria

Where more applications are received than there are places available, after the admission of pupils with an Education Health Care Plan where the school is named in the plan, then the Academy will rank applications in accordance with the following oversubscription criteria, in order:

1. **Children who are in local authority care** or have previously been in care.*

2. **Children who have a sibling*** who attends the Academy.
3. **Children of staff of the Academy** who have been employed for two or more years at the time of the application or are recruited to fill a vacant post for which there is a demonstrable skill shortage. To qualify under this criterion, the staff member must be a 'direct employee'. This includes any member of staff (teaching or non-teaching) with two years continuous employment with the Academy or seasonal employment totalling two years. Staff contracted in to provide services to the Academy do not count as 'direct employees'. For the purposes of this criterion, 'children of staff' is taken to include a son, daughter or step-son/daughter, or child who is adopted or fostered or for whom a special guardianship order is in place, in all cases providing they are living at the same address as the parent who is employed by the Academy;
4. **Children living nearest to the Academy.** Pupils living nearest to the Academy measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the Academy's coordinate point to the place of the child's residence coordinate point.

Definitions

*A 'looked after child' is a child 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 definitions in section 22(1) of the Children Act 1989).

*A 'previously looked after child' is a child that ceased to be looked after because they were adopted, became subject to a child arrangement order or special guardianship order. This includes children who appear to the Trust to have been in state care outside of England but ceased to be so because they were adopted.

*'Sibling' 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 6) and expected to continue at the school in the following school year. (i.e. at the time of admission).

* The 'home address' is the address at which the child spends the majority of their week during term time. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date where multiple applications are made will result in a random number generator to determine which application to process.

*'Summer born' The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August)

Tie breaker

Distance criterion will be applied as a tie breaker if the number of pupils applying under criterion (4) exceeds the number of available places. To differentiate between two equal distance measurements, a random allocation tie breaker will be applied. This will be administered under independent supervision, in accordance with the requirements of the School Admissions Code 2021 at paragraph 1.35.

Multiple Births.

For children of multiple births, exceptionally it may be necessary to offer places over the published admission number to ensure that siblings (i.e. twins, triplets or children from other multiple births) can attend the same school.

Applying for a year group outside of the chronological age group

Where parents want their child to be educated outside of their chronological age group, an application should be made in writing to the headteacher at the Academy at the same time as the application for a place. (Please refer to the Policy relating to the education of children outside of their chronological year group.) The application should explain why the parents wish for their child to be educated outside of their chronological age group and enclose any evidence that supports it. The views of the headteacher will also be considered. Parents will be notified of the decision on the application, which will be based on the circumstances of the case and what is in the best interests of the child, in writing once it has been made. This decision is separate from the decision on whether a place is granted.

Deferred Entry for Infant Children.

Parents offered a place at the academy in reception have a right to defer the date their child is admitted, or take the place up part time, until the child reaches compulsory school age. Places cannot be deferred beyond the final term of the school year for which the initial application was made. Children reach compulsory school age on the prescribed day following their 5th birthday (or on their 5th birthday if it falls on the prescribed day). The prescribed days are 31st August, 31st December and 31st March. In addition, the parents of a [summer born child](#)* may request that their child is admitted out of their normal age group for further information on how to make a deferred entry request, please approach the headteacher of the Academy direct.

Appeals

Where a child is not offered a place, the parent(s) may appeal against the decision to refuse admission. The letter of refusal will contain details of how to go about appealing the decision, including the deadline for lodging the appeal and who to contact. Further information about the appeals process can be found on the Academy website.

Waiting List

The Academy will maintain a waiting list for those children who are unsuccessful in applying to join Year R (Reception) in the year of admission. The waiting list will consist of those children whose parents have requested in writing (including e-mail) that they be placed on the waiting list, along with late applicants and those for whom an appeal application has been received. Waiting lists will be held in criteria order and not on a first come first served basis. Vacancies will be re-allocated to children on the Academy's waiting list in line with the dates published in these arrangements. After the start of the school term in September, the Academy will hold up-to-date information on waiting lists until the 31st December. After this date the Academy will no longer hold waiting lists.

Fair Access Protocol

Children whom the Local Authority approaches the Academy to admit and who are allocated a place at the Academy in accordance with the Fair Access Protocol,

will take precedence over those already on the waiting list. Further, and for the avoidance of doubt, a child whose Education Health and Care Plan names the Academy must be admitted, and will therefore take precedence over children on the waiting list.

In-year Applications

Details on how to apply for a place outside of the normal admissions round can be found on the Academy's website. Where multiple applications are received and the Academy does not have sufficient places for every child that has applied for one, places will be allocated on the basis of the oversubscription criteria.

Withdrawing Places

In certain circumstances the Trust may decide to withdraw a place offered if one of the following circumstances occurs:

- Where a parent has not responded to the offer of a place,
- Where fraudulent or intentionally misleading information is used as part of the application; or
- Where the offer has been made in error.

Admissions Timeline	
Date	Details
1 September	Application process starts - parents/carers can apply for a school place
15 January	Closing date for on time applications
16 April	Notification of offers:
16 May	Closing date for on time appeals - appeals received by this date will be heard by 18 July



Millfields Primary School and Nursery Admission Arrangements for 2025-26

1 Making an Application

- 1.1 The North West Academies Trust 'the Trust' is the admissions authority for Millfields Primary Academy 'the Academy'. During the normal admissions round, Cheshire East operates the co-ordinated admissions scheme which includes the Academy. Parents wishing to apply for a place should put the Academy down as a preference on the common application form.
- 1.2 Cheshire East also manages in-year admissions to the Academy, details of which can be found below.

2 Published Admissions Number (PAN)

- 2.1 Millfields Primary Academy has a PAN of 30 for entry into Reception for the **2025-2026** academic year. If the number of applications exceeds the PAN then the oversubscription criteria (below) will be used to determine which applicants will be provided with a place.

3 Oversubscription Criteria

Where more applications are received than there are places available, after the admission of pupils with an Education Health Care Plan where the school is named in the plan, then the Academy will rank applications in accordance with the following oversubscription criteria, in order:

- (1) Children who are looked after or are previously looked after child;
- (2) Children who have a sibling who attends the Academy at the date of admission;
- (3) Children of staff of the Academy who have been employed for two or more years at the time of the application or are recruited to fill a vacant post for which there is a demonstrable skill shortage. To qualify under this criterion, the staff member must be a 'direct employee'. This includes any member of staff (teaching or non-teaching) with two years continuous employment with the school or seasonal employment totalling two years. Staff contracted in to provide services to the school do not count as 'direct employees'. For the purposes of this criterion, 'children of staff' is taken to include a son, daughter or step-son/daughter, or child who is adopted or fostered or for whom a special guardianship order is in place, in all cases providing they are living at the same address as the parent who is employed by the school;

- (4) Children who attend the onsite Nursery School – Children will be classed in this category if they attend the Millfields Nursery School at the time of application. NB: Children who go to a nursery or pre-school based at a school do not get a guaranteed place at the school. You must still make a reception application.
- (5) Children whose home address is within the Catchment Area of the Academy, with priority given to those children that live nearest to the Academy by distance. A link to the [catchment area can be seen here](#).
- (6) Other children, with priority for admission given to those whose home address is the shortest distance from the Academy.

4 Definitions

- 4.1 A 'looked after child' is a child 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.
- 4.2 A 'previously looked after child' is a child that ceased to be looked after because they were adopted, became subject to a child arrangements order or special guardianship order. This includes children who appear to the Trust to have been in state care outside of England but ceased to be so because they were adopted.
- 4.3 The '[catchment area](#)' can be accessed by the Local Authority
- 4.4 'Sibling' means a brother or sister, half brother or sister or legally adopted child being regarded as a brother or sister.
- 4.5 The 'home address' is the address at which the child spends the majority of their week during term time. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date where multiple applications are made will result in a random number generator to determine which application to process.
- 4.6 'Distance' means pupils living nearest to the school measured in a straight line from the centrally plotted Basic land and property unit point of the child's home address to the centrally plotted basic land and property unit point of the school as defined by local land and property gazetteer.

5 Tie breaker

Where there are two or more applicants in a criterion who have equal priority for admission and there are insufficient places available, random allocation will be used to determine which child shall be given a place. The use of random allocation will be supervised by someone independent of the Trust.

6 Applying for a year group outside of chronological age group

Where parents want their child to be educated outside of their chronological age group, an application should be made in writing to the headteacher at the Academy at the same time as the application for a place. (Please refer to the policy relating to the education of children outside of their chronological year group.) The application should explain why the parents wish for their child to be educated outside of their chronological age group and enclose any evidence that supports it. The views of the headteacher will also be considered. Parents will be notified of the decision on the application, which will be based on the circumstances of the case and what is in the best interests of the child, in writing once it has been made. This decision is separate from the decision on whether a place is granted.

7 Appeals

Where a child is not offered a place, the parent(s) will be entitled to an appeal against the decision to refuse admission. The letter of refusal will contain details of how to go about appealing the decision, including the deadline for lodging the appeal and who to contact. Parents must set out their grounds for appeal as part of their application. Where an appeal is successful, the Academy must admit the child.

8 Waiting List

The Academy will maintain a waiting list until 31 December in the academic year of admission. Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.

9 In-year Applications

Details on how to apply for place outside of the normal admissions round can be found on Millfields Primary Academy's website. Where multiple applications are received and the Academy does not have sufficient places for every child that has applied for one, places will be allocated on the basis of the oversubscription criteria.

10 Withdrawing Places

In certain circumstances the Trust may decide to withdraw a place offered if one of the following circumstances occurs:

- Where a parent has not responded to the offer of a place, even after chasing;
- Where fraudulent or intentionally misleading information is used as part of the application; or
- Where the offer has been made in error.

Admissions Timeline	
Date	Details
1 September	Application process starts - parents/carers can apply for a school place
15 January	Closing date for on time applications
16 April	Notification of offers:
16 May	Closing date for on time appeals - appeals received by this date will be heard by 18 July



Oak View Academy

Believe, Expect, Succeed

Oak View Academy Admission Arrangements for 2025-26

1 Making an Application

- 1.1 The North West Academies Trust 'the Trust' is the admissions authority for Oak View Academy 'the Academy'. During the normal admissions round, Cheshire West and Chester operates the co-ordinated admissions scheme which includes the Academy. Parents wishing to apply for a place should put the Academy down as a preference on the common application form.
- 1.2 Cheshire West and Chester also manages in-year admissions to the Academy, details of which can be found below.

2 Published Admissions Number (PAN)

- 2.1 Oak View Academy has a PAN of 30 for entry into Reception for the **2025-2026** academic year. If the number of applications exceeds the PAN then the oversubscription criteria (below) will be used to determine which applicants will be provided with a place.

3 Oversubscription Criteria

Where more applications are received than there are places available, after the admission of pupils with an Education Health Care Plan where the school is named in the plan, then the Academy will rank applications in accordance with the following oversubscription criteria, in order:

- (1) Children who are looked after or are previously looked after child;
- (2) Children who have a sibling who attends the Academy at the date of admission;
- (3) Children of staff of the Academy who have been employed for two or more years at the time of the application or are recruited to fill a vacant post for which there is a demonstrable skill shortage. To qualify under this criterion, the staff member must be a 'direct employee'. This includes any member of staff (teaching or non-teaching) with two years continuous employment with the school or seasonal employment totalling two years. Staff contracted in to provide services to the school do not count as 'direct employees'. For the purposes of this criterion, 'children of staff' is taken to include a son, daughter or step-son/daughter, or child who is adopted or fostered or for whom a special guardianship order is in place, in all cases providing they are living at the same address as the parent who is employed by the school;

- (4) Children who attend Acorn Pre-School – Children will be classed in this category if they attend the Acorn Pre-School at the time of application. NB: Children who go to a nursery or pre-school based at a school do not get a guaranteed place at the school. You must still make a reception application.
- (5) Other children, with priority for admission given to those whose home address is the shortest distance from the Academy.

4 Definitions

- 4.1 A 'looked after child' is a child 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.
- 4.2 A 'previously looked after child' is a child that ceased to be looked after because they were adopted, became subject to a child arrangements order or special guardianship order. This includes children who appear to the Trust to have been in state care outside of England but ceased to be so because they were adopted.
- 4.3 The 'catchment area' is available to view on the Cheshire West and Chester website. <https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-admissions/catchment-areas>
- 4.4 'Sibling' means a brother or sister, half brother or sister or legally adopted child being regarded as a brother or sister.
- 4.5 The 'home address' is the address at which the child spends the majority of their week during term time. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date where multiple applications are made will result in a random number generator to determine which application to process.
- 4.6 'Distance' means pupils living nearest to the school measured in a straight line from the centrally plotted Basic land and property unit point of the child's home address to the centrally plotted basic land and property unit point of the school as defined by local land and property gazetteer.

5 Tie breaker

Where there are two or more applicants in a criterion who have equal priority for admission and there are insufficient places available, random allocation will be used to determine which child shall be given a place. The use of random allocation will be supervised by someone independent of the Trust.

6 Applying for a year group outside of chronological age group

Where parents want their child to be educated outside of their chronological age group, an application should be made in writing to the headteacher at the

Academy at the same time as the application for a place. (Please refer to the policy relating to the education of children outside of their chronological year group.) The application should explain why the parents wish for their child to be educated outside of their chronological age group and enclose any evidence that supports it. The views of the headteacher will also be considered. Parents will be notified of the decision on the application, which will be based on the circumstances of the case and what is in the best interests of the child, in writing once it has been made. This decision is separate from the decision on whether a place is granted.

7 Appeals

Where a child is not offered a place, the parent(s) will be entitled to an appeal against the decision to refuse admission. The letter of refusal will contain details of how to go about appealing the decision, including the deadline for lodging the appeal and who to contact. Parents must set out their grounds for appeal as part of their application. Where an appeal is successful, the Academy must admit the child.

8 Waiting List

The Academy will maintain a waiting list until 31 December in the academic year of admission. Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.

9 In-year Applications

Details on how to apply for place outside of the normal admissions round can be found on Oak View Academy's website. Where multiple applications are received and the Academy does not have sufficient places for every child that has applied for one, places will be allocated on the basis of the oversubscription criteria.

10 Withdrawing Places

In certain circumstances the Trust may decide to withdraw a place offered if one of the following circumstances occurs:

- Where a parent has not responded to the offer of a place, even after chasing;
- Where fraudulent or intentionally misleading information is used as part of the application; or
- Where the offer has been made in error.

Admissions Timeline

Date	Details
1 September	Application process starts - parents/carers can apply for a school place
15 January	Closing date for on time applications
16 April	Notification of offers:
16 May	Closing date for on time appeals - appeals received by this date will be heard by 18 July

The Rudheath Senior Academy Admission Arrangements for 2025-26

1 Making an Application

- 1.1 The North West Academies Trust, 'the Trust', is the admissions authority for The Rudheath Senior Academy, 'the Academy'. During the normal admissions round, Cheshire West and Chester Council operates the co-ordinated admissions scheme which includes the Academy. Parents wishing to apply for a place should put the Academy down as a preference on the common application form.
- 1.2 The local authority also manages in-year admissions to the Academy, details of which can be found below.

2 Published Admissions Number (PAN)

- 2.1 The Rudheath Senior Academy has a PAN of 168 for entry into Year 7 for the **2025-2026** academic year. If the number of applications exceeds the PAN then the oversubscription criteria (below) will be used to determine which applicants will be provided with a place.

3 Oversubscription Criteria

Where more applications are received than there are places available, after the admission of pupils with an Education Health Care Plan where the school is named in the plan, then the Academy will rank applications in accordance with the following oversubscription criteria, in order:

- (1) Children who are looked after or are previously looked after child;
- (2) Children who have a sibling who attends the Academy at the date of application and expected to continue at the school in the following school year.
- (3) Children of staff of the Academy who have been employed for two or more years at the time of the application or are recruited to fill a vacant post for which there is a demonstrable skill shortage. To qualify under this criterion, the staff member must be a 'direct employee'. This includes any member of staff (teaching or non-teaching) with two years continuous employment with the school or seasonal employment totalling two years. Staff contracted in to provide services to the school do not count as 'direct employees'. For the purposes of this criterion, 'children of staff' is taken to include a son, daughter or step-son/daughter, or child who is adopted or fostered or for whom a special guardianship order is in place, in all cases providing they are living at the same address as the parent who is employed by the school;

- (4) Children whose home address is within the Catchment Area of the Academy, with priority given to those children that live nearest to the Academy by distance. A link to the catchment area is included below;
- (5) Other children, with priority for admission given to those whose home address is the shortest distance from the Academy.

4 Definitions

- 4.1 A 'looked after child' is a child 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.
- 4.2 A 'previously looked after child' is a child that ceased to be looked after because they were adopted, became subject to a child arrangements order or special guardianship order. This includes children who appear to the Trust to have been in state care outside of England but ceased to be so because they were adopted.
- 4.3 The 'catchment area' includes Rudheath, Lostock Gralam, Davenham, Lach Dennis and Wincham and is set out in the shaded area on the attached map – https://maps.cheshirewestandchester.gov.uk/cwac/webmapping?&e=367875.85&n=373496.57&layers=AU_S_SecondaryCatchments_POLY_CURRENT&gotofield=SCHOOL&gotovalue=University%20of%20Chester%20Academy%20Northwich&s=50000.00&bm=oscolour
- 4.4 'Sibling' means a brother or sister, half brother or sister or legally adopted child being regarded as a brother or sister, already attending the preferred school, and expected to continue at the school in the following school year.
- 4.5 The 'home address' is the address at which the child spends the majority of their week during term time. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date where multiple applications are made will result in a random number generator to determine which application to process.
- 4.6 'Distance' means pupils living nearest to the school measured in a straight line from the centrally plotted Basic land and property unit point of the child's home address to the centrally plotted basic land and property unit point of the school as defined by local land and property gazetteer.

5 Tie breaker

Where there are two or more applicants in a criterion who have equal priority for admission and there are insufficient places available, random allocation will be used to determine which child shall be given a place. The use of random allocation will be supervised by someone independent of the Trust.

6 Applying for a year group outside of chronological age group

Where parents want their child to be educated outside of their chronological age group, an application should be made in writing to the headteacher at the Academy at the same time as the application for a place. (Please refer to the policy relating to the education of children outside of their chronological year group.) The application should explain why the parents wish for their child to be educated outside of their chronological age group and enclose any evidence that supports it. The views of the headteacher will also be considered. Parents will be notified of the decision on the application, which will be based on the circumstances of the case and what is in the best interests of the child, in writing once it has been made. This decision is separate from the decision on whether a place is granted.

7 Appeals

Where a child is not offered a place, the parent(s) will be entitled to an appeal against the decision to refuse admission. The letter of refusal will contain details of how to go about appealing the decision, including the deadline for lodging the appeal and who to contact. Parents must set out their grounds for appeal as part of their application. Where an appeal is successful, the Academy must admit the child.

8 Waiting List

The Academy will maintain a waiting list until 31 December in the academic year of admission. Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.

9 In-year Applications

Details on how to apply for place outside of the normal admissions round can be found on the Academy's website. Where multiple applications are received and the Academy does not have sufficient places for every child that has applied for one, places will be allocated on the basis of the oversubscription criteria.

10 Withdrawing Places

In certain circumstances the Trust may decide to withdraw a place offered if one of the following circumstances occurs:

- Where a parent has not responded to the offer of a place, even after chasing;
- Where fraudulent or intentionally misleading information is used as part of the application; or
- Where the offer has been made in error.

RSA Admissions Timeline	
Date	Details
1 September	Application process starts - parents/carers can apply for a school place
31 October	Closing date for on time applications
1 March	<p>Notification of offers:</p> <ul style="list-style-type: none"> □ Applicants can view the school place offered by logging into their online account □ Online offers made available for parents/carers to view, emails sent to parents/carers who have applied online notifying of the school place offered □ Offer letters notifying parent/carers of school place offered sent out by post to parents/carers who have applied using a paper application
15 April	Closing date for on time appeals - appeals received by this date will be heard by 16 June

St Martin's Academy Admission Arrangements for 2025-26

Introduction and Rationale

St Martin's Academy Chester is a fully inclusive, publicly funded primary school that enables all children regardless of ability to learn in an environment that caters for their needs. Responsibility for the admission of pupils rests with the Directors of St. Martin's Academy, Chester who follow the nationally agreed schools admission code. Through compliance with the School Admissions Code and Appeals Code we ensure that our admissions policy is fair and transparent.

Application for Admissions in September 2025

The North West Academies Trust 'the Trust' is the admissions authority for St Martin's Academy 'the Academy'. During the normal admissions round, Cheshire West and Chester operates the co-ordinated admissions scheme which includes the Academy. Parents wishing to apply for a place should put the Academy down as a preference on the common application form.

Published Admissions Number (PAN)

We have a **PAN** (Planned Admission Number) of **26 pupils** for entry into Reception for the **2025-2026** academic year. St Martin's Academy will admit up to 26 pupils in reception each September.

Over-subscription Criteria

Where more applications are received than there are places available, after the admission of pupils with an Education Health Care Plan where the school is named in the plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. Children who are looked after or are previously looked after child;
2. Children who have a sibling who attends the Academy at the date of admission;
3. Children of staff of the Academy who have been employed for two or more years at the time of the application or are recruited to fill a vacant post for which there is a demonstrable skill shortage. To qualify under this criterion, the staff member must be a 'direct employee'. This includes any member of staff (teaching or non-teaching) with two years continuous employment with the school or seasonal employment totalling two years. Staff contracted in to provide services to the school do not count as 'direct employees'. For the purposes of this criterion, 'children of staff' is taken to include a son, daughter or step-son/daughter, or child who is adopted or fostered or for whom a special guardianship order is in place, in all cases providing they are living at the same address as the parent who is employed by the school;

4. Distance and random allocation: The remaining places will be evenly split between a distance criteria and random allocation. In the event of an odd number of places remaining, the split will be weighted in favour of the distance criteria. Half will be allocated based upon straight line distance measurement from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU of the school as defined by the Local Land and Property Gazetteer (LLPG). The remaining half will be allocated by ballot drawn by an independent adjudicator unconnected to the academy.

Definitions

A 'looked after child' is a child 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.

A 'previously looked after child' is a child that ceased to be looked after because they were adopted, became subject to a child arrangements order or special guardianship order. This includes children who appear to the Trust to have been in state care outside of England but ceased to be so because they were adopted.

'Sibling' means a brother or sister, half brother or sister or legally adopted child being regarded as a brother or sister. If the academy cannot accommodate all siblings for whom an application has been received, all sibling applications will be prioritised in the order of Criteria 4.

The 'home address' is the address at which the child spends the majority of their week during term time. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date where multiple applications are made will result in a random number generator to determine which application to process.

'Distance' means pupils living nearest to the school measured in a straight line from the centrally plotted Basic land and property unit point of the child's home address to the centrally plotted basic land and property unit point of the school as defined by local land and property gazetteer.

A child's permanent address is their place of normal residence during term time. Where parents or carers live at separate addresses and or multiple residences exist for the child, the address of the child or parents or carers for these purposes is that registered with their GP. St. Martin's Academy Chester will consider the child's address to be where they are living at the closing date for applications and proof of residence can be requested at any time during the admissions process.

Tie Breaker

If, in criteria 2 to 4 as detailed above, a tie break is necessary to determine which child is to be admitted, the child living closest to the school will be given priority for admissions. Distance is measured as explained in Criteria 4. Random allocation,

undertaken as explained in Criteria 4, will be used as a tie-break decider should the distance between child's home address and that of the academy be the same in any two or more cases.

Deferred Entry for Infant Children.

Parents offered a place at the academy in reception have a right to defer the date their child is admitted, or take the place up part time, until the child reaches compulsory school age. Places cannot be deferred beyond the final term of the school year for which the initial application was made. Children reach compulsory school age on the prescribed day following their 5th birthday (or on their 5th birthday if it falls on the prescribed day). The prescribed days are 31st August, 31st December and 31st March.

In-year Applications, all year groups.

Applications received within the school year for places in all year groups will be considered using the oversubscription criteria. Further information is available from the academy.

Places will be offered for the school year commencing each September.

Offer of Places.

Letters or e-mails informing parents or carers of the outcome of their applications will be sent out by Cheshire West and Chester Council on 16 April each year or on the next working day when this falls on a weekend or bank holiday. If parents are found to have provided false or incorrect information or have omitted material information in order to gain an advantage for admission into the academy, the Academy Trust will reconsider the application against the correct information when it becomes known. This may lead to the application being given a lower priority for admissions and could lead to the withdrawal of an offer of a place.

Appeals.

Parents or carers whose applications for places are unsuccessful will be given an opportunity to appeal against the decision to an independent appeals panel. Full details of the procedures in relation to this are available from the Academy website. Appeals are dealt with fairly by an independent appeals panel, in accordance with the School Admission Appeals Code. The appeals panel decision is binding on all parties.

Waiting List.

Where in any year St Martin's Academy Chester receives more applications for places than there are places available, a waiting list will operate which St. Martin's Academy Chester will maintain until the end 31 December in the academic year of admission. Any child's position on the waiting list will be determined by the oversubscription criteria. Priority will not be given to children based on the date their application was received or the date their name was added to the list.

Applying for a year group outside of chronological age group.

Where parents want their child to be educated outside of their chronological age group, an application should be made in writing to the headteacher at the Academy at the same time as the application for a place. (Please refer to the policy relating to the education of children outside of their chronological year group.) The application should explain why the parents wish for their child to be educated outside of their chronological age group and enclose any evidence that supports it. The views of the headteacher will also be considered. Parents will be notified of the decision on the application, which will be based on the circumstances of the case and what is in the

best interests of the child, in writing once it has been made. This decision is separate from the decision on whether a place is granted.

Withdrawing Places

In certain circumstances, the Trust may decide to withdraw a place offered if one of the following circumstances occurs:

- Where a parent has not responded to the offer of a place, even after chasing;
- Where fraudulent or intentionally misleading information is used as part of the application; or
- Where the offer has been made in error.

Admissions Timeline	
Date	Details
1 September	Application process starts - parents/carers can apply for a school place
15 January	Closing date for on time applications
16 April	Notification of offers:
16 May	Closing date for on time appeals - appeals received by this date will be heard by 18 July



The Weaverham
Primary Academy
Inspire, Nurture, Flourish

Weaverham Primary Academy Admission Arrangements for 2025-26

1 Making an Application

- 1.1 The North West Academies Trust 'the Trust' is the admissions authority for Weaverham Primary Academy 'the Academy'. During the normal admissions round, Cheshire West and Chester operates the co-ordinated admissions scheme which includes the Academy. Parents wishing to apply for a place should put the Academy down as a preference on the common application form.
- 1.2 The local authority also manages in-year admissions to the Academy, details of which can be found below.

2 Published Admissions Number (PAN)

- 2.1 Weaverham Primary Academy has a PAN of 30 for entry into Reception for the **2025-2026** academic year. If the number of applications exceeds the PAN then the oversubscription criteria (below) will be used to determine which applicants will be provided with a place

3 Oversubscription Criteria

Where more applications are received than there are places available, after the admission of pupils with an Education Health Care Plan where the school is named in the plan, then the Academy will rank applications in accordance with the following oversubscription criteria, in order:

1. Children who are looked after or are previously looked after child.
2. Children who have a sibling who attends the Academy at the date of application
3. Children of staff of the Academy who have been employed for two or more years at the time of the application or are recruited to fill a vacant post for which there is a demonstrable skill shortage. To qualify under this criterion, the staff member must be a 'direct employee'. This includes any member of staff (teaching or non-teaching) with two years continuous employment with the school or seasonal employment totalling two years. Staff contracted in to provide services to the school do not count as 'direct employees'. For the purposes of this criterion, 'children of staff' is taken to include a son, daughter or stepson/daughter, or child who is adopted or fostered or for whom a special guardianship order is in place, in all cases providing they are living at the same address as the parent who is employed by the school.

4. Children whose home address is within the Catchment Area of the Academy, with priority given to those children that live nearest to the Academy by distance. A link to the catchment area is included below;
5. Other children, with priority for admission given to those whose home address is the shortest distance from the Academy.

4 Definitions

- 4.1 A 'looked after child' is a child 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.
- 4.2 A 'previously looked after child' is a child that ceased to be looked after because they were adopted, became subject to a child arrangement order or special guardianship order. This includes children who appear to the Trust to have been in state care outside of England but ceased to be so because they were adopted.
- 4.3 The 'catchment area' includes Weaverham and is set out in the shaded area on the attached map <https://explore.osmaps.com/?lat=53.262382&lon=-2.576098&zoom=14.0000&overlays=&style=Standard&type=2d&placesCategory=>
- 4.4 'Sibling' means a brother or sister, half brother or sister or legally adopted child being regarded as a brother or sister.
- 4.5 The 'home address' is the address at which the child spends the majority of their week during term time. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date where multiple applications are made will result in a random number generator to determine which application to process.
- 4.6 'Distance' means pupils living nearest to the school measured in a straight line from the centrally plotted Basic land and property unit point of the child's home address to the centrally plotted basic land and property unit point of the school as defined by local land and property gazetteer.

5 Tie breaker

Where there are two or more applicants in a criterion who have equal priority for admission and there are insufficient places available, random allocation will be used to determine which child shall be given a place. The use of random allocation will be supervised by someone independent of the Trust.

6 Applying for a year group outside of chronological age group

Where parents want their child to be educated outside of their chronological age group, an application should be made in writing to the headteacher at the Academy at the same time as the application for a place. (Please refer to the

policy relating to the education of children outside of their chronological year group.) The application should explain why the parents wish for their child to be educated outside of their chronological age group and enclose any evidence that supports it. The views of the headteacher will also be considered. Parents will be notified of the decision on the application, which will be based on the circumstances of the case and what is in the best interests of the child, in writing once it has been made. This decision is separate from the decision on whether a place is granted.

7 Appeals

Where a child is not offered a place, the parent(s) will be entitled to an appeal against the decision to refuse admission. The letter of refusal will contain details of how to go about appealing the decision, including the deadline for lodging the appeal and who to contact. Parents must set out their grounds for appeal as part of their application. Where an appeal is successful, the Academy must admit the child.

8 Waiting List

The Academy will maintain a waiting list until 31 December in the academic year of admission. Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.

9 In-year Applications

Details on how to apply for place outside of the normal admissions round can be found on the Weaverham Primary Academy's website. Where multiple applications are received and the Academy does not have sufficient places for every child that has applied for one, places will be allocated on the basis of the oversubscription criteria.

10 Withdrawing Places

In certain circumstances the Trust may decide to withdraw a place offered if one of the following circumstances occurs:

- Where a parent has not responded to the offer of a place, even after chasing.
- Where fraudulent or intentionally misleading information is used as part of the application; or
- Where the offer has been made in error.

Admissions Timeline	
Date	Details
1 September	Application process starts - parents/carers can apply for a school place
15 January	Closing date for on time applications
16 April	Notification of offers:
16 May	Closing date for on time appeals - appeals received by this date will be heard by 18 July

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Intentionally Blank.

Opening children's eyes to the wonderful world of possibility...

The North West Academies Trust
The Coach House, Union Street, Chester, CH1 1QP
Company Number: **08852553**