

Important  
information for  
parents or carers



Cheshire West & Chester Council

# Applying for a Secondary School place - Year 7 September 2025

Closing date for secondary school applications 31 October 2024

Visit: [www.cheshirewestandchester.gov.uk/admissions](http://www.cheshirewestandchester.gov.uk/admissions)



Cheshire West  
and Chester

# Timeline for applying for a **secondary school place** for September 2025

**1 September 2024**  
Parents/carers can apply for a school place.

**Online**  
[www.cheshirewestandchester.gov.uk/admissions](http://www.cheshirewestandchester.gov.uk/admissions)

**Paper**  
Application Form is contained in Section 5 of this booklet.

- 31 October 2024**  
Closing date for on time applications
- Paper applications to be returned to: School Admissions, Cheshire West and Chester Council, Wyvern House, The Drumber, Winsford, Cheshire, CW7 1AH. Paper applications must be received by this date to be considered as 'on time'
  - Online applications must be submitted to the Council by this date.

**Don't forget to press the submit button on your account.**

- 12 December 2024**  
**Deadline for supporting information**
- Any information received by this date will be considered for the initial allocation of school places, for example, change of address, change in circumstances, reasons for the local Council to consider a late application/change of preference as on time
  - Any information received after this date cannot be included in the initial allocation of school places, however will be considered later in the process following the 3 March 2025.

- 3 March 2025**  
**Notification of offers**
- Offer letters notifying parent/carers of school place offered sent out by post to parents/carers who have applied using a paper application.
  - Online offers made available for parents/carers to view, emails sent to parents/carers who have applied online notifying of the school place offered.

**31 March 2025**  
Closing date for on time appeals  
Appeals received by this date will be heard by 19 June 2025.

Apply online visit: [www.cheshirewestandchester.gov.uk/admissions](http://www.cheshirewestandchester.gov.uk/admissions)

# Dear Parents and Carers

Welcome to Cheshire West and Chester Council 'Transferring to Secondary School 2025/26' booklet. As you will know, transferring to secondary school is a critical and exciting stage in your child's life. This booklet provides you with the important information you need to help you through the process of applying for a school place.

Please pay particular attention to Step 1 in the first section of this booklet before making your application. I hope that you will find it helpful and informative when deciding on your school preferences.

Please ensure you read the information in this booklet carefully before making your application. It's particularly important that you understand the timescales, how your application will be processed and how decisions about applications are made.

This booklet includes information on the requirement for the Council to co-ordinate the admissions for all schools within its area which includes maintained schools and academies.

The online application facility was very successfully used last year. Of the secondary applications received for the 2024/25 academic year, 99.3% were made online in Cheshire West and Chester.

The online facility is available until midnight on the closing date of 31 October 2024 at [www.cheshirewestandchester.gov.uk/admissions](http://www.cheshirewestandchester.gov.uk/admissions).

Applying online offers you many benefits, in particular you will be able to view your offer online on the offer day of 3 March 2025.

You may however prefer to complete a paper application form which is included at the back of this booklet. The closing date for paper applications is 31 October 2024. It is critical that you submit your preferences by this date to ensure that your application is not disadvantaged.

If there is anything about the process that you are uncertain of when completing your application you can contact Cheshire West and Chester Council for assistance on **0300 123 7039**.

I would like to wish your child every success as they start their education at secondary school.

With regards

**Debbie Edwards**

Head of Education and Inclusion,  
Cheshire West and Chester Council.

Tel: **0300 123 8123**

Textphone: **18001 01606 867 670**



The information in this booklet relates to the school year 2025/26. Although correct at the date of printing (August 2024) there may be changes before or during the 2024/25 school year and in subsequent years.

## Accessing Cheshire West and Chester Council information and services

Council information is also available in audio, Braille, large print or other formats. If you would like information in another format or language, including British Sign Language, please email us at:

**[equalities@cheshirewestandchester.gov.uk](mailto:equalities@cheshirewestandchester.gov.uk)**

إذا أردت المعلومات بلغة أخرى أو بطريقة أخرى، نرجو أن تطلب ذلك منا.

যদি আপনি এই ডকুমেন্ট অন্য ভাষায় বা ফরমেটে চান, তাহলে দয়া করে আমাদেরকে বলুন।

Pokud byste požadovali informace v jiném jazyce nebo formátu, kontaktujte nás

Jeżeli chcieliby Państwo uzyskać informacje w innym języku lub w innym formacie, prosimy dać nam znać.

ਜੇ ਇਹ ਜਾਣਕਾਰੀ ਤੁਹਾਨੂੰ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਵਿਚ ਜਾਂ ਕਿਸੇ ਹੋਰ ਰੂਪ ਵਿਚ ਚਾਹੀਦੀ, ਤਾਂ ਇਹ ਸਾਥੋਂ ਮੰਗ ਲਓ।

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

**Türkçe bilgi almak istiyorsanız, bize başvurabilirsiniz.**

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو برائے مہربانی ہم سے پوچھئے۔

**Tel:** 0300 123 8 123 **Textphone:** 18001 01606 275757

**email:** [equalities@cheshirewestandchester.gov.uk](mailto:equalities@cheshirewestandchester.gov.uk)

**web:** [www.cheshirewestandchester.gov.uk](http://www.cheshirewestandchester.gov.uk)

# Contents

## SECTION 1

	Page
<b>Step 1 Important information to consider before applying</b>	4
Transport	4
Moving House	5
Shared Responsibility	6
Making an informed decision	6
<b>Step 2 Applying for a school place</b>	7
<b>Step 3 Process following the offer of a school place</b>	10
<b>General Information</b>	12

## SECTION 2

<b>Schools Information</b>	14
Contact details	

## SECTION 3

<b>Admission Arrangements</b>	20
Information on how a criteria is assigned to your application	

## SECTION 4

<b>Useful contact details</b>	50
-------------------------------	----

## SECTION 5

<b>Application form</b>	52
-------------------------	----

Key to symbols used throughout this booklet

The following table illustrates the symbols and colours used within the booklet and provides their definitions.

**C**

Community non-denominational schools Cheshire West and Chester Council are responsible for the admission arrangements for these schools.

**VA**

Voluntary Aided Schools – Church schools The Governors of the school are responsible for the admission arrangements for these schools.

**F**

Foundation Schools – Non-denominational schools The Governors of the school are responsible for the admission arrangements for these schools.

**AC**

Academies The Academy Trust is responsible for the admission arrangements for these schools.

**S**

Studio Schools The Studio School Trust is responsible for the admission arrangements for these schools.

**i**

Information Where you see this sign we recommend that you take particular note of the information provided before completing your online or paper application form.



**School Admissions Team,**  
Cheshire West and Chester Council  
Wyvern House, The Drummer  
Winsford, Cheshire CW7 1AH  
Tel: **0300 123 7039**

# SECTION 1: APPLICATION PROCESS



## Step 1 Important information to consider before applying

### Transport

Travel arrangements need to be an important consideration when you're making your school preferences.

Since September 2015, travel assistance is only offered to pupils attending their nearest qualifying school (the school that is closest to the pupil's home address) if it is more than the statutory walking distance. This may not necessarily be your catchment school if there are nearer schools to your home address with places available.

If you choose to accept a place at a school that is not your nearest qualifying school for travel assistance purposes, you do so on the understanding that transporting your child to that school is your responsibility.

You will need to take any practical arrangements and potential travel costs into account when making your preferences to ensure that your child can get to and from school at the appropriate time each day.

Please be aware that our home to school transport policy is different from our admissions policy. School places are allocated in accordance with the oversubscription criteria (See Section 3 of this booklet) and home to school distances are calculated in a straight line.

Home to school transport distances are assessed using an in-house GIS mapping system that measures the nearest available walking route. This means the result for the nearest qualifying school for transport can be different from the nearest school for admissions purposes.

We recommend that you contact our School Transport Team, to discuss your application and to find out which school is your nearest for travel assistance purposes. Contact details can be found in Section 4 of this booklet.

### Faith Schools

We do not provide travel assistance to faith schools unless it is the nearest qualifying school (the school that is closest to the pupil's home address and it is more than the statutory walking distance).

### Post 16 Transport

From September 2014 the Council no longer provides travel assistance to post 16 students, however will consider individual cases where hardship can be demonstrated.

## Transport for Pupils with Special Educational Needs (SEN) and/or Disabilities

Once a pupil's Education, Health and Care (EHC) Plan is finalised, the SEN Team will assess their eligibility for home to school travel assistance.

If a pupil is attending their nearest qualifying school and the distance from home to school is over the statutory walking distance, they will be eligible for travel assistance.

If a pupil is attending their nearest qualifying school, but their home to school distance is less than the statutory walking distance, then eligibility will be assessed on their individual needs.

If a pupil is not attending their nearest qualifying school, they will not be eligible for travel assistance and it will be the parent/carer's responsibility to arrange transport for their child to and from school.

For further information contact the SEN Team, details are in Section 4 of this booklet.

For further details about any aspect of Home to School Transport please contact our School Transport Team, contact details are in Section 4 of this booklet.

Please note that the Council's School Transport Policies are reviewed annually and therefore are subject to change. For further information on how our policies are administered and to see the full eligibility criteria, please see our website [www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-and-college-transport](http://www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-and-college-transport)

## Moving House

**Residency:** The address stated on the school application must be the address the child is living at the time of application, that is the address where the child lives and wakes up between Monday to Friday. This address must be used on your application.

Parents and carers must inform us immediately of a change of address. Please note: Parents and carers can notify us of a future house move by including the details as additional information but until a house move actually takes place the new address will not be used.

We will require supporting evidence to show that the child's place of residence has changed. Documents required are:

- Proof of purchase of new property or signed tenancy agreement;

- Confirmation of the family's move from the previous property, which may include any of the following documentation: invoice from a removal company; a disconnection certificate from previous address; documents for the sale or lease of the property; legal transfer arrangements to another third party, etc;
- Council Tax or utility bill (e.g. gas, electric or water bill) confirming usage at the new property and;
- A formal document confirming the residency of your child.

Examples of evidence you could provide for this are proof of receipt of Child Benefit or Child Tax Credits at the new address, evidence of your change of address with a bank/building society/Trust Fund account in your child's name, proof of change of address with a GP, doctors surgery for your child, or a doctors / dentist / hospital appointment letter.



Please note: Parents and carers are responsible for notifying us when a house move has taken place. Your address and criteria will not be changed unless the supporting evidence is received.

Information and supporting evidence must be received by 12 December 2024 as this is the last opportunity to submit evidence before the initial allocation of school places.

Proof of residency received after 12 December 2024 cannot be used for the initial allocation of school places, however, it will be used for correspondence purposes and for later in the process i.e. for collation of waiting lists or for admission appeals, if they are necessary.

We may remove a place where it has been identified that a change of address has taken place before 12 December 2024 and it has not been declared.

If you move between 1 November 2024 and 12 December 2024 and sufficient evidence is received within this timeframe, your address will be updated and treated as on time.

If you move between 12 December 2024 and 3 March 2025, and sufficient evidence is received within this timeframe, your address will be updated as of 3 March 2025. Your new address will then be used for the collation of waiting lists or for admissions appeals if they are necessary.

If you move after 3 March 2025 your address will be updated as the date the relevant evidence is received. Your new address will then be used for the updating of waiting lists or for admissions appeals if they are necessary.



The School Admissions Code gives us the right to withdraw any school place offered on the basis of a fraudulent or intentionally misleading application. If we receive notification of a potentially fraudulent application the Council's Fraud and Investigations Team may be asked to review the information that has been provided. This may include interviewing and taking a signed statement from the applicant.

## Shared Responsibility for a Child

Where parents/carers have shared responsibility for a child, the place of residency - for the purposes of the school admissions process - will be determined as the address where the child resides for the majority of the week. That is where the child wakes up from Monday to Friday.

Only one application can be considered for each child and we would expect that in most cases parents/carers will take the above residency requirement into account, agree on their preferences and submit one application.

In the event of two applications being received for a child with shared residency we will then only consider the application from the parent/carer with whom the child resides the majority of the time, unless a copy of a Court order is provided with the application which contains a specific direction regarding the child's education.

If the child resides with two parents/carers equally and both submit applications, then neither will be considered and the parents/carers will be asked to agree a single application between themselves.

Any supporting documentation must be provided by 12 December 2024 to enable the Council to determine before the allocation of school places begins.

Where a parent who is not the applicant wishes to know where their child/ren has been allocated a school place, in the first instance the parent should contact the applicant for information. The Council cannot release this information unless legal proof is received that allows the council to do so.

## Making an Informed Decision

Before expressing a preference for a school place it is important to make a realistic assessment of your child's chance of gaining a place at your preferred school(s).

The information in this booklet is intended to help you understand the arrangements for the admission of children into schools in England. It will explain your rights and responsibilities and will answer many of your questions.

Section 2 of this booklet provides detailed information on the individual schools in Cheshire West and Chester. This section highlights the number of applications received and places allocated for September 2024, including the lowest criteria and furthest distance allocated. This may assist you in assessing your chances of obtaining a place at your preferred school.

As the pattern of parental preference can change from year to year, this is only an indication and does not guarantee admission to any particular school.

Please refer to Section 3 of this booklet for information on how applications are prioritised for each school.

## Does the law say I can choose the school my child attends?

The law does not give you the right to choose a school for your child. However, it does allow you to make a preference as to which school you would like your child to attend and we must try to meet that preference. Preferences will be met unless more applications are received than there are places available. Where that is the case, the relevant oversubscription criteria will be applied to all preferences. Places are then allocated in strict criteria order, in accordance with the relevant Admission Arrangements. Section 3 outlines the Admission Arrangements - including oversubscription criteria - for all Cheshire West and Chester schools. Please note: Not all oversubscription criteria are the same so it's important to read the criteria for each school you are considering making a preference for.

## Equal Preferences

All preferences will be considered on an "equal preference" basis. This means that all your preferences will initially be considered without reference to your preference ranking.

If you could potentially be offered a place at more than one of your preferences (i.e. because a preferred school is undersubscribed or because you meet a high enough criteria for for an oversubscribed school) the School place you will be offered will be the school which you ranked the highest on your application form.

## Published Admission Numbers

Admission Authorities (the Council for community and voluntary controlled schools and the governing bodies of voluntary aided schools, free schools and academies) have to determine Published Admission Numbers (PANs). The PAN is used to calculate whether any year group within the school is full or has places available.

The determined PANs for each secondary school are listed in this booklet. The PAN is the maximum number of places that will be allocated to the Year 7 class for September.



However, The Schools Admissions Code, September 2021, allows Admission Authorities to admit above PAN where it will not adversely affect the school now or in the future.

The Admission Authority must provide sufficient notice to the Council of any decision to admit above PAN. This is so that we can deliver our co-ordination responsibilities effectively and ensure that, as far as it is practical, every parent living in Cheshire West and Chester who has applied for a school place receives a single offer on the same day. Admitting over PAN does not mean there will be permanent increase to the PAN.

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

The published oversubscription criteria for the school will be applied to each application to determine who will be offered the places. If we can offer you a place at more than one of your preferred schools, we will make you a single offer which will be for the school that you ranked the highest. If you are a Cheshire West and Chester resident and we are unable to offer you any of your preferences, we will allocate you a place at the nearest Cheshire West and Chester school which has places available. This will not affect your right of appeal. If you are not a Cheshire West and Chester resident then we will not allocate you a place and you should discuss this with your own council.

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

No and you are potentially disadvantaging yourself from receiving a school offer close to your home. We strongly advise that you use all three preferences in priority order for the schools you wish your child to attend. If you only state one school preference and we are unable to offer you a place at that school, we will then have to offer you a place at the nearest school with a place available (Cheshire West and Chester residents only). If you state more preferences and your highest (first) preference is unsuccessful you may then be offered a place at your second or third preference. If you do not use all your preferences and your local schools are filled by those who have expressed a preference then you may be allocated a place at a school some distance away.

Please Note: If you name the same school more than once on the application form this will not increase your chances of being successful. This is the same as only making one preference and you may be disadvantaging yourself.

## Step 2: Applying for a School Place

As required by law, Cheshire West and Chester Council makes arrangements for parents and carers to express their preference for the school where they wish their child to be educated and an opportunity to give reasons for their preference before any places are offered. The co-ordinated admissions process provides a way for ensuring that as far as it is practical, every parent living in an English council area receives a single offer of a school place on the same day.

All English councils are required to provide a common application form (CAF), which allows for at least three school preferences, for parents and carers resident within an authority. All school preferences must be included on the home authority's form.

### **Cheshire West and Chester Residents**

You will need to apply to Cheshire West and Chester Council even if the school you wish to apply for is in another English council.

- You will be asked to provide some personal information (such as name, address) in order to process your application. The information you provide will be held securely in accordance with the General Data Protection Regulation. Where required, your data will be forwarded to schools, other local authorities and relevant Council departments to consider and/or verify the information you provide;
- You can express up to three preferences for any English Council School/s;
- You cannot express a preference for a school in Wales, Scotland, Ireland or abroad. Please contact the relevant council;
- In addition, you cannot apply for a place at an Independent (Private) School. Please contact the school directly;
- We will only discuss details of the application with the applicant unless an additional contact is named on the application.



The address stated on the school application must be the address the child is living at the time of application, that is the address where the child lives and wakes up between Monday to Friday and not a future address.

The address must be the child's home address and not the address used for childcare purposes.

The school admissions code gives us the right to withdraw any school place offered on the basis of a fraudulent or intentionally misleading application. If we receive notification of a potentially fraudulent application our Fraud and Investigations Team may be asked to review the information that has been provided. This may include interviewing and taking a signed statement from the applicant. Please see page 5 on further information on moving house.

### Non Cheshire West and Chester Residents

If you reside in another English council area, you will need to apply to your home council, even if the school you wish to apply for is in Cheshire West and Chester.

If you are resident in Wales, Scotland, Ireland or moving from abroad you can apply direct to Cheshire West and Chester.



Applications received for the admission of pupils who are not resident in Cheshire West and Chester are always considered on an equal basis.

Applications for admission to Cheshire West and Chester schools, and any appeals, are considered in relation to the availability of places in the child's chronological age group. Applications should be made in the normal way however, if parents/carers wish to move their child out of their chronological age group (i.e. deferred entry/early transfer) they should apply for a place as normal but accompany their application with their request. The admission authority of the school/academy will then review your request and you will be informed in writing if entry into a different chronological year group has been agreed. Please note that almost all children in Cheshire West and Chester are educated within their correct chronological year group in accordance with government guidance.

The Council will only discuss details and the outcome of the application with the applicant. Any enquiries received from someone who is not the applicant will need to obtain written consent from the applicant for the council to release any information.

### How do I apply for my child's school place?

The Council invites you to submit three preferences on your application. There are two ways to make your application. These are:

- Online application
- Paper application

## Online Applications

### Benefits to Online Application

For the 2024/25 admissions round, 99.3% of secondary applications received by Cheshire West and Chester Council were made online. There are many benefits to making an on line application including;

- Applicants can view their offer online from 12.30am on the published offer day (rather than waiting for the offer letter to be received in the post);
- It is quick and easy;
- You can apply from home 24 hours a day, 7 days a week;
- There is no risk your application will be lost in the post;
- You will receive an email confirmation that your application has been received;
- You will receive your offer of a school place by email.

### How do I apply online?

Visit: [www.cheshirewestandchester.gov.uk/admissions](http://www.cheshirewestandchester.gov.uk/admissions)

- You will be required to create an account. It is important that you keep a note of your password as this will be required to access your account when viewing the outcome of your application on offer day;
- Once you have given your details you will receive an email to verify your email address which will include a link to the system to complete your online application;
- You will receive an acknowledgement email once you have pressed the submit button for your online application.

If you do not receive an acknowledgement email confirming that your preferences have been received, you must contact the Council as soon as possible as this may indicate that your application has not been received.



If you have submitted an online application, you can make changes to your application prior to the closing date. However if you return to your online account to make any changes this will automatically withdraw your previous application. You must therefore, after making any changes, press the submit button again to ensure this new application is received by the Authority. Another email should be received to confirm the receipt of this new application.

More details regarding online applications can also be found on the website.

## Paper Applications

A paper application form is included at the back of this booklet. Forms should be returned to this Council, to the address detailed on the back of the form by the closing date of 31 October 2024.



### Closing Date for Application

All applications must be received by the Council by 31 October 2024. Please take into consideration when posting a paper application allowing enough time for the application to reach us by the closing date. Any applications received after this date will be treated as a late application unless the Council considers that there are good reasons for the application being late.

## What if I need some assistance with my application?

Please contact the Council on 0300 123 7039.

## Where do I get help if my child has an Education, Health and Care Plan?

The Information Advice and Support Service provides impartial information for parents, children and young people on special educational needs and disabilities. Staff and volunteers can offer personal contact and support; with paperwork, attend meetings in school and with the Council, provide information on voluntary groups and other sources of help including the Local Offer.

The service is available to parents whose children have special educational needs, as soon as their needs are identified and at any age from birth until age 25 years.

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an Education, Health and Care Plan that names their school. Academies will normally be subject to a similar requirement through their agreement with the Department for Education.

For contact details, please see section 4 of this booklet.

## Voluntary (Church) Aided School Applications

Voluntary (Church) Aided Schools, named as preferences, may request written confirmation of religious commitment, e.g. by means of a letter of support from a church minister, or, for admission to Catholic schools, evidence of baptism. Aided schools that require the completion of a supplementary information form (SIF) are listed in Section 3 of this booklet.

## How will my application be considered once submitted to the Council?

Once an application is received by the Council, the following process will be applied:

- Details on the application will be checked against any data already held by the Council. If we find a discrepancy between the data stated on the application and the data held by the Council verification may be required;
- Preferences received for Aided/Foundation Schools and Academies will be forwarded to the relevant admission authority together with any additional information for their consideration;
- Preferences for other English council schools will be forwarded to the relevant authority for their consideration;
- A criteria is assigned for each school preference by the relevant admission authority based on the information stated on your application. Please see Section 3 for the oversubscription criteria. Please note the policy may have changed from previous years.

## What happens if I need to change my application once it has been submitted?

If your circumstances change and you need to amend the schools you have named on your application or make any other changes after you have sent the form back, providing it is before the closing date, you will need to write to the Council stating your reasons for your change of preferences.

Any changes made after the closing date will result in your application being treated as a late application, unless the Council accepts that there is a genuine reason for the change and providing it is made before 12 December 2024, e.g. a recent house move, which must be stated at the time of the application. The Council will not be able to include any changes received after 12 December 2024 in the initial allocation of school places. Changes received after this date will be actioned after the 3 March 2025. For further details please see information on 'Moving House' on page 5.

## Late Applications and Late Changes

Applications received after the closing date of 31 October 2024 will be considered after all on time applications, unless the Council considers that there are good reasons for the application being late, which must be stated at the time of application, i.e. exceptional medical reasons preventing an earlier application. Supporting documentation must be provided. This includes any changes made after the closing date to an on time application.

Where supporting documentation has been received by 12 December 2024 and the Council has accepted reasons stated for a late application or late change, the application will be considered as if it had been received by the closing date. There are no exceptions to this timeframe.

Application forms, supporting documentation and changes received after the 12 December 2024 will be considered after all on-time applications even where the Council accepts that there are good reasons for the late application as the allocation of school places will have begun.

Where late applications are received for places at aided schools, free schools or academies in Cheshire West and Chester, the Council will notify the admission authority that the application has been received late.

Parents and carers are responsible for notifying the Council of the reasons for a late application. Any applications received after the closing date of 31 October 2024 that do not provide reasons for consideration by the Council will be treated as late applications and considered after all on-time applications.

### When will I know the outcome of my on time application?

Offers for secondary school places will be posted out on the 3 March 2025 to those parents/carers who have applied using a paper application.

If you apply online at [www.cheshirewestandchester.gov.uk](http://www.cheshirewestandchester.gov.uk) you will receive your offer by e-mail and you can log on to your account to view the school place offered on 3 March 2025.

The table below gives an indication of when you can expect to hear the outcome of your application or any changes that you submit at various times throughout the coordinated admissions process. Please note that these dates are an indication only and are dependent on the volume of applications, enquiries and amendments received.

## Step 3: Process following the offer of a school place

### Declining Places Offered

Following receipt of the notification on 3 March 2025 if the place is declined, it is important to notify the admissions team as soon as possible in writing or by email to [admissions@cheshirewestandchester.gov.uk](mailto:admissions@cheshirewestandchester.gov.uk). This allows the admissions team to re-allocate the place to a child on the school/academy's waiting list. The school place offered will automatically be accepted unless applicants notify the admissions team otherwise.

### Cheshire West and Chester residents

If your child is resident in Cheshire West and Chester and we are unable to meet any of the preferences stated on your application form, the Council will allocate a place at the next nearest school with a place available, measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG). This will not affect your right of appeal.

### Non Cheshire West and Chester residents

Where an application has been received from a parent resident in another council area and a place cannot be offered, Cheshire West and Chester Council will not allocate a place.

Date of ON TIME applications - amendments - further information received	Notification of outcome by
By 31 October 2024 (this includes any applications/changes received by 12 December 2024 that have been considered as on time)	3 March 2025
Date of LATE applications - amendments - further information received	Notification of outcome by
Between 1 November 2024 and 2 March 2025	1 May 2025
Between 3 March 2025 and 31 March 2025	1 June 2025
Between 1 April 2025 and 30 April 2025	1 July 2025
Between 1 May 2025 and 31 May 2025	1 August 2025
Between 1 June 2025 and 30 June 2025	15 August 2025
Between 1 July 2025 and 15 July 2025	31 August 2025

**Any applications or changes received after 15 July 2025 will not be processed until schools return in September, therefore you will not receive an outcome until after this date.**



### Waiting Lists

Any child refused a place at any of the preferred Cheshire West and Chester schools will automatically be placed on the school's waiting list.

After 3 March 2025, waiting lists for oversubscribed schools will start to be prepared and will consist of those children who have been refused a place at the school, those for whom an appeal form has been received together with any late applications received. Waiting lists will be held in oversubscription criteria order and not on a 'first come, first served' basis. Placing a child's name on a waiting list does not affect the statutory right of appeal.

Please note: waiting lists for all schools must be held until the end of the Autumn Term.

The Council, as admissions authority for community and voluntary controlled schools will forward waiting lists to the school in September 2025 for the school to continue to maintain as part of the In Year admissions process.



### Re-allocating Places

We anticipate that by the end of May, any places that have become available after offers were made on 3 March 2025 will be re-allocated to children on the waiting list together with late applications received. Waiting lists are collated in over-subscription priority order and places are allocated accordingly in line with the over-subscription criteria.

Any written requests to be placed on a school's waiting list and further late applications received after 3 March 2025 will be actioned in date order at a later stage.



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

Yes. For community and voluntary controlled schools you can appeal against the council's decision by completing an appeal form which can be obtained from the Council's website at [www.cheshirewestandchester.gov.uk/admissions](http://www.cheshirewestandchester.gov.uk/admissions) or by telephoning 0300 123 7039.

For aided, foundation schools and academies you can appeal against the decision of the governing body/trust in its role as the admission authority for the school by contacting the school directly for further information.

If your preferred school is maintained by another English council you will need to contact the relevant council for information on how to appeal or be placed on a waiting list.

### When will the appeals be held?

Appeals for admission in September 2025 will be heard by 19 June 2025 for those received by 31 March 2025, or within 30 school days for those appeals received after 31 March 2025. Appeals for admission in September 2025 will be heard together where possible; late appeal applications will not be heard before scheduled appeals for on-time appeal applications even where this exceeds the 30 school day limit.

For further information on the appeals process, please see 'Right of Appeal' on page 12 of this booklet.

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

We do not advise that you decline the place offered unless you have already made alternative arrangements for the education of your child. If you choose to decline the place offered it is your responsibility to ensure that your child receives an education. Cheshire West and Chester Council can advise you of alternative schools with vacancies for September 2025 from the end of March onwards. Please telephone 0300 123 7039 for more information. This will not affect your legal right of appeal.



Every year we strongly encourage parents and carers to apply on time for secondary school places for their children. Applying on time gives a far greater chance of securing a place at a preferred school. Unfortunately late applications can only be considered once all on time applications are processed and so parents and carers applying late will not receive an outcome until several weeks after national offer day.

# General Information

## Which address to use

The address stated on the school application must be the address the child is living at the time of application, that is the address where the child lives and wakes up between Monday to Friday and not a future address.

The address must be the child's home address and not the address used for child care purposes.

The school admissions code gives us the right to withdraw any school place offered on the basis of a fraudulent or intentionally misleading application. If we receive notification of a potentially fraudulent application our fraud and investigations team may be asked to review the information that has been provided. This may include interviewing and taking a signed statement from the applicant.

## Children of Multiple Births

The School Admissions Code (September 2021) has included children of multiple births as a permitted exception. This is to ensure that, as far as possible twins, triplets or children from other multiple births can attend the same school. However, this does not give an automatic right for children from multiple births to be admitted to the same school. The Council and the relevant school will consider whether such admission will be prejudicial to the efficient education and efficient use of resources at the school prior to making any decision to offer such places.

## Children of UK Service Personnel

If applying for an in year school transfer, places will be allocated in advance of the family arriving in the area for children of UK service personnel, if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address for considering the application against the council's oversubscription criteria. If applying for a place in the normal admission round, applications for children of UK service personnel will be considered alongside all other applications, using the Unit postal address or quartering area address following receipt of the above evidence.

## Right of Appeal

Parents and carers who are not offered a place for their child at a school stated as a preference have a right of appeal to an independent appeals panel. Parents can submit an appeal in respect of each school for which admission has been refused.

A separate appeal application form will be needed for each school appeal.

Applications for admission appeals are normally

considered in relation to the child's **chronological** age group, other than in exceptional circumstances. Parents and carers have the right to present their case to the independent appeals panel in person and to be accompanied by a friend or adviser or to be represented.

All appeals should be sent to the admission authority for the school for which admission has been refused. For appeals for places in schools maintained by other councils, parents/carers will be advised to contact the council maintaining the school.

The Council makes the necessary administrative arrangements for hearing appeals relating to community and voluntary controlled schools and some church aided and foundation schools and academies but other church aided and foundation schools and academies make their own arrangements for appeal hearings. For further information on the arrangements for appealing against a decision made by the governing body/trust of an aided or foundation school or an academy, please contact the school directly. For appeals against decisions made by the admission authority of schools outside Cheshire West and Chester, please contact the relevant council. The decisions of appeals panels are binding on the Council and on school governing bodies.

Appeals must be submitted in writing. Application forms for appeals against decisions made by the Council for community and voluntary controlled schools in Cheshire West and Chester are available on the website at **[www.cheshirewestandchester.gov.uk](http://www.cheshirewestandchester.gov.uk)** or alternatively on request on **0300 123 7039**.

Parents submitting appeals will be given more detailed information on the appeals arrangements. There are different arrangements for appeals relating to school places for pupils with Education, Health and Care Plans.

## Repeat Applications

Repeat appeals will not be considered within the same school year unless the parents, child's or the school's circumstances have changed significantly and materially since the original application was made.

## Religious Education

In community and voluntary controlled schools religious education is given in accordance with the Cheshire West and Chester Agreed Syllabus for Religious Education. In aided schools religious education is given in accordance with the school's Trust Deed. Parents have the right to withdraw their children from religious education from any school including aided schools if they so wish and they may also withdraw their children from the school in order to receive, elsewhere, religious education of a kind not provided in the school. The Council's approval must be obtained in this latter case for such periods as are considered reasonable.

## School Uniform

Headteachers, in consultation with school Governors/Trusts, decide whether or not there should be a school uniform. Details of uniform, where appropriate, are given in each school's prospectus which can be obtained from the school. The Council does not help parents with the cost of school uniform or physical education kit, except for pupils attending residential special schools where separate arrangements apply. All pupils are expected to conform to a reasonable standard of clothing and personal appearance and parents are asked to try to ensure that pupils attend school suitably dressed.

## Free School Meals

Children are eligible for free school meals based on the level of the family income (see special rules for children in reception and years 1 & 2 where they automatically qualify – you can find further details on our website - see link below).

**Pupil Premium** - Where a child of any age qualifies for free school meals based on family income, the child's school receives additional Government funding called the Pupil Premium. This is to provide extra activities to help children succeed better in their education.

Because this **additional** funding is based on parents **applying** it is **vital** that parents/carers continue to make an application for free school meals, as without an application the school will not receive this extra important funding. So please help your child's school by ensuring it gets the maximum Pupil Premium funding available – all children in the school will benefit as a result.

For more information please call us on 0300 123 7021 or visit our website at

[www.cheshirewestandchester.gov.uk/schoolmeals](http://www.cheshirewestandchester.gov.uk/schoolmeals).

## In Year Admissions 2024/25

Applications for places in any year group other than at normal admission times are submitted to the school/academy and can be made via the Council. Waiting lists for in year admissions will be held by community and voluntary controlled schools in criteria order and not on a first come first served basis. For information on whether aided, foundation, studio schools and academies hold waiting lists for in year admissions, please contact the schools direct. Full details of this process is available on the website at [www.cheshirewestandchester.gov.uk/admissions](http://www.cheshirewestandchester.gov.uk/admissions) or by contacting the Council on 0300 123 7039.

## Looked After Children

Applications received in respect of a child who is looked after or a child who was previously looked after but ceased to be so because they were adopted or became subject to a child arrangements, or special guardianship order. Those who require admission to a school outside the normal admission round will normally be offered a place at the most appropriate school as determined by the Council even if that school is full.

## In Year Fair Access Protocol

The Fair Access Protocol operates outside of the normal admissions round. It is an agreement between the Council and all of its schools to ensure fairness and equity so that all children, particularly the most vulnerable are offered an appropriate school place as quickly as possible. The agreement takes into account the needs of the child and the number of Fair Access admissions previously taken into each school. To ensure that no child is out of school for a long period of time or left without a school place, children who meet the Fair Access criteria may be admitted above a school's admission number.

For further information on this process please contact the Council.



## SECTION 2:

# SCHOOLS INFORMATION

### Types of schools

- (a) Non-denominational community schools
- (b) Church schools (called voluntary schools) which may be aided or controlled
- (c) Other non-denominational voluntary controlled schools
- (d) Non-denominational foundation schools
- (e) Academies
- (f) Studio schools

Church of England (CE) aided schools are either aided or controlled. Church of England aided schools are schools where the religious education provided is in conformity with the rites, practices and doctrines of the Church of England. A Church of England controlled school, like an aided school, is a Church school functioning within the partnership of the Church and the Council.

Its Christian nature is an important aspect of the school's life. Its religious teaching is mainly in accordance with the agreed syllabus but this may, for those who wish, be supplemented by specific Church teaching. Worship at its school assemblies is linked with the worship of the Church in accordance with the provisions of its Trust Deed.



### Academies and Studio Schools

Academies and Studio Schools are all-ability, state-funded schools. The funding agreement with the Department for Education requires the Academy's admissions policy and arrangements to be in accordance with, or consistent with, admissions law and the School Admissions Code.

### Open Events

We would strongly advise that you visit any school/s that you are considering applying for. Please contact schools directly.

### School Holiday Dates

Information on school holiday dates for the Academic Year 2025-2026, are published on the Cheshire West and Chester Council's website at [www.cheshirewestandchester.gov.uk](http://www.cheshirewestandchester.gov.uk) or alternatively please contact the Council on **0300 123 7039**. **For Aided, Foundation Schools and Academies please contact the schools direct.**

Cheshire West and Chester Council consulted on adopting a standardised school year for its community and voluntary controlled schools. The Council also encourages foundation, voluntary aided and academy schools to follow the same dates, in the interest of consistency and forward planning for parents/carers across Cheshire West and Chester. Further information is available on the Council's website.

### Secondary Schools in Cheshire West and Chester

The following section provides information about secondary schools in Cheshire West and Chester, including the names and addresses, contact details, age range of pupils in the school and the number of places available for **September 2025**, (shown on the table as the **PAN** – the published admission number). The PAN refers to the number of places that can be allocated to the year 7 class for September 2025.

The detailed information about the number of preferences (applications) that were received and the number of preferences allocated (places offered) refers to **September 2024** admissions, and is shown to help you estimate what your chances of success are for a particular school before submitting your application. It is important to remember that this is only an indication and does not guarantee admission to any particular school.



## How to use the information provided in the following school section.

### Number of Preferences Received for September 2024

Using the table on the following pages, you will be able to see how many preferences (applications) were received for each school. These are broken down into ranking (i.e. 1st, 2nd and 3rd preference).

### Places Allocated for September 2024

The second set of data headed 'Places Allocated' refers to the outcome of the application process i.e. the number of places offered after all preferences had been considered. There is also a column showing 'Other' preferences. Where a parent/carer's preferences could not be met this column shows the number of pupils offered a place where this was the next nearest school with vacancies. This information refers to places offered on 1 March 2024 for admission in September 2024 only.

### Lowest Criteria Allocated

This column refers to the criteria for admission that was used for each school for September 2024 admissions. If the column shows N/A (Not Applicable), there were no unsuccessful applicants for the school as all parents who requested a place as their highest available preference school were offered a place. For some parents, this may be their second or third preference school. If a particular criterion is listed in this column, for example, 'furthest distance' this is the lowest criterion used to allocate a place and indicates that there were unsuccessful applications.

For Aided, Foundation Schools and Academies where a criterion number is identified against the heading 'Lowest Criteria Allocated' this refers to that school's published criteria, please see section 3 of this booklet.

### Furthest Distance

This is the straight line distance measurement in miles from the home address to the school and shows the furthest distance that was used to allocate a school place under the criterion shown in the previous column. Children within this criterion living further away from the school were unsuccessful with their preference.

## How to Use the information provided in the following school section

- 1 First consider how many applications were received for a preferred school.
- 2 Compare this with how the places were offered in the 'Places allocated' column.
- 3 Next look at the lowest criteria allocated to see if any applications were unsuccessful.
- 4 If applications were unsuccessful, would your application have a lower priority for admission i.e. below the lowest criterion allocated and the distance measurement within this criterion listed alongside it?
- 5 If you have a lower priority for admission, you need to bear in mind that your application would have been unsuccessful based on last years parental preferences. There may therefore be a significant prospect of your application being unsuccessful. You will have a statutory right of appeal if this is the case.



As the pattern of parental preferences can change from year to year, this information only gives an indication and does not guarantee admission to any particular school.



DFE No/ Status	School Name and Contact Details	Age Range	Published Admission Number	Number of preferences received for Sep 2024				Number of places allocated for Sep 2024					Lowest Criteria Allocated	Furthest Distance	Admissions Policy: Section
				1st	2nd	3rd	Total	1st	2nd	3rd	Other	Total			
<b>896/4158 F</b>	Bishop Heber High School Chester Road, Malpas, Cheshire SY14 8JD Tel: 01948 860571 Email: reception@bishopheber.cheshire.sch.uk Visit: www.bishopheber.cheshire.sch.uk	11-18	210	232	46	34	312	219	1	0	0	220	Criterion 7	9.023	<b>3</b>
<b>896/4006 F</b>	Blacon High School Melbourne Road, Blacon, Chester CH1 5JH Tel: 01244 371475 Email: headteacher@blaconhigh.cheshire.sch.uk Visit: www.blaconhighschool.net	11-16	150	116	17	13	146	116	3	0	0	119	n/a	n/a	<b>3</b>
<b>896/4149 AC</b>	Christleton High School Village Road, Christleton, Chester CH3 7AD Tel: 01244 335843 Email: enquiries@christletonhigh.co.uk Visit: www.christletonhigh.co.uk	11-18	224	264	303	175	742	223	2	0	0	225	Criterion 5	2.8	<b>3</b>
<b>896/4003 S</b>	Chester International School Queen's Park Campus, Queen's Park Road, Handbridge, Chester, CH4 7AE Tel: 01244 735610 Email: enquiries@chesterinternational.co.uk Visit: www.chesterinternational.co.uk	14-19	Contact school direct for admissions data												
<b>896/4610 AC</b>	Ellesmere Port Catholic High School, a Voluntary Academy Capenhurst Lane, Whitby, Ellesmere Port CH65 7AQ Tel: 0151 355 2373 Email: admin@epchs.co.uk Visit: www.epchs.co.uk	11-18	180	159	129	62	350	159	3	4	6	172	n/a		<b>3</b>
<b>896/4001 VA</b>	Hartford Church of England High School Hartford Campus, Chester Road, Northwich CW8 1LH Tel: 01606 786000 Email: mail@hartfordhigh.co.uk Visit: www.hartfordhigh.org.uk	11-16	240	180	208	139	527	178	11	6	3	198	n/a	n/a	<b>3</b>
<b>896/4221 C</b>	Helsby High School Chester Road, Helsby, Frodsham WA6 0HY Tel: 01928 723551 Email: admin@helsbyhigh.org Visit: www.helsbyhigh.org.uk	11-18	225	191	45	42	278	191	10	5	3	209	n/a		<b>3</b>
<b>896/4100 AC</b>	Neston High School Raby Park Road, Neston, Cheshire CH64 9NH Tel: 0151 336 3902 Email: admin@nestonhigh.com Visit: www.nestonhigh.com	11-18	300	307	182	169	658	279	15	6		300	Distance	3.868	<b>3</b>

**C:** Community Non-Denominational Schools

**VC:** Voluntary Controlled/Church School

**VA:** Aided Schools/Church Schools

**AC:** Academies

**F:** Foundation Schools

DFE No/ Status	School Name and Contact Details	Age Range	Published Admission Number	Number of preferences received for Sep 2024				Number of places allocated for Sep 2024					Lowest Criteria Allocated	Furthest Distance	Admissions Policy: Section
				1st	2nd	3rd	Total	1st	2nd	3rd	Other	Total			
<b>896/4002 AC</b>	Queen's Park High School Queen's Park Road, Chester CH4 7AE Tel: 01244 257088 Email: enquiries@qphs.co.uk Visit: www.qphs.cheshire.sch.uk	11-18	180	123	104	49	276	122	5	3	1	130	n/a	n/a	<b>3</b>
<b>896/4610 VA</b>	St Nicholas Catholic High School Greenbank Lane, Hartford, Northwich CW8 1JW Tel: 01606 706000 Email: admissions@st-nicholas.cheshire.sch.uk Visit: www.st-nicholas.cheshire.sch.uk	11-18	224	226	150	72	448	210	12	2	0	224	Criterion 6	8.282	<b>3</b>
<b>896/4135 AC</b>	Tarporley High School and Sixth Form College Eaton Road, Tarporley CW6 0BL Tel: 01829 732558 Email: contact@tarporleyhigh.co.uk Visit: www.tarporleyhigh.co.uk	11-18	210	223	93	52	368	205	5	1	0	211	Criterion 4	6.594	<b>3</b>
<b>896/4623 AC</b>	The Bishops' Blue Coat Church of England High School Vaughans Lane, Great Boughton, Chester CH3 5XF Tel: 01244 313806 Email: school@bishopschester.co.uk Visit: www.bishopschester.co.uk	11-18	210	234	283	154	671	220	5	1	0	226	Distance	1.225	<b>3</b>
<b>896/4603 AC</b>	The Catholic High School, Chester Old Wrexham Road, Handbridge, Chester CH4 7HS Tel: 01244 667660 Email: admissions@christofidelis.org.uk Visit: www.christofidelis.org.uk	11-18	165	128	88	49	265	125	4	1	4	134	n/a	n/a	<b>3</b>
<b>896/4134 AC</b>	The County High School, Lefwich Granville Road, Northwich, Cheshire CW9 8EZ Tel: 01606 333300 Email: admissions@leftwichhigh.com Visit: www.leftwichhigh.com	11-16	210	246	159	101	516	210	0	0	0	210	Distance	2.975	<b>3</b>
<b>896/4009 AC</b>	The Ellesmere Port Church of England College 164 Whitby Road, Ellesmere Port CH65 6EA Tel: 0151 350 6000 Email: info@epcollege.org Visit: www.epcollege.org	11-18	150	135	73	61	269	135	9	1	5	150	n/a	n/a	<b>3</b>

C: Community Non-Denominational Schools

VC: Voluntary Controlled/Church School

VA: Aided Schools/Church Schools

AC: Academies

F: Foundation Schools

DFE No/Status	School Name and Contact Details	Age Range	Published Admission Number	Number of preferences received for Sep 2024				Number of places allocated for Sep 2024					Lowest Criteria Allocated	Furthest Distance	Admissions Policy Section
				1st	2nd	3rd	Total	1st	2nd	3rd	Other	Total			
<b>896/4000 AC</b>	The Rudheath Senior Academy Middlewich Road, Rudheath, Northwich, CW9 7DT Tel: 01606 42515 Email: admin@rudheathsenioracademy.org.uk Visit: www.rudheathsenioracademy.org.uk	11-16	168	107	48	21	176	107	7	0	5	119	n/a		<b>3</b>
<b>896/4167 F</b>	The Whitby High School Sycamore Drive, Whitby, Ellesmere Port CH66 2NU Tel: 0151 355 8445 Email: whitby@whitbyhs.cheshire.sch.uk Visit: www.whitbyhigh.org	11-18	300	222	131	59	412	222	10	2	2	236	n/a		<b>3</b>
<b>896/6906 AC</b>	The Winsford Academy Grange Lane, Winsford CW7 2BT Tel: 01606 592300 Email: admin@winsfordacademy.org.uk Visit: www.winsfordacademy.net	11-16	240	161	34	23	218	157	6	1	11	175	n/a		<b>3</b>
<b>896/4153 F</b>	Upton-By-Chester High School St James Avenue, Chester CH2 1NN Tel: 01244 259800 Email: admin@uptonhigh.co.uk Visit: : www.uptonhigh.co.uk	11-18	280	304	187	184	675	295	14	1	0	310	Distance	3.621	<b>3</b>
<b>896/4132 AC</b>	Weaverham High School Lime Avenue, Weaverham, CW8 3HT Tel: 01606 852120 Email: office@weaverhamhighschool.com Visit: www.weaverhamhighschool.com	11-16	235	237	129	129	470	235	224	10	1	235	Criteria 7	6.981	<b>3</b>



# SECTION 3: ADMISSION ARRANGEMENTS

## COMMUNITY & VOLUNTARY CONTROLLED SCHOOLS

### OVERSUBSCRIPTION CRITERIA

Where more applications are received than there are places available and after the admission of pupils with Education Health and Care Plan's where the school is named, preferences for community and voluntary controlled schools, together with any supporting information, will be considered in accordance with the council's published oversubscription criteria as follows:

- 1) A 'Looked after child' or a child who was previously looked after by an English Local Authority but ceased to be so because they were adopted (or became subject to a child arrangements, or special guardianship order). A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
- 2) A 'Looked after child' or a child who was previously looked after outside England, but ceased to be so because they were adopted (or became subject to a child arrangements, or special guardianship order).
- 3) Siblings – pupils with elder brothers or sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school (in years Reception through to Year 10 and year 12) and expected to continue at the school in the following school year. (i.e. at the time of admission).



Where the admissions team identify a discrepancy with the address stated on the application and the address held on the admissions system for the sibling, the team may verify the details with the school, therefore please ensure that the school has the correct, up to date information.

- 4) Children resident within the designated catchment zone of the school. (a).

- 5) Children not resident within a school's local catchment zone but attending a school designated as a partner school for admissions purposes, as out-of-zone pupils.

For information the community high school and its designated partner primary schools are as follows:

#### Helsby High School

Alvanley and Manley Village School  
 Ashton Hayes Primary School  
 Aston by Sutton Primary School  
 Elton Primary School  
 Frodsham CE Primary School  
 Frodsham Manor House Primary School  
 Frodsham Primary Academy  
 Helsby Hillside Primary School  
 Horn's Mill Primary School  
 Kingsley Community Primary and Nursery School  
 Kingsley St John's CE Primary School  
 Norley CE Aided Primary School

- 6) Pupils living nearest to the school measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG).

Where a school cannot accommodate all pupils qualifying under one of the criteria stated above, the next criteria will also be applied to determine priority for admission. For example, if a school cannot accommodate all siblings for whom an application has been received, all sibling applicants will be prioritised in the order of:

- Siblings (criterion 3) who live within the school's designated catchment area (criterion 4);
- Siblings (criterion 3) who do not live within the school's designated catchment area (criterion 6).

All applicants within each criterion will be put into a distance order with priority being given to those that live nearest to the school, as stated in criterion 6 above.

## Notes:

### (a) Catchment Areas

Children are classed as 'in area' (resident in the school's catchment area) for a secondary school under the Council's admission arrangements if they and their parents/carers are resident in the area served by the school on the closing date for applications. You can obtain information on which school serves your address by viewing 'Catchment Areas' on our website at or alternatively by contacting the Authority on 0300 123 7039.

The law will not allow any authority to guarantee places at the catchment area school. Neither can places be reserved.

(b) Where it is identified that there are a limited number of places available and the Local Authority cannot differentiate between the applications using the nearest school criterion (criterion 6) a random allocation tie-breaker will be applied. This may be required for example, where applicants reside in the same block of flats.

Where a school can accommodate some, but not all pupils qualifying for one of the preceding criteria, priority will be given to pupils having regard to the subsequent criteria.

## Sixth Form Community and Voluntary Controlled Schools - Oversubscription

In the event that the number of eligible applicants exceeds the number of places available, the oversubscription criteria to be applied are:

- 1) A 'Looked After Child' or a child who was previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements, or special guardianship order). A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
- 2) Children resident within the designated catchment zone of the school Children will be classed within this category if they and their parents/carers are resident within the area served by the school on the closing date for applications.
- 3) Pupils living nearest to the school (Distance) measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG).



# ADMISSIONS TO YEAR 12 OF SCHOOLS WITH SIXTH FORMS

Applications for admission to the sixth form of a Cheshire West and Chester school are dealt with by the school in accordance with the published admissions arrangements and not by Cheshire West and Chester Council.

Children already in the school are not required to apply formally for places in year 12 but should have reached the minimum entry requirements for admission into the sixth form. Minimum entry requirements are the same for internal and external applicants.

Schools will not interview pupils or their families for entry to year 12, although meetings may be held to provide advice on options and entry requirements for particular courses.

## Sixth form minimum entry requirements

- The minimum entry requirement for admission to the sixth forms of Cheshire West and Chester community and voluntary controlled schools to study primarily at A level is five GCSEs grade 9 to 4 (or equivalent). Individual subjects may require a specific level of attainment. Further information will be provided by the school.
- Minimum entry requirements for admission onto specific vocational courses vary and a full list of requirements can be obtained from the school. Parents are advised to contact the school for further information.





## Published Admission Numbers – External Candidates Only

This number relates to the admission of external candidates only. The admission numbers included in the table are based on an estimate of the minimum number of external candidates likely to be admitted, although it would be acceptable to exceed this if demand for available courses can be met.

Sixth Form Admissions	Status	September 2025
Bishop Heber High School	Foundation	30
Christleton High School	Academy	40
Ellesmere Port Catholic High School	Academy	24
Helsby High School	Community	40
Neston High School	Academy	40
Queen's Park High	Academy	40
St Nicholas Catholic High School	Voluntary Aided	20
Tarporley High School & 6th Form College	Academy	5
The Bishops' Blue Coat CE High School	Academy	20
The Catholic High School, Chester	Academy	50
The Whitby High School	Foundation	30
The Ellesmere Port Church of England Academy	Academy	10
Upton-by-Chester High School	Foundation	40

## Sixth Form Admission Appeals

Any applicant refused a place in Year 12 is entitled to make an appeal to an independent appeal panel, whether the child is already attending the school or is an external candidate.

Pupils refused admission to a sixth form in a Cheshire West and Chester community or voluntary controlled school will be advised to contact the Cheshire West and Chester Council for an admission appeal application form and details on the appeals process.

To appeal against the decision refusing admission to sixth form made by an Aided, Foundation School or Academy, you will need to contact the school direct for further details on their appeals process.

Regulations have also been amended to give a corresponding right of appeal to a child who expresses a preference for a school place.

These new children's rights are in addition to the rights of parents to express a preference as to the school at which they wish their child to receive education.

The Education and Skills Act 2008 made changes to the law relating to admissions and appeals placing a new duty on admission authorities to make arrangements:

- for children to express a preference as to the school at which they wish to receive sixth-form education (i.e. secondary education suitable to the requirements of pupils who are over compulsory school age); and
- for children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school, to express a preference as to the school at which they wish to receive education other than school sixth-form education.



# FOUNDATION SCHOOLS

## OVERSUBSCRIPTION CRITERIA

### Please Note

Schools oversubscription criteria is published within this booklet. Full details of the policies can be viewed on the schools' websites, together with any information on Sixth Form Admissions.

## Supplementary Information Form (SIF)

The following Foundation schools require the completion of a Supplementary Information Form in order that additional information in support of an application is provided for consideration by the governing body as the admissions authority for the school.

You can access a copy of the forms on the Cheshire West and Chester website at

[www.cheshirewestandchester.gov.uk/admissions](http://www.cheshirewestandchester.gov.uk/admissions) or alternatively, please contact the school.

Please Note: Supplementary Information Forms must be completed and returned to the relevant school and not the Local Authority. You must still complete the Authority's application form for a school place, stating your preferred schools in priority order, which must be returned to the Authority at the address provided on the form.

Schools that require a SIF form to be completed in addition to an application form are as follows:

- Bishop Heber High School

### Bishop Heber High School

1. A 'Looked After Child' or a child who was previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements, or special guardianship order). A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
2. Children for whom there are particular medical or social reasons which, in the Governors' view, justifies admission to this school. Supporting evidence from a registered professional, such as a medical practitioner, psychologist or social worker, must be provided which sets out the particular reasons why the school is the most suitable school and the difficulties that would be caused if the child had to attend another school. A panel of Governors will consider the information presented and will determine whether the evidence is sufficiently compelling to apply this criterion to the application. The Governors, if it is considered appropriate, will seek the views of the School Doctor or Educational Psychologist in the event of parents requesting admission on medical or psychological grounds. This criterion cannot be considered if the required documents have not been received. Few applications fall within this category.

3. Siblings – students with elder brothers or sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending Bishop Heber High School and expected to continue at the School in the following school year. (i.e. at the time of admission).
4. Children of staff (parents) who have been directly employed by the school for 2 years or longer at the closing date for applications or who have been recruited to meet a particular skills shortage. A parent is any person who has parental responsibility or care for a child and lives in the same family unit at the same address for the majority of the school week. Staff should complete a Supplementary Information Form and submit this to the Admissions Officer at School at the time of application.
5. Students that attend a school designated partner/feeder schools:  
Bickerton Holy Trinity CE  
Clutton CE  
Farndon  
Malpas Alport  
Shocklach Oviatt CE  
Tattenhall Park  
Tilston Parochial CE  
Tushingam-with-Grindley CE
6. Students resident within the designated catchment zone of Bishop Heber High School. Students will be classed within this category if they and their parents/carers are resident within the area served by the School on the closing date for applications: Bickerton Holy Trinity CE, Clutton CE, Farndon, Malpas Alport, Shocklach Oviatt CE, Tattenhall Park, Tilston Parochial CE, Tushingam-with-Grindley CE.
7. Students living nearest to the School – Distances are measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG).



## Blacon High School – Specialist Sports College

1. 'Cared for Children'. A 'cared for child' is a child who is in the care of the local authority or provided with accommodation by that authority (as defined in section 22 of the Children Act 1989) at the time of application and who the local authority has confirmed will still be cared for at the time of admission to the school.

These determined arrangements contain the statutory requirement of the School Admissions Code (December 2014) to include a variation to the "Looked After Child" criterion which is to include a child who was previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements, or special guardianship order). Formal consultation on this change did not take place as this amendment was a mandatory requirement.

2. Siblings – students with elder brothers or sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school, and expected to continue at the school in the following school year; Siblings in Years 7 – 11 attending the school at the time of application.
3. Children resident within the designated catchment zone of the school. Children will be classed within this category if they and their parents/carers are resident within the area served by the school on the closing date for applications.
4. Children not resident within a school's local catchment zone but attending a school designated as a partner school for admissions purposes, as out-of-zone students. Our partner schools are – JH Godwin Primary School, Dee Point Primary School, Highfield Primary School, The Arches Primary School and St Theresa's RC Primary School.
5. Students living nearest to the school (Distance) measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG).

## The Whitby High School

1. 'Cared for children'. A 'cared for child' is a child who is in the care of the local authority or provided with accommodation by that authority (as defined in section 22 of the Children Act 1989) or a child who was previously looked after but ceased to be so because they were adopted, or became subject to a child arrangements, or special guardianship order.

2. Children for whom there are particular medical or social reasons, which, in the Governors' view, justifies admission to a particular school. Supporting evidence from a registered professional, such as a medical practitioner, psychologist or social worker, must be provided which sets out the particular reasons why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school. A panel of Governors will consider the information presented and will determine whether the evidence is sufficiently compelling to apply this criterion to the application. The Governors, if it is considered appropriate, will seek the views of the School Doctor or Educational Psychologist in the event of parents requesting admission on medical or psychological grounds.

This criterion cannot be considered if the required documents have not been received. Few applications fall within this category.

3. Siblings – pupils with brothers or sisters, step-brothers or step-sisters, half-brothers and half-sisters living together as part of one household, already attending the preferred school, and expected to continue at the school in the following school year.
4. Children resident within the designated catchment zone of the school Children will be classed within this category if they and their parents/carers are resident within the area served by the school on the closing date for applications.
5. Pupils not resident within a school's local catchment area but attending a school designated as a partner/feeder school for admissions purposes, as out-of-area pupils.

The designated partner/feeder schools are:

Capenhurst CE Primary School  
Ellesmere Port Christchurch CE Primary School  
Meadow Primary School  
Sutton Green Primary School  
Whitby Heath Primary School  
William Stockton Primary School  
Woodlands CE Primary School

6. Pupils living nearest to the school (Distance) are measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG).



## Upton-by-Chester High School

1. Looked after children and previously looked after children, including those children who appear (to the admission authority) to have been in State Care outside of England and ceased to be in State care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to child arrangements order or special guardianship order). All references to previously looked after children in this policy mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children for whom there are particular medical or social reasons which, in the governors' view, justifies admission to a particular school. Supporting evidence from a registered professional, such as a medical practitioner, psychologist or social worker, must be provided which sets out the particular reasons why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school. A panel of Governors will consider the information presented and will determine whether the evidence is sufficiently compelling to apply this criterion to the application. The Governors, if it is considered appropriate, will seek the views of the School Doctor or Educational Psychologist in the event of parents requesting admission on medical or psychological grounds. This criterion cannot be considered if the required documents have not been received. Few applications fall within this category.
3. Siblings – Learners with elder brothers or sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or adopted sisters, foster children, living together as part of one household, already attending the preferred school, and expected to continue at the school in the following school year.
4. Children of staff (parents) who have been directly employed by the school for two years of longer at the closing date for applications or who have been recruited to meet a particular skill shortage. A parent is any person who has parental responsibility or care for a child and lives in the same family unit at the same address for the majority of the school week.
5. Children resident within the designated catchment zone of the school. Children will be classed within this category if they and their parents/carers are resident within the area served by the school on the closing date for applications.
6. Children not resident within a school's local catchment zone but attending a school designated as a partner school for admissions purposes, as out-of-zone learners. These primary schools are:
  - Upton Heath
  - Newton
  - Saughall All Saints
  - Upton Mill View
  - St Oswalds, Mollington
  - Guilden Sutton
  - Upton Acresfield
  - Upton Westlea
  - Mickle Trafford
  - Hoole
7. Learners living nearest to the school (distance) 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.

Where the school can accommodate some, but not all learners qualifying under one of the preceding criteria, priority will be given to learners having regard to the subsequent criteria.



# VOLUNTARY AIDED SCHOOLS OVERSUBSCRIPTION CRITERIA

## Please Note

Schools oversubscription criteria is published within this booklet. Full details of the policies can be viewed on the schools' websites, together with any information on Sixth Form Admissions.

### Supplementary Information Form (SIF)

A number of voluntary aided (church) schools require the completion of a Supplementary Information Form in order that additional information in support of an application, particularly in relation to faith, is provided for consideration by the governing body as the admissions authority for the school.

You can access a copy of the forms on the Cheshire West and Chester website at [www.cheshirewestandchester.gov.uk/admissions](http://www.cheshirewestandchester.gov.uk/admissions) or alternatively, please contact the school.

Please Note: Supplementary Information Forms must be completed and returned to the relevant school and not the Local Authority. You must still complete the Authority's application form for a school place, stating your preferred schools in priority order, which must be returned to the Authority at the address provided on the form.

Schools that require a SIF form to be completed in addition to an application form are as follows:

- Hartford Church of England High School
- St Nicholas Catholic High School

### Hartford Church of England High School

#### Foundation Places

The governors have designated 35 places, to be offered to pupils whose parents are faithful and regular worshippers in a Christian church that is a member of Churches Together in Britain and Ireland. (See note B & C). Applicants for these places must complete the supplementary form as well as the Local Authority's common application form.

If there are more than 30 qualified applicants, places will be allocated according to the following criteria. These are stated in order of priority:

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (see Note D);
2. Children with or special medical or social circumstances affecting the child where these needs can only be met at this school (see Note A);
3. The presence of a sibling (See note E) in the school or has attended school during the previous three years;
4. Children resident within the catchment zone of the school. Children will be classed within this category if they and their parents/carers are resident within the catchment zones of the following partner primary schools:



Barnton Community Nursery & Primary School  
 Hartford Primary School  
 Hartford Manor Community Primary School & Nursery  
 Little Leigh Primary School  
 Winnington Park Primary School and Nursery

5. Children not resident within the catchment zone of the school but attending one of the partner primary schools listed under criterion (4) or the following partner primary schools:
  - Antrobus St Mark's C of E Primary School
  - Great Budworth CE (A) Primary School
  - Lostock Gralam Church of England Primary School
  - Over St. John's C.E. Primary School
  - Whitegate CE Primary School
6. Children of parents who have been directly employed by the school for a period of 2 years or longer at the closing date for applications;
7. The nearness of the home to the school, measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG) In the event of a tie break, a random paper draw will be undertaken by an independent body.

It may happen that there are not enough places to admit all applicants meeting any one criterion.

In this case the governors will apply the subsequent criteria, in order of priority, to all these applicants.

If there are fewer than 30 qualified applicants for foundation places, any unfilled places will become additional open places.

Unsuccessful applicants for foundation places will be considered for any open places in the priority order as laid out below:.

### Open Places

The governors have designated 180 places each year as open places, to be offered to pupils who do not qualify for a foundation place but whose parents have chosen the school for the type of education it provides. Parents applying for an open place do so knowing that in this school our ethos is based on the teachings of the Church of England. Collective worship, though not mandatory, is also based on the practises of the Church of England.

If there are more than 205 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (see Note D);

2. Children with or special medical or social circumstances affecting the child where these needs can only be met at this school (see Note A);
3. The presence of a sibling (See note E) in the school or has attended school during the previous three years;

4. Children resident within the catchment zone of the school. Children will be classed within this category if they and their parents/carers are resident within the catchment zones of the following partner primary schools:

Barnton Community Nursery & Primary School  
 Hartford Primary School  
 Hartford Manor Community Primary School & Nursery  
 Little Leigh Primary School  
 Winnington Park Primary School and Nursery

5. Children not resident within the catchment zone of the school but attending one of the partner primary schools listed under criterion (4) or the following partner primary schools:

- Antrobus St Mark's C of E Primary School
- Great Budworth CE Primary School
- Lostock Gralam C of E Primary School
- Over St. John's C.E. Primary School
- Whitegate CE Primary School

6. Children of parents who have been directly employed by the school for a period of 2 years or longer at the closing date for applications;

7. The nearness of the home to the school, measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG) In the event of a tie break, a random paper draw will be undertaken by an independent body.

It may happen that there are not enough places to admit all pupils meeting any one criterion. In this case the Governors will apply the subsequent criteria, in order of priority, to all these pupils.

Unsuccessful applicants for open places will be considered for any foundation places remaining unfilled at the end of the allocation procedure. Applicants considered for these places will not be required to complete the School's Supplementary Information Form.

### Notes

- a) Professional supporting evidence from eg a doctor, psychologist, social worker, is essential if admission is to be made under the criterion (ii) for special medical or social circumstances, and such evidence must set out the particular reasons why the school is question is the most suitable school and the difficulties which would be caused if the child had to attend another school.

- b) By “faithful and regular” we mean attendance at a minimum of one service per month for at least six months prior to the closing date for applications. A signed supplementary form will be required as proof of attendance. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.
- c) A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to ‘parent’s attendance at church’ it is sufficient for just one parent to attend.
- d) Children in Care (Looked after Child) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order including those from overseas. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions as defined in Section 22(1) of the Children Act 1989.
- e) Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner, and in every case, the child should be living in the same family unit at the same address.
- f) Should all the allocated places be filled for Foundation and Open categories before applicants are considered under criteria 7 then places will be allocated under criteria 1-6 using distance. The distance will be measured as stated in criteria 7.

## St Nicholas Catholic High School

1. Children looked after and previously looked after (see notes 2&3).
2. Catholic children from the Catholic Partner Primary Schools of:  
St Wilfrid’s, Hartford  
St Bede’s, Weaverham  
St Mary’s, Middlewich  
St Joseph’s, Winsford  
St Luke’s, Frodsham and  
St Vincent’s, Knutsford (see notes 3 & 4)
3. Other Catholic children (see note 3).
4. Catechumens and members of an Eastern Christian Church (see notes 5&6)
5. Children of other Christian denominations and children of other faiths whose membership is evidenced by a minister of religion or other religious leader (see notes 7&8).
6. Any other children.

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

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above. (see note 9)
- (ii) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 10).

### Notes (these notes form part of the oversubscription criteria)

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014 specifying the special educational provision required for a child.
2. A ‘child looked after’ has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A ‘previously child looked after’ is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order.

Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

3. ‘Catholic’ means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a child looked after who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a child looked after (e.g. a child looked after in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

4. For the purposes of this admission policy, attendance at a feeder primary school includes those who were prevented from attending a feeder school due to oversubscription of Catholics and whose application to attend was unsuccessful, normally evidenced by a letter of rejection from the feeder primary school.

5. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
6. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
7. "Children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

8. "Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

9. 'Brother or sister' includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) that child for whom the school place is sought lives for at least part of the week in the same family unit at the same address as the applicant.

10. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
11. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
12. In line with the 2014 School Admissions Code (para 1.16), Sixth Form applications from students who attain less than the minimum entry criteria (seven 9-4 GCSE passes), will be considered if there exist proven and exceptional medical and/or social needs where these needs can only be met by this school and requested courses meet the needs of the student. It is essential that applicants submit professional supporting evidence from, for example, a doctor, psychologist, social worker or other qualified professional setting out the particular reasons why St Nicholas is the most suitable school for those difficulties. This must satisfy the school that admission to St. Nicholas would best support the child's needs.
13. A child's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.



A young woman with long dark hair and glasses is playing a silver flute. She is wearing a blue denim jacket. In the background, other students in a school band are visible, some playing brass instruments like trumpets. The scene is brightly lit, suggesting an indoor school setting.

ACADEMIES

OVERSUBSCRIPTION

CRITERIA

A green laptop icon with a white screen. The screen contains the text 'Please Note'.

**Please  
Note**

Schools oversubscription criteria is published within this booklet. Full details of the policies can be viewed on the schools' websites, together with any information on Sixth Form Admissions.

## Supplementary Information Form (SIF)

The following Academies require the completion of a Supplementary Information Form in order that additional information in support of an application, particularly in relation to faith, is provided for consideration by the governing body as the admissions authority for the school.

You can access a copy of the forms on the Cheshire West and Chester website at [www.cheshirewestandchester.gov.uk/admissions](http://www.cheshirewestandchester.gov.uk/admissions) or alternatively, please contact the school. Please Note: Supplementary Information Forms must be completed and returned to the relevant school and not the Local Authority. You must still complete the Authority's application form for a school place, stating your preferred schools in priority order, which must be returned to the Authority at the address provided on the form.

Academies that require a SIF form to be completed in addition to an application form are as follows:

- The Bishops' Blue Coat CE High School - when applying for Foundation places only
- The Catholic High School, Chester
- Ellesmere Port Catholic High School, a Voluntary Academy
- Weaverham High School

## Chistleton High School

1. Looked-after children or previously Looked-after children but ceased to be so because they were adopted (or became subject to a child arrangements or special guardianship order).

The definition of Looked after is as follows:-

A child is looked after by a local authority, religious authorities or other organisations that act in the public benefit if he or she has been provided with accommodation for a continuous period of more than 24 hours, in the circumstances set out in sections 20 and 21 of the Children Act 1989, or is placed in the care of a local authority by virtue of an order made under part IV of the Act. This provision also exists for children previously in such care, outside of England.

2. Siblings – students with elder brothers or sisters, stepbrothers or stepsisters, half-brothers, or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school, and expected to continue at the school in the following school year.

For clarity, Siblings will initially be ranked by siblings + catchment + partner school by distance, then by siblings + catchment by distance, siblings + Partner school by distance and finally by siblings by distance.

3. Children of staff employed by The Learning Trust who have been employed for two or more years by the 1 September of the year of entry, or who have been recruited to meet a particular skills shortage.

For clarity, applicants in this category will be ranked by distance.

4. Children resident within the designated catchment area of the school as defined by Cheshire West and Chester.

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

For clarity, applicants in this category will be ranked initially by Catchment and Partner school by distance, then Catchment by distance.

Proof of address may be required to verify place of residence.

5. Children not resident within a school's local catchment area but attending a school designated as a partner school for admissions purposes, as out-of-zone students. These Primary schools are:

Barrow CE Primary School

Boughton Heath Primary School

Cherry Grove Primary School

Chistleton Primary School

Huntington Community Primary School

Oldfield Primary School

6. Distance - Distances are measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG). Proof of address may be required to verify place of residence.

Where the school can accommodate some, but not all students qualifying under one of the preceding criteria, priority will be given to students having regard to the subsequent criteria.

## Ellesmere Port Catholic High School, a Voluntary Academy

1. Looked after and previously looked after children. (see note 2)
2. Catholic children who attend a feeder Catholic primary school, namely Our Lady Star of the Sea Catholic Primary School, St Bernard's RC Primary School, St Mary of the Angels Primary School and St Saviour's Catholic Primary and Nursery School (see notes 3&4)
3. Other Catholic children. (see note 3)
4. Catechumens and members of an Eastern Christian Church. (see notes 5&6)
5. Non-Catholic children who attend the feeder Catholic primary schools namely Our Lady Star of the Sea Catholic Primary School, St Bernard's RC Primary School, St Mary of the Angels Primary School and St Saviour's Catholic Primary and Nursery School.
6. Any other children.

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

- i. The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above. (note 7).
- ii. The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (note 8).

### Notes:

1. A Statement of Special Education Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014 specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was

looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church

4. For the purposes of this admission policy, attendance at a feeder primary school includes those who were prevented from attending a feeder school due to oversubscription of Catholics and whose application to attend was unsuccessful, normally evidenced by a letter of rejection from the feeder primary school.
5. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
6. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
7. Brother or sister includes:
  - 7.1 all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - 7.2 the child of a parent's partner where that child for whom the school place is sought lives for at least part of the week in the same family unit at the same address as the applicant.

8. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
10. Where applications in other categories, taken in order, take numbers above the admissions number, the tie-breaker to be used is that places will be offered in terms of distance from the school as notified by the LA (measured in a straight line from the centrally plotted Basic Land and Property Unit point (PLPU) of the child's home address to the BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG).

## Neston High School

1. A 'Looked After Child' or a child who was previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements or special guardianship order). A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
  2. Siblings – pupils with elder brothers or sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school in years 7 – 13 at the time of admission.
  3. Children resident within the designated catchment zone of the school. Children will be classed within this category if they and their parents/carers are resident within the area served by the school on the closing date for applications.
  4. Children of staff employed by the school who have been employed for 2 or more years by the 1 September of the year of entry.
5. Children not resident within a school's local catchment zone but attending a school designated as a partner school for admissions purposes, as out-of-zone pupils.
    - Barnston Primary School
    - Bishop Wilson CE Aided Primary School
    - Brookhurst Primary School
    - Childer Thornton Primary School
    - Gayton Primary School
    - Heswall Primary School
    - Little Sutton Church of England Primary School
    - Neston Primary School
    - Parkgate Primary School
    - Poulton Lancelyn Primary School
    - Raeburn Primary School
    - St Peter's Church of England Primary School
    - Sutton Green Primary School
    - Thornton Hough Primary School
    - Willaston CE Primary School
    - Woodfall Primary School
  6. Pupils living nearest to the school measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG).



## Queen's Park High School

- 1) Looked-after children or previously Looked-after children but ceased to be so because they were adopted (or became subject to a child arrangements or special guardianship order).

The definition of Looked after is as follows:-

A child is looked after by a local authority, religious authorities or other organisations that act in the public benefit if he or she has been provided with accommodation for a continuous period of more than 24 hours, in the circumstances set out in sections 20 and 21 of the Children Act 1989, or is placed in the care of a local authority by virtue of an order made under part IV of the Act. This provision also exists for children previously in such care, outside of England.

- 2) Siblings – students with elder brothers or sisters, stepbrothers or stepsisters, half-brothers, or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school, and expected to continue at the school in the following school year.

For clarity, Siblings will initially be ranked by siblings + catchment + Partner school by distance, then by siblings + catchment by distance, siblings + Partner school by distance and finally by siblings by distance.

- 3) Children of staff employed by the school who have been employed for two or more years by the 1 September of the year of entry, or who have been recruited to meet a particular skills shortage.

For clarity, applicants in this category will be ranked by distance.

- 4) Children resident within the designated catchment area of the school as defined by Cheshire West and Cheshire.

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

For clarity, applicants in this category will be ranked initially by Catchment and Partner school by distance, then Catchment by distance.

Proof of address may be required to verify place of residence.

- 5) Children not resident within a school's local catchment area but attending a school designated as a partner school for admissions purposes, as out-of-zone students. These Primary schools are:

Belgrave

Chester Blue Coat CW

Dodleston CE

Eccleston CE

Hoole CE

Lache CE

Overleigh St Mary's CE

The Grosvenor Park C of E Academy

Distance - Distances are measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG). Proof of address may be required to verify place of residence.

Where the school can accommodate some, but not all students qualifying under one of the preceding criteria, priority will be given to students having regard to the subsequent criteria.

## Tarporley High School & Sixth Form College

1. "Looked after children" A looked after child is a child who is in the care of a LA or provided with accommodation by that authority (as defined in Section 22 of the Children Act 1989), or was previously looked after but ceased to be so because they were adopted (or subject to a child arrangements, or special guardianship order).
2. Siblings – students with elder sisters/brothers including half sisters/brothers and unrelated children living together as part of one household already attending Tarporley HS&SC (in Years 7 – 13) and expected to continue here the following school year.
3. Children resident within the designated catchment zone of the school. Children will be classed within this category if they and their parents/carers are resident within the area served by the school on the closing date for applications.
4. Students not resident within the catchment zone but attending a school designated as a partner/feeder school. Designated Partner Schools:  
Bunbury Aldersey CE Aided Primary School  
Calveley Primary School  
The Delamere C of E Academy  
Duddon St Peter's Primary School  
Eaton Primary School  
Huxley CE Primary School



Kelsall Primary School  
 Oak View Primary Academy  
 St. Oswald's Worleston C of E Primary School  
 St Paul's CofE Primary School, Utkinton and Cotebrook  
 Tarporley CE Primary School  
 Tarvin Primary School  
 Whitegate CE Primary School.

5. Students for whom there are exceptional medical, social or personal/domestic reasons which, in the Governors' view, justify admission to our school.  
 A panel of Governors will consider the information presented and will determine whether the evidence is sufficiently compelling to apply this criterion to the application. If it is considered appropriate the views of a Doctor appointed by the school or Educational Psychologist will be sought in the event of parents requesting admission on medical or psychological grounds. This criterion cannot be considered if the documents required have not been received by the school. Few applications will fall in this category.
6. Children of parents who have been directly employed by the school for 2 years or longer at the closing date for applications, or have been recruited to meet a particular skills shortage. A parent is any person who has parental responsibility or care for a child and lives in the same family unit at the same address for the majority of the school week.
7. Students living nearest to the school as measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG).

## The Bishops' Blue Coat CE High School

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to child arrangements order or special guardianship order). All references to previously looked after children in this policy mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children with a sibling at the school. The sibling must be on roll in Year 7 to Year 12 when applications close on October 31st 2024

3. Children or parent/s who worship in a Christian church. Worship by the child or parent/carer is taken to mean attendance at one public worship service per month (this is not restricted to Sundays) for at least 2 years prior to the closing date for applications/date of application. This involvement must be in addition to collective worship at school. A Supplementary Information Form is required to be submitted to the school by October 31st. This is reviewed by the school in order for the place to be allocated under this criterion. Important information relating to this form is noted under section 3 of this policy {approx. 36 students Sept. 2023}.

4. Children who attend a named Church of England primary school which is listed in our Admissions Policy below. {approx. 37 students Sept. 2023}.

All Saints' CE Primary School, Saughall; Barrow CE Primary School; Bishop Wilson CE Primary School; Capenhurst CE Primary School; Chester Blue Coat CE Primary School, Chester; Christ Church CE Primary School, Ellesmere Port; Clutton CE Primary School; Dodleston CE Primary School; Eccleston CE Primary School, Chester; Frodsham CE Primary School; Guilden Sutton CE Primary School; Hoole CE Primary School; Huxley CE Primary School, Chester; Little Sutton CE Primary School; Overleigh St Mary's CE Primary School, Chester; Saighton CE Primary School; St Berteline's CE Primary School, Runcorn; St Martin's CE Academy, Chester; St Oswald's CE Primary School, Mollington; St. Peter's CE Primary School, Duddon; The Delamere CE Primary School; Utkinton St Paul's Primary School; Grosvenor Park CE Academy, Chester; Upton Heath CE Primary School, Chester; Chester; Willaston CE Primary School

5. Children of parents who have been directly employed by the school in any capacity for a period of 2 years or longer and are on the payroll at the closing date for applications.
6. Students living nearest to the school. Distances will be measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG) {approx. 28 students Sept 2023, furthest distance admitted 0.7km}

Where an applicant qualifies under more than one of the criteria, the highest applicable criteria will be used. Applications for a secondary place must be made to Cheshire West and Chester no later than October 31st, 2024. This is a national deadline. Parents and guardians will be notified by the local authority on March 1st 2025 of their child's secondary placement.

## Notes

### A Supplementary Information Form (SIF)

This form must be completed in full and sent to the school prior to October 31st. This is in addition to the Local Authority form, which all applicants must complete. Supplementary Information Forms are available on the school website and from the school reception.

### Church Children or Families (criteria 3 applicants please complete a SIF)

Children or parent/s worship in a Christian church. Worship by the child or parent/carer is taken to mean attendance one public worship service per month (this is not restricted to Sundays) for at least 2 years prior to the closing date for applications/date of application.

Christian church means any church which is designated under the Ecumenical Relations Measure nationally by the Archbishops of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England, or the Evangelical Alliance, or a partner church of Affinity.

An incumbent, minister, or church officer will need to sign the Supplementary Information Form to confirm the applicants or their parent/carers attendance at public worship. Page 6 of 11

**Completed Supplementary Information Forms (SIF) should be sent directly to The Admissions Clerk, The Bishops' Blue Coat CE High School, Vaughans Lane, Chester CH3 5XF before 31st October or email [admissions@bishopschester.co.uk](mailto:admissions@bishopschester.co.uk) with a scanned version.**



## The Catholic High School, Chester

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who attend a feeder Catholic primary school, namely, St. Clare's, Lache; St. Werburgh's and St Columba's, Hoole; St. Theresa's, Blacon; St. Luke's, Frodsham; St. Winefride's, Neston. (see notes 3&4)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 5&6)
6. Children of other Christian denominations and children of other faiths whose membership is evidenced by a minister of religion or other religious leader. (see notes 7&8)
7. Any other children.

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

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above. (see note 9)
- (ii) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 10).

Notes (these notes form part of the oversubscription criteria)

1. A Statement of Special Education Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014 specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making

application to the school. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

4. For the purposes of this admission policy, attendance at a feeder primary school includes those who were prevented from attending a feeder school due to oversubscription of Catholics and whose application to attend was unsuccessful, normally evidenced by a letter of rejection from the feeder primary school.
5. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
6. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

7. "Children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÜN (Churches Together in Wales) are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

8. 'Children of other faiths' means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

A religion which involves belief in more than one God, and

A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of

charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

9. 'brother or sister' includes:
- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) the child of a parent's partner where that child for whom the school place is sought lives for at least part of the week in the same family unit at the same address as the applicant.
10. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
11. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

## The County High School, Leftwich

1. Children in Local Authority Care – as defined in section 22 of the Children Act 1989. Change of status from that of Child in Local Authority Care or have been in state care outside of England as a consequence of adoption, child arrangements order or special guardianship order will not impair an application on behalf of that child.



2. Students with elder brothers or sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or adopted sisters or other children living together at the same address, already attending the preferred school (with the exception of Year 11) and expected to continue at the school in the following school year (i.e. at the time of admission). The address used for admission purposes will be that at which the child wakes up on a majority of school days (Monday to Friday).
3. Children resident within the designated catchment zone. The catchment zone is the area determined by the boundary lines designated historically. Children will be classed within this category if they and their parents/carers are resident within the area served by the school on the close date for applications.
4. Children who are not resident within the designated catchment zone but attend a school designated as a partner/feeder school as out-of-zone students. Designated partner schools:

Antrobus St. Marks CE Primary

Witton Church Walk CE Primary

Comberbach Primary

Charles Darwin Primary

Davenham CE Primary

Gt. Budworth CE Primary

Kingsmead Primary

Leftwich Primary

Moulton Primary

All schools will be treated equally.

5. Children for whom there are particular medical or social reasons which, in the Governors' view, justify admission to The County High School, Leftwich. Supporting evidence from a registered professional, such as a medical practitioner, psychologist or social worker, must be provided which sets out the particular reasons why The County High School, Leftwich is the most suitable school and the difficulties that would be caused if the child has to attend another school. A panel of Governors will consider the information presented and will determine whether the evidence is sufficiently compelling to apply this criterion to the application. The Governors, if it is considered appropriate, will seek the views of the Doctor or Educational Psychologist in the event of parents requesting admission on medical or psychological grounds. This criterion cannot be considered if the required documents have not been received.

Few applications fall within this category.

6. Children of parents who have been employed by the Sir John Brunner Foundation for 2 years or longer at the closing date for applications, whose principal place of work is The County High School, Leftwich (as per contract of employment). A parent is any person who has parental responsibility or care for a child and lives in the same family unit at the same address for the majority of the school week. Staff should complete a Supplementary Information Form and submit this to the Admissions Officer at school at the time of application.
7. All other students based on distance criteria whereby preference will be given to students living nearest the school. Students living nearest to the school is 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. Proof of address and residency may be required and the Governors retain the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.

## The Ellesmere Port Church of England College

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with an Education Health and Care Plan where the Academy is named on the plan, the criteria will be applied in the order in which they are set out below:

1. Looked after child or a child who was previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order, or special guardianship order). A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole main purpose is to benefit society.
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school. Professional supporting evidence from eg a doctor, psychologist, social worker, is required that sets out the particular reasons why the school is question is the most suitable school and the difficulties which would be caused if the child had to attend another school.

3. Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
4. Children who attend Little Sutton Primary or Christchurch Primary
5. Children of staff who have been employed at the school for more than 2 years at the time of application.
6. Other children by distance from the school, with priority for admission given to children who live nearest to the school as measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG).

Random allocation will be used as a tie-break in the final category above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified. If a tie-break is required in earlier categories to decide who has priority for admission between two children, distance from the school will be used to decide as measured above.

## The Rudheath Senior Academy

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 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 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.
5. Other children, with priority for admission given to those whose home address is the shortest distance from the Academy

## The Winsford Academy

1. A 'Looked After Child' or a child who was previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements or special guardianship order). A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
2. Children with exceptional medical, social or welfare needs which means the child must, because of those needs, attend the Academy. Appropriate evidence from a doctor or social worker must be provided;
3. Admission of students whose siblings currently attend the school and who will continue to do so on the date of admission;
4. Children resident within the designated catchment zone of the Academy.
5. Admission of students on the basis of proximity to the Academy. Distances are measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG).

The tie-breaker within categories would be:

- Differentiation between applications where distance criterion does not identify priority for admission – tie-breaker would be a random allocation;
- All other differentiations – tie-breaker would be a random allocation.

## Notes:

Sibling is defined as:

- A full brother or sister, whether or not resident in the same household;
- Another child normally resident for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989;
- In the case of twins (or two siblings in the same age cohort) and where there is only one place available in the Academy, both will be considered together as one application. The Academy will be authorised to exceed its Published Admission Number by one.

The 'home address' is where the child lives for the majority of the school week with a parent who has parental responsibility as defined in the Children Act 1989 and a parent includes a person who is not a parent but who has responsibility for him/her. This could include a student's guardians but will not usually include relatives such as grandparents, aunts, uncles, etc unless they have all the rights, duties, powers and responsibilities and authority which by law a parent of the child has in relation to the child and his/her property. Where parents have shared responsibility for a child, the place of residency will be determined as the address where the child resides for the majority of the week, (ie where the child wakes up between Monday to Friday). Where the child lives equally with both parents, the address provided for claiming child benefit and, where appropriate, Child Tax Credits, will be applied to the admission application. Distances are measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG).

## Weaverham High School

1. 'Cared for Children' or children who have previously been in the care of a local authority but have since been adopted, or became subject to a child arrangement order or special guardianship order. A 'cared for child' is a child who is in the care of a local authority or provided with accommodation by that authority (as defined in section 22 of the Children Act 1989) at the time of application and who Cheshire West and Chester Council has confirmed will still be cared for at the time of admission to the school.
2. Siblings - Children with siblings already attending Weaverham High School in Years 7 to 10 at the time of application. A sibling is defined as a brother or sister, step-brother or step-sister, half-brother or half-sister, adopted brother or adopted sister living together as part of one household.
3. Children resident within the designated catchment zone of the school. Children will be classed within this category if they and their parents/carers are resident within the catchment zones of the following schools on the closing date for applications.  
Aston-by-Sutton Primary School  
Crowton CE Primary School  
Cuddington Primary School  
Norley CE Primary School  
Sandiway Primary School  
Weaverham Academy (formerly University Primary Academy Weaverham, Wallerscote Primary School)  
Weaverham Forest Primary School  
Whitley Village School
4. Past Pupil Siblings - Children with siblings in year 11 at Weaverham High School at the time of application or with siblings who left the school in the preceding two academic years. Siblings who have already left must have remained on roll until after the summer exams in Year 11. The applicant's address must match that held for the elder sibling on the school database. If the household has moved in the intervening period, proof of residency at previous address must be provided to the Admissions Officer at school.

5. Children not resident within a school's local catchment zone but attending partner schools for admissions purposes, as out-of-zone pupils:  
Aston-by-Sutton Primary School  
Crowton CE Primary School  
Cuddington Primary School  
Norley CE Primary School  
Sandiway Primary School  
Weaverham Academy (formerly University Primary Academy Weaverham, Wallerscote Primary School)  
Weaverham Forest Primary School  
Whitley Village School
6. Children of parents who have been directly employed by the school for 2 years or longer at the closing date for applications. A parent is any person who has parental responsibility or care for a child and lives in the same family unit at the same address for the majority of the school week. Staff should complete a Supplementary Information Form and submit this to the Admissions Officer at school at the time of application.
7. Pupils living nearest to the school. Distances are measured using Ordnance Survey mapping in conjunction with Local Land and Property Gazetteer (LLPG) to identify each property and each school. A straight line measurement in miles is taken from the place of residence to the preferred school to calculate the distance.







A photograph of three students in school uniforms standing in a classroom. The student on the left is a boy with a disability, the student in the middle is a girl, and the student on the right is a boy. They are all smiling. The background shows a classroom with various posters and notices on the wall.

STUDIO SCHOOL

## OVERSUBSCRIPTION CRITERIA



**Please  
Note**

Schools oversubscription criteria is published within this booklet. Full details of the policies can be viewed on the schools' websites, together with any information on Sixth Form Admissions.

# Chester International School

1. Looked-after children or previously Looked-after children but ceased to be so because they were adopted (or became subject to a child arrangements or special guardianship order).

The definition of Looked after is as follows:-

A child is looked after by a local authority, religious authorities or other organisations that act in the public benefit if he or she has been provided with accommodation for a continuous period of more than 24 hours, in the circumstances set out in sections 20 and 21 of the Children Act 1989, or is placed in the care of a local authority by virtue of an order made under part IV of the Act. This provision also exists for children previously in such care, outside of England.

2. Students at other The Learning Trust schools – a maximum of 30% of places will be allocated to applicants already on roll at a school within The Learning Trust. In the event of oversubscription within this category, random allocation will be used (see 'Tiebreaker' below).
3. Children of staff employed by the school who have been employed for two or more years by the 1 September of the year of entry, or who have been recruited to meet a particular skills shortage.  
  
For clarity, applicants in this category will be ranked by distance.
4. Siblings – students with elder brothers or sisters, stepbrothers or stepsisters, half-brothers, or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school, and expected to continue at the school in the following school year.

5. Children residing within an 8-mile radius (map available from School).

In the event of oversubscription within this category, allocation will be made based on distance from CIS. Distances are measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG).

Proof of address may be required to verify place of residence.

6. Distance - Distances are measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG). Proof of address may be required to verify place of residence.

In the event that more than one child has an equal right to an available place, to determine which pupils are admitted under criterion 2 and 3, Chester International School will use independent random allocation to determine who is admitted. Random allocation will be overseen by a body independent of the school; this will be an independent Solicitor, as appointed by CIS prior to allocation of places.

Where the school can accommodate some, but not all students qualifying under one of the preceding criteria, priority will be given to students having regard to the subsequent criteria.



## SECTION 4:

## USEFUL CONTACTS

### Church Schools

General information about Church schools can be obtained from the appropriate Church of England or Catholic Diocesan Education Authorities. See addresses and telephone numbers below.

#### Catholic Church

Reverend D Cunningham, Director of Education,  
Diocese of Shrewsbury Schools Commission,  
2 Park Road South, Prenton CH43 4UX

Phone: 0151 652 9855

Fax: 0151 653 5172

Email: robertdm@talk21.com

#### Church of England

Mrs S Noakes, Deputy Director of Education  
Chester Diocesan Board of Education,  
Church House, 5500 Daresbury Park,  
Daresbury, Cheshire, WA4 4GE

Email: sue.noakes@chester.anglican.org

Visit: [www.chester.anglican.org/schools](http://www.chester.anglican.org/schools)



### Neighbouring Local Authorities

#### Cheshire East Authority

School Admissions, Floor 2, C/O Municipal Buildings,  
Earle Street, Crewe, CW1 2BJ

Tel: 0300 123 5012

Fax: 01270 686491

Email: [admissions@cheshireeast.gov.uk](mailto:admissions@cheshireeast.gov.uk)

#### Halton Local Authority

Rutland House, Runcorn, WA7 2GW

Tel: 0151 511 7271 / 0151 511 7338

Email: [schooladmissions@halton.gov.uk](mailto:schooladmissions@halton.gov.uk)

#### Liverpool City Council

Cunard Building, Pier Head, Water Street, Liverpool, L3 1AH

Tel: 0151 233 3006

Email: [admissions@liverpool.gov.uk](mailto:admissions@liverpool.gov.uk)

#### Shropshire Local Authority

Admissions Team, Learning and Skills, The Shirehall,  
Abbey Foregate, Shrewsbury SY2 6ND

Tel: 0345 6789008

Fax: 01743 340034

Email: [school-admissions@shropshire.gov.uk](mailto:school-admissions@shropshire.gov.uk)

#### Warrington Local Authority

Families and Wellbeing Directorate,  
New Town House, Buttermarket Street,  
Warrington WA1 2NJ

Tel: 01925 442662

Email: [schooladmissions@warrington.gov.uk](mailto:schooladmissions@warrington.gov.uk)

#### Wirral Local Authority

Mainstream Admissions,  
Children and Young Peoples Department, Hamilton  
Building, Conway Street, Birkenhead, Wirral CH41 4FD

Tel: 0151 606 2020

Fax: 0151 666 4450

Email: [schooladmissions@wirral.gov.uk](mailto:schooladmissions@wirral.gov.uk)



## Welsh Authorities

Should you wish to apply for a Welsh school you cannot state this preference on the Cheshire West and Chester application form, you must contact the relevant authority for information.

### Flintshire Local Authority

Admissions Team, Education & Youth  
Ty Dewi Sant, Ewloe, Flintshire CH5 3XT  
Tel: 01352 704068 / 704073  
Email: admissions@flintshire.gov.uk

### Wrexham Local Authority

School Admissions  
Children & Young People Service  
Wrexham County Borough Council  
3rd Floor Lambpit Street,  
Wrexham LL11 1AR  
Tel: 01978 298991  
Email: admissions@wrexham.gov.uk

## Colleges

### Warrington & Vale Royal College Warrington campus

Winwick Road, Warrington, WA2 8QA  
Tel: 01925 494494  
Email: learner.services@wvr.ac.uk

### Reaseheath College

Reaseheath, Nantwich CW5 6DF  
Tel: 01270 625131  
Fax: 01270 625665  
Email: enquiries@reaseheath.ac.uk

### Sir John Deane's

6th Form College, Monarch Drive,  
Northwich CW9 8AF  
Tel: 01606 810020

### West Cheshire College Chester Campus

Eaton Road, Handbridge,  
Chester CH4 7ER  
Tel: 01244 656555  
Email: info@west-cheshire.ac.uk

## Other Contacts

Department for Education  
Visit: [www.education.gov.uk](http://www.education.gov.uk)  
Office for Standards in Education  
(OFSTED)  
Visit: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

## Cheshire West and Chester Authority Contacts

### Education Welfare Service

The Education Welfare Service provide a wide range of educational welfare services to children, parents/carers and schools.

Tel: 01606 275759

### Free School Meals Service

Tel: 0300 123 7039

Visit: [www.cheshirewestandchester.gov.uk/schoolmeals](http://www.cheshirewestandchester.gov.uk/schoolmeals)

### Information Advice and Support Service

The Information Advice and Support Service can offer independent advice and support on matters relating to special educational needs and disability whether or not the child or young person has an education health care plan.

Tel: 0300 123 7001

Email: [iasservices@cheshirewestandchester.gov.uk](mailto:iasservices@cheshirewestandchester.gov.uk)

### Live Well Cheshire West (previously called Local Offer)

The directory still includes our Special Educational Needs and Disability (SEND) Local Offer as well as providing information, support and services for children and young people, families and adults. You will find information and services on Education, Health, Social Care, Childcare, Activities, Adult Services and many more.

Visit: <https://livewell.cheshirewestandchester.gov.uk>  
Email: [admin@livewell.cheshirewestandchester.gov.uk](mailto:admin@livewell.cheshirewestandchester.gov.uk)

### Special Educational Needs Team

Tel: 0300 123 8123

Email: [senteam@cheshirewestandchester.gov.uk](mailto:senteam@cheshirewestandchester.gov.uk)

### Transport Enquires

Tel: 0300 123 7039

Visit: [www.cheshirewestandchester.gov.uk/schooltransport](http://www.cheshirewestandchester.gov.uk/schooltransport)

# SECTION 5:

# APPLICATION FORM



# Application Form

Transfer of pupils from Primary to Secondary School - September 2025

You can also apply online at [www.cheshirewestandchester.gov.uk/admissions](http://www.cheshirewestandchester.gov.uk/admissions)

Child's surname:

Child's first names:

Date of birth:

Male

Female

Address at which pupil is resident  
The address stated here must be the address the child is currently residing and not a future address.

Address:

Postcode:

Child's current Primary School and Local Authority (LA)

School

LA

### Applicant's details

Title:

Forename:

Surname:

Relationship to child:

Daytime telephone no:

Email address (if available)

Address(es) (if different from pupil's address)

To allow the information provided on this application to be discussed with another contact, please give details below.

Title:

Forename:

Surname

Relationship to child

Daytime telephone no:

Names of preferred schools or academies and name of the Authority in which the school is located. Any English schools outside Cheshire West and Chester Local Authority will need to be listed here as well. (Do not include fee-paying independent schools or any schools outside of England)

**Please state three preferences in ranked order.**

**Example** Mid Cheshire Primary School

**LA** Cheshire West & Chester

**1st Preference**

LA

**2nd Preference**

LA

**3rd Preference**

LA

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

	1st	2nd	3rd
<b>Aptitude</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Catchment Area</b> (where Catchment Area applies)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Co-educational School</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Distance</b> (home to preferred school)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Feeder / Linked School</b> (where applicable)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Medical</b> (supporting information must be provided)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Religion</b> (please state denomination)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Sibling</b> (please provide details overleaf)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Single Sex</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Social Reasons</b> (please provide supporting documents)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Travelling Time</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Other</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# Application Form continued

Siblings (and any other children living at the same address). A sibling means the brother, sister, stepbrother or stepsister, half brother or half sister living together as part of one household, already attending the preferred school and expected to continue at the school in the following school year.

**Sibling's Name**

**School and Year Group**

**Date of Birth**

**Does the sibling reside at the same address as the applicant?**

Yes  No

**If no, please provide details.**

**Is your child baptised Roman Catholic?**

(if yes, please send a copy of the Certificate of Baptism direct to the school)

Yes  No

**Does your child have a Education, Health and Care Plan?**

Yes  No

Is the child looked after by a Local Authority or was previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

Yes  No

Is the child from a multiple birth e.g. twins?

Yes  No

Is the child's parent/carer a crown servant as defined by the School Admissions Code?

Yes  No

Some schools/academies also require a supplementary information form to be completed. Please see section 3 of the transferring to Secondary School Booklet for a list of these schools.

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

I declare that all information which i have provided is true. I understand that any school place offered on the basis of fraudulent or intentionally misleading information may be withdrawn. I have read the Council's information booklet on admissions.

**Signed**

**Print Name**

**Mr/Mrs/Miss/Ms/Dr etc**

**Date**

Once completed, please return this form to:

School Admissions, Cheshire West and Chester Council, Wyvern House, The Drummer, Winsford, Cheshire CW7 1AH.

**Closing Date: 31 October 2024.**

Forms received after this date will be processed after all on time applications.

If you are caring for someone else's child for more than 28 days and are not immediate relative you may be private fostering and it is a legal requirement that you contact the local authority on 0300 123 8123. Further information is available at [www.cheshirewestandchester.gov.uk](http://www.cheshirewestandchester.gov.uk).

**Data Protection Act**

The Council maintains a Register Entry in respect of Education which includes the administration relating to pupils. Personal information provide on this form is treated in confidence and complies with the requirement of the General Data Protection Regulations. This information may also be shared with other local authorities and Primary Care Trust.

**Verification of Information**

The Council may verify information you have provided on this form which could involve contacting schools and other departments of the council who maintain appropriate records. In instance where the information provide is different from that held by them they may use the information on this form. The school admissions privacy notice can be viewed on the local authority website or you can contact the local authority to obtain a paper copy.



# F<sup>4</sup>OSTER

## We're recruiting!

Could you become a registered foster carer with your Local Authority?

Fostering families come in all different shapes and sizes. You don't need any special qualifications, we provide you with exceptional training, support and benefits and you provide children and young people with nurturing care when they need it most.

Visit [foster4.co.uk/info-sessions](http://foster4.co.uk/info-sessions) to watch our digital presentation about fostering, the process involved and the support you can expect to receive from Foster4.

Spare room?

Visit: [www.foster4.co.uk](http://www.foster4.co.uk) request an information pack, or alternatively give the team a call on **01925 444100** for an informal chat.

Like us on Facebook [foster4cheshire](https://www.facebook.com/foster4cheshire)



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