

Cherry Tree Primary School



Admissions Policy

		Signed
Spring 2017	Reviewed and approved by	

**WARRINGTON BOROUGH COUNCIL
FAMILIES AND WELLBEING DIRECTORATE**

**SCHEME FOR CO-ORDINATING ADMISSION INTAKES TO PRIMARY SCHOOLS WITHIN THE
BOROUGH FOR SEPTEMBER 2017-2018**

1. LEGAL BACKGROUND

1.1 The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations require all Local Authorities to prepare schemes for co-ordinating the normal admissions round for all maintained schools within their areas.

1.2 All admission authorities have a statutory duty to act in accordance with the relevant provisions of The School Admission Code 2014 and have been issued under Section 84 of the School Standards and Framework Act 1998. The Code imposes mandatory requirements and provides guidelines setting out aims, objectives and other matters in relation to the discharge of functions relating to admissions by all maintained bodies including Schools Adjudicators and School Appeal Panels.

2. PREPARATION OF THE SCHEME

2.1 The local authority is the admission authority for all the community schools in the Borough of Warrington. There are no voluntary controlled primary schools in Warrington.

2.2 If an admission authority proposes to make changes to their admission arrangements, they must consult on the arrangements that will apply to admission applications for the following academic year.

2.3 Where admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least once every seven years, even if there have been no changes during that period.

2.4 The local authority has not made any changes to admission arrangements for academic year 2017-2018.

3. THE SCHEME

Timetable for Primary School Co-ordinated Admissions

The timetable for first admission to reception class from September 2017 is set out in section 12.

4 The Composite Prospectus

4.1 The composite prospectus sets out the arrangements in relation to parents/carers making an application for children who will be starting in reception class from September 2017.

4.2 A copy of the local authority's composite prospectus is available at all Warrington primary schools, Contact Warrington on Horsemarket Street in the town centre or by visiting www.warrington.gov.uk/admissions. The prospectus will be available for Monday 17 October 2016. The closing date for applications for first admission to reception class for September 2017 is 13 January 2017.

4.3 Parents/carers are strongly advised to read the composite prospectus before submitting their application. If, after reading the prospectus, parents/carers have any further questions or queries they are advised to contact the school admissions team and contact numbers are provided.

5. Stating Preferences for Schools

5.1 Parents/carers are encouraged to apply on-line for their child's reception class place.

Parents/carers are asked to state up to three preferences and to rank them in order of priority.

They also have the opportunity to give reasons for their preferences.

5.2 All parents/carers must apply by completing their 'home' authority ie parents/carers living in Warrington must apply to Warrington local authority. They may express a preference for any state funded school in any area of the country but must do so via the Warrington form.

5.3 The admissions team will organise drop-in sessions at New Town House, Buttermarket Street, to enable parents/carers who do not have access to the internet or who do not have an e-mail account to complete their on-line form.

5.4 It is made clear on the on-line form and in the composite prospectus that where preferences are for faith schools parents/carers should also complete the school's own supplementary information form. This is required so that the school's oversubscription criteria can be applied.

5.5 All admission authorities must rank all preferences strictly in oversubscription criteria order. The home local authority must co-ordinate the allocation of places for all state funded schools.

5.6 The local authority will maintain a database of all applications received and all preferences expressed.

6. Sharing Information with own admission authority schools and other local authorities

6.1 The local authority will forward copies of all applications to all own admission authority schools, where the school in question is listed as a first, second or third preference. Own admission authorities will receive this information by 3 February 2017.

6.2 By 10 February 2017, the local authority will exchange relevant information with other local authorities where schools in their area have been listed as a first, second or third preference.

6.3 All admission authorities must consider all applications and rank them strictly in oversubscription criteria order. They are informed that they **must not** have regard to the order of preference.

6.4 By 3 March 2017, governors of own admission authority schools must return their ranked lists to the local authority.

6.5 The local authority will rank applications for places at community schools strictly in accordance with the oversubscription criteria.

6.6 Where a place is available for a child at more than one of the preferred schools, the local authority will ensure, so far as is reasonably practicable, that the child is offered a place at whichever of these schools is the highest preference.

6.7 Co-ordination with own admission authority schools and other local authorities will continue up to 3 April 2017 in order to ensure that children living in Warrington will receive **a single offer** of a state funded school place.

6.8 At the end of the process, if the local authority is unable to offer a place at one of the parents' preferred schools, it will offer a place at the next nearest appropriate school which has a place available.

7. Offers of Places

7.1 Primary schools in Warrington will receive their allocation list on or just before 14 April 2017.

7.2 The publication date is 17 April 2017 i.e. the nearest working day to 16 April, the national offer date, Warrington local authority will post out offer letters for places in all Warrington state funded primary schools and schools in other local authorities to parents/carers resident in Warrington. In addition to the offer letter which should be received on 17 April, any parent/carer who has completed an on-line form will receive an email indicating which school has been offered to their child.

7.3 In the unlikely event of the offer email indicating a different school offer than the school mentioned in the letter, then the offer detailed in the letter will always prevail.

7.4 If the offered school is not the first preference school, the parent/carer will receive a breakdown showing how places were allocated which explains why their application has been refused. Parents/carers will be informed of their statutory right of appeal; their current position on the waiting list and a list of schools with available places.

8. Late Applications

8.1 All applications received by the closing date which is 13 January 2017 will be dealt with at the same time. Late applications will normally be dealt with after those received on time unless received before the initial make offers routine has been run. Parents/carers are made aware that a late application could reduce the chance of gaining a place at the preferred school.

8.2 Late applications for places at own admission authority schools will be referred to the relevant admission authority for consideration under their procedures. Any late applications submitted after 3 April 2017 will only be considered after the allocation date.

9. Late Changes of Preference

9.1 Applicants may change their application at any time up to 13 January 2017, the closing date for applications.

9.2 After this date any changes of preferences will be treated as on time if there is, in the opinion of the admissions authority, a genuine reason for doing so, e.g. if there has been a change of address. Address changes with documentary proof will be treated as on time up until **3 April 2017**.

9.3 For the purposes of the local authority admission arrangements, documentary proof is defined as a copy of the exchanged of contracts for the new property which is to be the child's new home address. If the change of address is to a rented property, a copy of the tenancy agreement is required and the tenancy must be for at least 6 months.

9.4 Changes of preference for other reasons or, changes of address with documentary proof which is submitted after this date can only be considered after the allocation date.

10. Waiting Lists

10.1 The local authority will maintain waiting lists for reception class on behalf of all oversubscribed primary and infant schools in Warrington. Parents/carers refused a reception class place for their child will be informed of their statutory right of appeal and their child will automatically be placed on a waiting list(s) for their preferred school(s). The waiting lists are held strictly in oversubscription criteria order. This means that any late applications must be ranked in accordance with the criteria which may result in applicants moving up or down the waiting list.

10.2 The waiting lists will operate until the end of the Autumn Term 2017.

10.3 If places become available between the allocation date and the end of the Autumn Term 2017, they will be allocated to the next child on the relevant waiting list.

11. Right of Appeal

Parents/carers can submit an appeal in respect of each school for which admission has been refused. All appeals should be sent to the local authority maintaining the school where the admission has been refused. 5

12. TIMETABLE FOR PRIMARY SCHOOL

**CO-ORDINATED ADMISSIONS FOR SEPTEMBER 2017 –
FOR GUIDANCE ONLY** Closing date for the receipt of applications. **13 January 2017**

Cherry Tree School

Admissions Arrangements for the New Intake Class

At Cherry Tree School the children start the first couple of weeks at school on a part-time basis to allow them to settle successfully. By having just half the class starting school, at a time, the class teacher and teaching assistant can spend more time with each child and get to know them properly. This arrangement also makes starting school less overwhelming for the children.

The first week in school the children stay for half a day, either morning or afternoon, depending on their age. During the second week of school, they are invited to stay for lunch on three occasions. Then from the third week onwards, the children come to school full time.

OVERVIEW OF THE FIRST FOUR WEEKS OF SCHOOL FOR CHILDREN IN CLASS F

Older Children	Younger Children	ALL CHILDREN
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	Monday	Tuesday	Wednesday	Thursday	Friday
First week in school	8.50am - 12noon Oldest	8.50am - 12noon Oldest	8.50am - 12noon Oldest	8.50am - 12noon Oldest	8.50am - 12noon Oldest
	1pm - 3.15pm Youngest	1pm - 3.15pm Youngest	1pm - 3.15pm Youngest	1pm - 3.15pm Youngest	1pm - 3.15pm Youngest
Second week in school, stay for lunch	8.50am - 12noon Oldest	8.50am - 12noon Oldest	8.50am - 12noon Oldest	8.50am - 12noon Oldest	8.50am - 12noon Oldest
	Oldest stay for lunch, collect at 12:45	Oldest stay for lunch, collect at 12:45	Youngest arrive for lunch at 12:30	Youngest arrive for lunch at 12:30	ALL children stay for lunch
	1pm - 3.15pm Youngest	1pm - 3.15pm Youngest	1pm - 3.15pm Youngest	1pm - 3.15pm Youngest	1pm - 3.15pm Youngest
Third week in school	8.50am - 3.15pm All Children Full Time				

Families are given a 'Welcome Pack' before their child starts school. The aim of this pack is to give our new families some practical information, additional to the school prospectus, which will aid transition to Cherry Tree School. There is also a 'New Intake' meeting, for parents, in June when the Head Teacher and Foundation Stage Teacher provide more information about our school and offer an opportunity for parents to ask any questions they might have.