

Important  
information for  
parents or carers



Cheshire West & Chester Council

# Applying for a Secondary School place - Year 7 September 2022

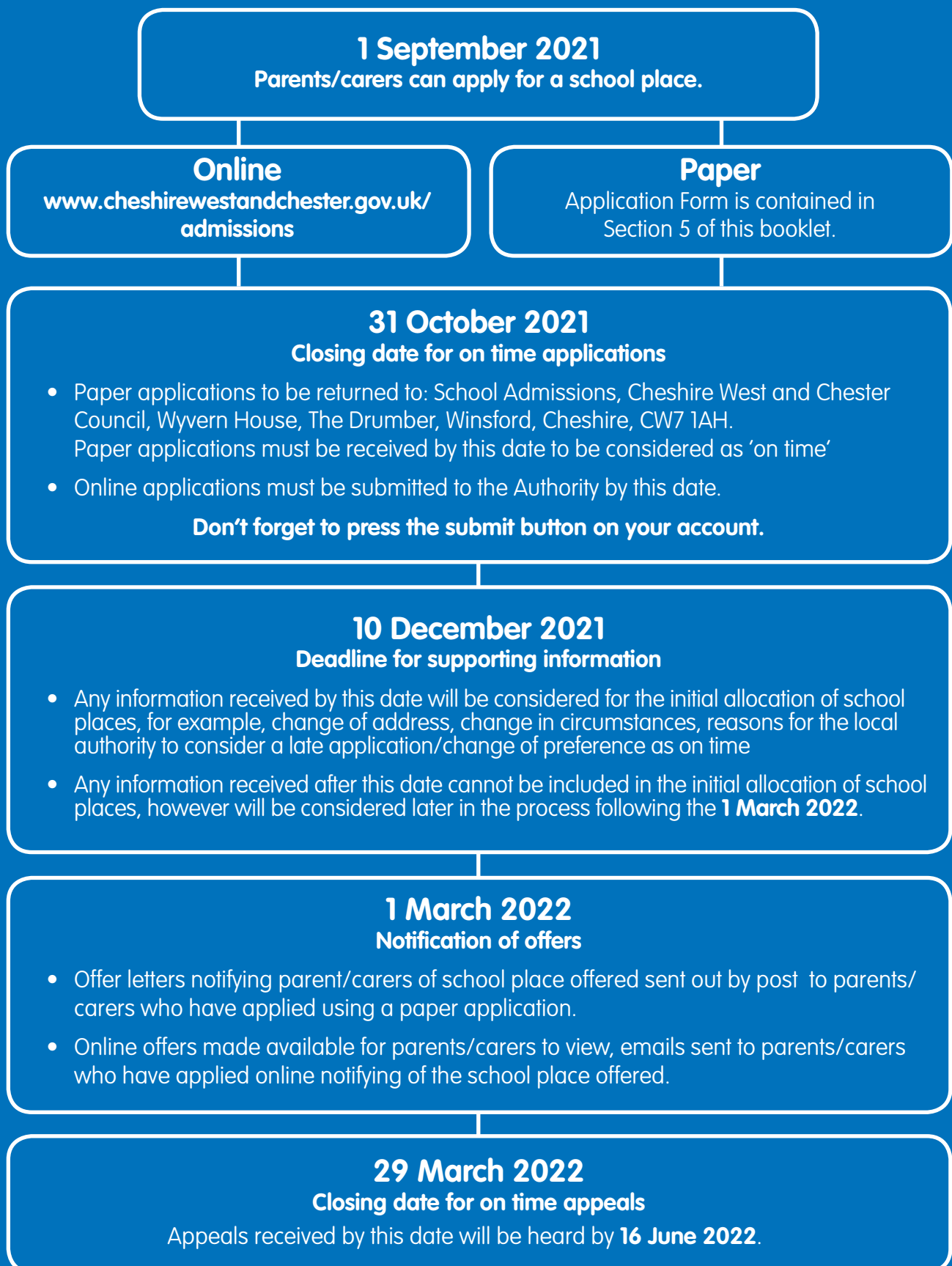
Closing date for secondary school applications 31 October 2021

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 2022



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 2022/23' 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 Local Authority 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 2021/22 academic year, 99% were made online in Cheshire West and Chester. The online facility is available until midnight

on the closing date of 31 October 2021 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 1 March 2022.

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 2021. 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 Murphy**

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

Tel: **0300 123 8 123**

Textphone: **18001 01606 867 670**



The information in this booklet relates to the school year 2022/23. Although correct at the date of printing (August 2021) there may be changes before or during the 2021/22 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**

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

**web:** www.cheshirewestandchester.gov.uk

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## 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. Very few primary children qualify for travel assistance from the Council.

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

## 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 10 December 2021 as this is the last opportunity to submit evidence before the initial allocation of school places.

Proof of residency received after 10 December 2021 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 10 December 2021 and it has not been declared.

If you move between 1 November 2021 and 10 December 2021 and sufficient evidence is received within this timeframe, your address will be updated and treated as on time.

If you move between 10 December 2021 and 1 March 2022, and sufficient evidence is received within this timeframe, your address will be updated as of 1 March 2022. 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 1 March 2022 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. That is 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 10 December 2021 to enable the Local Authority 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 authority cannot release this information unless legal proof is received that allows the authority 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 2021, 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 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 Local Authority.

### **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 local authority area receives a single offer of a school place on the same day.

All English local authorities 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.



If you are resident in Cheshire West and Chester Council and are looking to apply for a school either within the Authority or in another English Authority you must apply to Cheshire West and Chester Council. If you are not a Cheshire West and Chester resident then you should apply via your own local authority, however if you are resident in Wales, Scotland, Ireland or moving from abroad you can apply direct to Cheshire West and Chester.

- 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 Authority School/s;
- You cannot express a preference for a school in Wales, Scotland, Ireland or abroad. Please contact the relevant authority;
- In addition, you cannot apply for a place at an Independent (Private) School. Please contact the school directly;
- If you reside in another English authority, you will need to apply directly to your home authority, even if the school you wish to apply for is in Cheshire West and Chester;

- The address stated on your application must be the address the child resides at the time of application and not a future address. Please see page 5 on further information on moving house;
- We will only discuss details of the application with the applicant unless an additional contact is named on the application.

**If you are resident in Wales, Scotland, Ireland or abroad** and wish to apply for a school in Cheshire West and Chester you can apply directly to Cheshire West and Chester Council.

**If you are resident in another English Authority** you must apply via your home authority even if your preference is for a Cheshire West and Chester School.



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.

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

The Authority 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 authority to release any information.

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 2021/22 admissions round, **99%** 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 on line 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 on line?

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 authority 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 on line 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 Authority, to the address detailed on the back of the form by the closing date of 31 October 2021.

If you require an acknowledgement that your paper application has been received you will need to send a stamped addressed envelope with your application.



### Closing Date for Application

All applications must be received by the authority by 31 October 2021. 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 local authority considers that there are good reasons for the application being late.

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

Please contact the Authority 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 disability. Staff and volunteers can offer personal contact and support; with paperwork, attend meetings in school and with the Local Authority, 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 Local Authority?

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

- Details on the application will be checked against any data already held by the local authority. If we find a discrepancy between the data stated on the application and the data held by the Local Authority 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 local authority 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 Authority 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 Authority accepts that there is a genuine reason for the change and providing it is made before 10 December 2021, e.g. a recent house move, which must be stated at the time of the application.** The local authority will not be able to include any changes received after 10 December 2021 in the initial allocation of school places. Changes received after this date will be actioned after the 1 March 2022. For further details please see information on 'Moving House' on page 6.

## Late Applications and Late Changes

Applications received after the closing date of 31 October 2021 will be considered after all on time applications, unless the Local Authority 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 10 December 2021 and the Authority 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 10 December 2021 will be considered after all on-time applications even where the Authority 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 Local Authority will notify the admission authority that the application has been received late.

Parents and carers are responsible for notifying the Authority of the reasons for a late application. Any applications received after the closing date of 31 October 2021 that do not provide reasons for consideration by the Authority 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 **1 March 2022** to those parents/carers who have applied using a paper application.

If you apply online at **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 **1 March 2022**.

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.

Date of ON TIME applications - amendments - further information received	Notification of outcome by
By 31 October 2021 (this includes any applications/changes received by 10 December 2021 that have been considered as on time)	National Offer day - 1 March 2022
Date of LATE applications - amendments - further information received	Notification of outcome by
Between 1 November 2021 and 28 February 2022	1 May 2022
Between 1 March 2022 and 31 March 2022	1 June 2022
Between 1 April 2022 and 30 April 2022	1 July 2022
Between 1 May 2022 and 31 May 2022	1 August 2022
Between 1 June 2022 and 30 June 2022	15 August 2022
Between 1 July 2022 and 31 July 2022	31 August 2022

**Any applications or changes received after 1 August 2022 will be processed as soon as possible or forwarded to the schools to consider on their return**

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

### Declining Places Offered

Following receipt of the notification on 1 March 2022. 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**, 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 authority and a place cannot be offered, Cheshire West and Chester Authority will **not** allocate a place.



### 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 1 March 2022, 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 Local Authority, as admissions authority for community and voluntary controlled schools will forward waiting lists to the school in September 2022 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 March, any places that have become available after offers were made on 1 March 2022 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 1 March 2022 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 Local Authority's decision by completing an appeal form which can be obtained from the authority'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 authority you will need to contact the relevant authority for information on how to appeal or be placed on a waiting list.

### When will the appeals be held?

Appeals for admission in September 2022 will be heard by **16 June 2022** for those received by 29 March 2022, or within 30 school days for those appeals received after 29 March 2022. Appeals for admission in September 2022 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 Local Authority 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 2020 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

## 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 Local Authority 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 Local Authority 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 authorities, parents/carers will be advised to contact the local authority 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 authority. The decisions of appeals panels are binding on the Local Authority and on school governing bodies.

Appeals must be submitted in writing. Application forms for appeals against decisions made by the Local Authority 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 Statements of Special Educational Needs/Education, Health and Care Plans. Please phone **0300 123 8123** for information.

## 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 2021/22

Applications for places in any year group other than at normal admission times are submitted to the school / academy and can be made via local authority. 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 authority 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 Local Authority 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 Local Authority 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 Local Authority.



## 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 Local Authority.

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 2022-2023, 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 Authority 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 Authority 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 2022**, (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 2022.

The detailed information about the number of preferences (applications) that were received and the number of preferences allocated (places offered) refers to **September 2021** 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 2021

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 2021

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 2021 for admission in September 2021 only.

### Lowest Criteria Allocated

This column refers to the criteria for admission that was used for each school for September 2021 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 2021				Number of places allocated for Sep 2021					Lowest Criteria Allocated	Furthest Distance	Admissions Policy: Section
				1st	2nd	3rd	Total	1st	2nd	3rd	Other	Total			
896/4158 F	<b>Bishop Heber High School</b> Chester Road, Malpas, Cheshire SY14 8JD Head: Mr David Curry Tel: 01948 860571 Email: admissions@bishopheber.cheshire.sch.uk Visit: www.bishopheber.cheshire.sch.uk	11-18	210	213	19	27	275	210	4	1	0	215	Criterion 7	10.892	3
896/4006 F	<b>Blacon High School</b> Melbourne Road, Blacon, Chester CH1 5JH Head: Mrs Rachel Hudson Tel: 01244 371475 Email: headteacher@blaconhigh.cheshire.sch.uk Visit: www.blaconhighschool.net	11-16	150	139	12	16	167	139	2	0	2	143	n/a		3
896/4003 AC	<b>Christleton High School</b> Village Road, Christleton, Chester CH3 7AD Head: Mr D Jones Tel: 01244 335843 Email: enquiries@christletonhigh.co.uk Visit: www.christletonhigh.co.uk	11-18	208	297	316	139	752	222	2	0	0	224	Criterion 4	1.250	3
S	<b>Chester International School</b> Queen's Park Campus, Queen's Park Road, Handbridge, Chester, CH4 7AE Principal: Katrina Brown Tel: 01244 677535 Email: enquiries@christletoninternationalstudio.co.uk Visit: www.christletoninternationalstudio.co.uk	14-19	Contact school direct for admissions data												
896/4611 VA	<b>Ellesmere Port Catholic High School</b> Capenhurst Lane, Whitby, Ellesmere Port CH65 7AQ Head: Mrs Caroline Vile Tel: 0151 355 2373 Email: admin@email.epchs.co.uk Visit: www.epchs.co.uk	11-18	180	140	105	48	293	138	7	2	12	159	n/a		3
896/4001 VA	<b>Hartford Church of England High School</b> Hartford Campus, Chester Road, Northwich CW8 1LH Head: Mr Michael Holland Tel: 01606 786000 Email: mail@hartfordhigh.co.uk Visit: www.hartfordhigh.org.uk	11-16	210	225	195	116	536	204	6	0	0	210	Open - Feeder	2.883	3
896/4221 C	<b>Helsby High School</b> Chester Road, Helsby, Frodsham WA6 0HY Head: Mr Martin Hill Tel: 01928 723551 Email: head@helsbyhigh.org.uk Visit: www.helsbyhigh.org.uk	11-18	225	217	42	24	283	213	11	2	0	226	Distance	5.024	3

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 2021				Number of places allocated for Sep 2021					Lowest Criteria Allocated	Furthest Distance	Admissions Policy: Section
				1st	2nd	3rd	Total	1st	2nd	3rd	Other	Total			
896/4100 AC	<b>Neston High School</b> Raby Park Road, Neston, Cheshire CH64 9NH Head: Mr Keith Simpson Tel: 0151 336 3902 Email: admin@nestonhigh.com Visit: www.nestonhigh.com	11-18	300	337	170	153	650	285	13	2	0	300	Feeder	4.86	3
896/4002 AC	<b>Queen's Park High School</b> Queen's Park Road, Chester CH4 7AE Head: Miss Lyndsay Watterson Tel: 01244 981500 Email: enquiries@qphs.co.uk Visit: www.qphs.cheshire.sch.uk	11-18	180	107	72	62	241	106	17	2	6	131	n/a		3
896/4610 VA	<b>St Nicholas Catholic High School</b> Greenbank Lane, Hartford, Northwich CW8 1JW Head: Mr Richard Woods Tel: 01606 706000 Email: admissions@st-nicholas.cheshire.sch.uk Visit: www.st-nicholas.cheshire.sch.uk	11-18	215	184	119	78	381	183	12	6	25	226	n/a		3
896/4135 AC	<b>Tarporley High School and Sixth Form College</b> Eaton Road, Tarporley CW6 0BL Head: Mr Jason Lowe Tel: 01829 732558 Email: contact@tarporleyhigh.co.uk Visit: www.tarporleyhigh.co.uk	11-18	180	203	53	56	312	199	6	5	0	210	Criterion 7	6.692	
896/4623 AC	<b>The Bishops' Blue Coat Church of England High School</b> Vaughans Lane, Great Boughton, Chester CH3 5XF Head: Mr Ian Wilson Tel: 01244 313806 Email: school@bishopschester.co.uk Visit: www.bishopschester.co.uk	11-18	180	242	289	152	683	202	17	1	0	220	Criterion 5	1.599	
896/4603 AC	<b>The Catholic High School, Chester</b> Old Wrexham Road, Handbridge, Chester CH4 7HS Head: Mrs Cathryn McKeagney Tel: 01244 981600 Email: admissions@christofidelis.org.uk Visit: www.christofidelis.org.uk	11-18	165	105	52	37	194	104	4	1	2	111	n/a		3
896/4134 AC	<b>The County High School, Lefwich</b> Granville Road, Northwich, Cheshire CW9 8EZ Head: Mr Matthew Snelson Tel: 01606 333300 Email: admissions@leftwichhigh.com Visit: www.leftwichhigh.com	11-16	195	242	184	113	539	200	10	0	0	210	Feeder	1.49	3

DFE No/ Status	School Name and Contact Details	Age Range	Published Admission Number	Number of preferences received for Sep 2021				Number of places allocated for Sep 2021					Lowest Criteria Allocated	Furthest Distance	Admissions Policy: Section
				1st	2nd	3rd	Total	1st	2nd	3rd	Other	Total			
896/4009 AC	<b>The Ellesmere Port Church of England College</b> 164 Whitby Road, Ellesmere Port CH65 6EA Principal: Mrs Cath Green Tel: 0151 350 6000 Email: info@epcollege.org Visit: www.epcollege.org	11-18	210	117	43	28	188	117	2	1	0	120	n/a		3
896/4000 AC	<b>The Rudheath Senior Academy</b> Middlewich Road, Rudheath, Northwich, CW9 7DT Principal: Mr Lee Barber Tel: 01606 42515 Email: admin@rudheathsenioracademy.org.uk Visit: www.rudheathsenioracademy.org.uk	11-16	168	79	20	13	112	79	5	1	42	127	n/a		3
896/4167 F	<b>The Whitby High School</b> Sycamore Drive, Whitby, Ellesmere Port CH66 2NU Head: Mr Bryn Heeley Tel: 0151 355 8445 Email: whitby@whitbyhs.cheshire.sch.uk Visit: www.whitbyhigh.org	11-18	300	270	110	57	437	267	7	4	2	280	n/a		3
896/6906 AC	<b>The Winsford Academy</b> Grange Lane, Winsford CW7 2BT Head: Mrs Amanda Harrison Tel: 01606 592300 Email: admin@winsfordacademy.org.uk Visit: www.winsfordacademy.net	11-16	210	236	31	16	283	198	11	1	0	210	Criterion 3	1.230	3
896/4153 F	<b>Upton-By-Chester High School</b> St James Avenue, Chester CH2 1NN Head: Mrs Paula Dixon Tel: 01244 259800 Email: admin@uptonhigh.co.uk Visit: : www.uptonhigh.co.uk	11-18	280	263	175	169	607	260	38	12	0	310	Criterion 6	5.241	3
896/4132 F	<b>Weaverham High School</b> Lime Avenue, Weaverham, CW8 3HT Head: Ms Clare Morgan Tel: 01606 852120 Email: admissions@weaverham.cheshire.sch.uk Visit: www.weaverhamhighschool.com	11-16	235	240	145	79	464	229	5	1	0	235	Criterion 7	4.642	3

C: Community Non-Denominational Schools

VC: Voluntary Controlled/Church School

VA: Aided Schools/Church Schools

AC: Academies

F: Foundation Schools



# 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 statements of special educational needs where the school is named in the statement, 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).

**i** 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 schools and their designated partner primary schools are as follows:

Helsby High School  
Alvanley Primary School  
Ashton Hayes Primary School  
Aston by Sutton Primary School  
Elton Primary School  
Frodsham CE Primary School  
Frodsham Manor House Primary School  
Frodsham Weaver Vale Primary School  
Helsby Hillside Primary School  
Horn's Mill Primary School  
Kingsley Community Primary and Nursery School  
Kingsley St John's CE Primary School  
Manley Village 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' at [www.cheshirewestandchester.gov.uk/admissions](http://www.cheshirewestandchester.gov.uk/admissions) 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 2022
Bishop Heber High School	Foundation	30
Chisleton High School	Academy	40
Ellesmere Port Catholic High School	Voluntary Aided	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
University of Chester Church of England Academy, Ellesmere Port	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.

Parents or children\* 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 Authority 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.

## 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). 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;
- Weaverham 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).



## Sixth Form

All students whether they are already in the school or attend another school are required to apply formally for places in the Sixth Form and should have reached the minimum entry requirements for admission to the Sixth Form. Minimum entry requirements are the same for internal and external applicants.

The external admission number for places in Year 12 is 30. Students wishing to join Bishop Heber High School in Year 12 must, however, meet the academic criteria set for their intended courses. A-level courses require a minimum of five 9-4 grades at GCSE including English and Maths (iGCSEs will be considered on an individual basis). Individual subjects minimum requirement grade, which is indicated in the Sixth Form Course Guide. In the event that the number of eligible applicants exceeds the number of places available, oversubscription criteria 1, 2, 3, 4, 6 and 7 will apply.

Bishop Heber High School will not interview students or their families for entry to Year 12, although meetings may be held to provide advice on options and entry requirements for particular courses.

## 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. 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 – 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.
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. 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.
6. 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

Ellesmere Port Christchurch CE Primary

Meadow Primary

Sutton Green Primary

Whitby Heath Primary School

William Stockton Primary

Woodlands CE Primary

6. Pupils for whom there are exceptional personal/ domestic circumstances presented by the parents that justify at the time of application, in the school's view, admission to the school (few applications fall into this category.)
7. 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).

## Sixth Form

The external admission number for places in Year 12 is 30. Pupils wishing to join Whitby High School in Year 12 must however, meet the academic criteria set for their intended courses. (A level courses require a minimum of 5A\*-C grades at GCSE except in exceptional circumstances e.g. illness in which case regard will be made of prior achievement. Individual subjects may set a minimum requirement grade which is indicated in the sixth form prospectus.)



## Upton-by-Chester High School

1. 'Cared for Children' 'A 'cared for child' is a child who is in the care of a local authority or who were previously in the care of a local authority, but ceased to be so because they were adopted (or became subject to a child arrangements order 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. 'Sibling' Sibling refers to pupils with brothers or sisters, step-brothers or step-sisters, half-brothers and half-sisters, adopted brothers or sisters living together as part of one household, already attending the preferred school, and expected to continue at the school in the following 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. 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. These primary schools are:  
Acresfield Primary  
Guilden Sutton CE Primary  
Hoole CE Primary  
Mickle Trafford Village School  
Mill View Primary  
Newton Primary  
St Oswald's CE Aided Primary  
Saughall All Saints CE Primary  
Upton Heath CE Primary  
Upton Westlea Primary

6. 'Distance' 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).

## Admission to Year 12

Applications for admission to the Sixth Form of a Cheshire West and Chester school are dealt with by the school in line with the relevant published admissions arrangements and not by Cheshire West and Chester Council.

A significant proportion of Year 11 students at Upton progress into Sixth Form. Priority is given to Year 11 students currently studying at Upton High School. 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, where relevant. Minimum entry requirements are the same for internal and external applicants.

External applicants are welcome to apply for the Sixth Form. All applicants must be under 18 years of age on September 1st in the academic year they intend to begin their studies at Upton High School. As part of our admissions policy, references will be sought to ascertain the suitability of the applicant. All applicants will be required to provide original documents containing examination results or certificates.

Sixth Form Information evenings are held during the school year to inform potential applicants about the courses available and to offer appropriate advice and guidance. The Sixth Form prospectus, courses booklet and application form can be obtained by contacting the school or via the website.

Application forms must be received by the prescribed deadline. Late applicants will be considered, where there is availability, but places cannot be guaranteed.

Minimum entry requirements for Year 12

a) Students must achieve a minimum of 5 GCSE passes at grades 9-4, preferably including English and Mathematics. However, for those students who have not achieved 9-4 in Mathematics and/or English, we will negotiate on an individual basis for them to re-sit this course/these courses as part of their programme of study in the Year 12. We reserve the right to provide this opportunity at our discretion.

b) All applicants must provide a registration certificate demonstrating an excellent attendance record. If attendance is deemed to fall short of the expected standard, the applicant will be required to provide evidence that poor attendance has not hindered their academic progress and that there will be no further lapses in attendance as they embark upon their Sixth Form studies.

c) Internal applicants will be interviewed by a member of the Sixth Form team, in order to advise the student and ensure that they have selected the correct programme of study. References will be sought from external applicants' current or previous school to ensure the courses of study selected are appropriate in relation to the student's potential.

d) All Sixth Form students will be required to participate in enrichment opportunities and take on leadership roles within the school.

e) Students refused entry to the Sixth Form will be informed in writing. Students have the right to appeal.

## 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 residency 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 or 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
  - University Primary Academy Weaverham (formerly 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.



# 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.

### 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). 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:

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

### Ellesmere Port Catholic High School

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 (1) 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 PLPU point of the school as defined by Local Land and Property Gazetteer (LLPG).

### Admissions to the sixth form 2021

The school operates a sixth form for a total of 200 pupils. 100 places overall will be available in year 12. While the admission number is 100, if fewer than 100 of the school's existing pupils transfer into year 12, additional external pupils will be admitted until year 12 meets its capacity of 100.

Our Sixth Form is designed to serve our school community and to be as inclusive as possible.

We welcome students of all faiths, or none. Catholic schools have become much more popular in recent years. Non-Catholic parents tell us that they appreciate the ethos and calm of our school. A growing number of non-Catholic parents appreciate the values our school upholds and have sought admission for their children.

Priority will be given in the first instance to applicants from Ellesmere Port Catholic High School who meet the entrance requirements.

When year 12 is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress.

Where there is a space in year 13 i.e. where there are fewer than 100 pupils in the year group, the school will admit additional pupils up to this number using the oversubscription criteria – see notes.

In the event of over-subscription, internal and external applicants meeting the entrance requirements will be placed on a waiting list using the oversubscription criteria – see notes.

A meeting will be held with applicants to discuss options and course requirements. Application packs are available from the school office and Head of Sixth Form or via the website. Applications should be submitted by 28 February 2019.

### Entrance Requirements

- Applicants are required to have at least 5 passes at GCSE grade 5 and above;
- In addition to the sixth form's minimum academic entry requirements all pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. For the majority of subjects this would be a grade 6 at GCSE in that subject (or a related subject where the chosen subject is not offered at GCSE). A high grade 6 is needed for those wanting to study Maths at A-level;
- If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's prospectus and on its website;
- Entry into year 13 relies on success in the year 12 examinations. As a minimum applicants are normally expected to achieve a D grade in each of the subjects to continue to study in year 13;
- All applicants are required to have a strong work ethic and commitment to our ethos, standards and code of conduct. This will be determined from the application form and interview;
- All applicants are subject to a six week probation period and two reports will be issued during this time;
- All applicants are required to support the Catholic ethos of our community and promote the Catholic life of the school with younger pupils;
- All applicants are required to attend compulsory Religious Education classes and take part in the daily act of worship and attend assemblies and Masses.

### Admissions Procedure

The application procedure for Ellesmere Port Catholic High School Sixth Form is simple. Application packs can be collected from the main school office or downloaded from the school website. The completed forms should be then returned to school by 31 August of the year of entry.

A meeting will then take place with the Head of Sixth Form to discuss the application. It is vital that you choose the courses that are right for you and your future plans. You will be informed in advance of the meeting date and times.

#### When you are ready to apply:

- Complete the application form ensuring that you have filled in all sections giving as much detail as you can;
- Before making any decisions about the subjects you wish to study we strongly advise students to read the course descriptions very carefully and talk to the subject leaders to find out how suited to the course you might be;
- Submit your application once completed via your form tutor;
- Be ready to discuss your reasons for applying to Ellesmere Port Catholic High School Sixth Form and your subject choices at the meeting with the Head of Sixth Form.

The closing date for applications is 31 August of the year of entry.

#### Late applications

Students who make late applications to the Sixth Form may still be considered, especially where there are unavoidable reasons for missing the deadline. Students must be aware however, that late applications will be subject to course restrictions where courses may be already full.

Please do not hesitate to contact the School Office if you have any queries regarding your application.

## Hartford Church of England High School

### Foundation Places

The governors have designated 30 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 previously looked after children (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:  
 Antrobus St Mark's CE Primary School  
 Barnton Community Nursery & Primary School  
 Great Budworth CE (A) Primary School  
 Hartford Primary School  
 Hartford Manor Community Primary School & Nursery  
 Little Leigh Primary School  
 Lostock Gralam CE Primary School  
 Over St John's CE Primary School  
 Whitegate CE 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);
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 180 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

1. Looked after children and previously looked after children (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:  
 Antrobus St Mark's CE Primary School  
 Barnton Community Nursery & Primary School  
 Great Budworth CE (A) Primary School  
 Hartford Primary School  
 Hartford Manor Community Primary School & Nursery  
 Little Leigh Primary School  
 Lostock Gralam CE Primary School  
 Over St John's CE Primary School  
 Whitegate CE 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);
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.
- 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. 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
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.

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.

### Admission to the Sixth-Form

Applications for Year 12 should be made using the online application form available at HYPERLINK "<http://www.st-nicholas.cheshire.sch.uk>" [www.st-nicholas.cheshire.sch.uk](http://www.st-nicholas.cheshire.sch.uk).

The school operates a sixth form for a total of 220 pupils. 110 places overall will be available in year 12. While the admission number is 110 if fewer than 110 of the school's existing pupils transfer into year 12, additional external pupils will be admitted until year 12 meets its capacity.

Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form. These are that pupils will have achieved at least seven 9-4 GCSEs.(see note12)

In addition to the sixth form's minimum academic entry requirements pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's prospectus and on its website.

You will be advised of the outcome of your application by 31st January 2021.



ACADEMIES

OVERSUBSCRIPTION

CRITERIA

Schools oversubscription criteria is published within this booklet. Full details of the policies can be viewed on the schools websites.

**Please  
Note**

## 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). 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

## Christleton 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 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.
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 – 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.
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. 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. These Primary schools are:  
Barrow CE Primary School  
Boughton Heath Primary School  
Cherry Grove Primary School  
Christleton Primary School  
Huntington Community Primary School  
Oldfield Primary School  
Saighton CE Primary School  
Waverton Community Primary School
6. 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.
7. 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. 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.

### Admissions to Year 12

Applications for admission to the Sixth Form of a Cheshire West and Chester school are dealt with by the school in line with the relevant 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, where relevant. Minimum entry requirements are the same for internal and external applicants.

Schools will not interview students 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 normal minimum entry requirements for admission to the sixth form to study primarily at A level is 5 GCSEs grade 9 to 4 (or equivalents including old letter gradings) including English and Maths. Further information on specific course entry requirements 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.

## Sixth Form Admission Arrangements - Oversubscription Criteria

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 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.
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. 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 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).

## Published Admission Number – External Candidates Only

The admission number for the admission of external candidates is 40 places. This number relates to the admission of external candidates only and is 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.

## 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).

## Admissions to Year 12

All Neston High School students have the opportunity to apply for a place in the Sixth Form dependent on meeting the entry requirements of individual courses and having a good attendance and punctuality record. In addition to places available for students already in the School, there will be a number of places available for students from other schools. The admission number for the admission of external candidates is 40 places, which is in addition to places available for students already in the school. This number relates to the admission of external candidates only and is based on an estimate of the maximum number of external candidates likely to be admitted, although it would be acceptable to exceed this if demand for available courses can be met. In addition to entry requirements, all students applying to Sixth Form from other schools will be expected to demonstrate excellent attendance combined with positive academic references from their current school supporting their ability and dedication to succeed in Level three qualifications.

Please refer to the sixth form webpage for course entry requirements and application forms.

Applications for admission to Year 12 of Neston High School are dealt with by the school in line with the relevant published admission arrangements.

All students will be expected to show a willingness to participate in and contribute to extension studies and chosen courses, to uphold and enrich the ethos of post 16 education in the School, characterised by hard work, friendly working relationships, a lively and stimulating environment, academic excellence and outstanding achievement of many kinds.

Students must meet the entry requirements for the sixth form and individual courses.

Any student who has not met the minimum entry requirements for a place in Year 12 has the right of appeal. On results day, a covering letter identifying any extenuating circumstances behind students not reaching the entry requirements will be considered by a review panel who will review the case and reply in writing with a decision of whether or not the student will be offered a place.

## Minimum entry requirements for Year 12

- Applicants are required to have at least 5 passes at GCSE grade 4-9 to join the sixth form, however most A Level subjects require students to have grade 5 in Maths and English.
- All applicants must meet the minimum requirements for the subjects they wish to study. For the majority of subjects this would be a grade 6 at GCSE in the specific subject
- Please refer to entry requirements on the school website.

## Oversubscription Criteria for Year 12 entry

The same oversubscription criteria will be used as for entry into year 7 for all pupils. (excluding criteria 5 – partner Primary schools)

## 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 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.
- 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.
- 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. These Primary schools are:  
Belgrave Primary School  
Chester Blue Coat CE Primary School  
Doddleston CE Primary School  
Eccleston CE Primary School  
Hoole CE Primary School  
Lache Primary School  
Overleigh St Mary's CE Primary School  
The Grosvenor Park Academy

- 5) 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.

## Admissions to Year 12

Applications for admission to the Sixth Form of a Cheshire West and Chester school are dealt with by the school in line with the relevant 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, where relevant. Minimum entry requirements are the same for internal and external applicants.

Schools will not interview students 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 normal minimum entry requirements for admission to the sixth form to study primarily at A level is 5 GCSEs grade A\* to C (or 9-4 at GCSE), including a minimum of grade 4/5 in GCSE English and Maths. Further information on specific course entry requirements 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.

## Sixth Form Admission Arrangements - Oversubscription Criteria

- 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 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.
- 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) 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.

## Published Admission Number – External Candidates Only

The maximum admission number for the admission of external candidates is 40 places. This number relates to the admission of external candidates only and is based on an estimate of the maximum number of external candidates likely to be admitted, although it would be acceptable to exceed this if demand for available courses can be met.

## 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  
Tarporley CE Primary School  
Tarvin Primary School  
Utkinton St Pauls C of E 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).

### College Admissions Years 12 - 13

We are committed to developing as wide a range of courses and opportunities as practically possible, whilst avoiding undue replication of those courses already available locally and to liaising with other providers to encourage young people throughout the local area to take up the opportunities on offer.

The general guideline for the admission of students into the sixth form is that there is an appropriate course of study accessible to the student.

Historically we have been able to allocate about 5 places in year 12 to external applications. We might exceed this number if the preferred course of study are not oversubscribed and the applicant has met the relevant entry requirements.

Applications from all students will be considered in three phases:

1. those received by 31 March
2. those received between 1 April and 30 June
3. those received thereafter.

In the event that there is oversubscription preference will be given to those students with a sibling in Tarporley High School and Sixth Form College (THSSFC) and thereafter on distance from the school (as in viii above) subject to the general guideline above.

## The Bishops' Blue Coat CE High School

As an academy, the Academy Trust is the Admissions Authority. There are 180 places available in each year group. We welcome students from our local community and those travelling a little further for a quality Christian educational ethos. Children with Education Health and Care Plans (EHCPs) where The Bishops' Blue Coat CE High School is named are legally entitled to a place. These Admissions Criteria explain admission to school year September 2019. Where a school reaches its published admission number from applicants within one of the categories listed below those students to be admitted from within that category will be those whose address is closest to the school as defined in criteria 5. Where an applicant qualifies under more than one criteria, the first applicable criteria will be used.

1. Looked after children and previously looked after children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. The presence of a sibling in the school or a sibling who left the school in the last 2 years.
3. (SIF required) All students who themselves or whose parents are involved in **worship and/or church** activities.
4. (SIF required) Children who attend a named **Church of England Primary School** (please see note 1 below)
5. 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)..



## Notes

**1 A Supplementary Information Form (SIF)** must be completed and sent to the school if you choose to apply for a place under Criteria 3 or 4. This is in addition to the LA 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): Your incumbent, minister, or other appropriate leader within the Church of England or a church which is a member of Churches Together in Britain and Ireland or affiliated to the Evangelical Alliance, is asked to confirm with a signature your, or your child's attendance, normally at least once per month at one or more of the following activities: worship or other church activities including: Christian Union, Sunday school, Messy Church, Fresh Expressions of Church, choir. In this case the form should be completed, signed by a vicar, church leader or activity leader.

- **Applicants from named CE primary schools** (criteria 4 applicants please complete a SIF):

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; Saughton CE Primary School; St Berteline's CE Primary School, Runcorn; St Oswald's CE Primary School, Waverton; St Oswald's CE Primary School, Mollington; St. Peter's CE Primary School, Duddon; The Delamere CE Primary School; University Church Free School, Chester; Upton Heath CE Primary School, Chester; Willaston CE Primary School

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 the published closing date.

- 2 Parent** A parent is any person who has parental responsibility or care of the child.
- 3 Siblings and Children** 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. Children refers to son, daughter, adopted child, step-child or the child of a partner.

- 4 Multiple Births** In the event of one sibling being offered a place at the school and another not because the published admission number had been reached, each sibling would be admitted even if this goes above the admission number of the school.

## Sixth Form Admission Policy

The Sixth Form at The Bishops' Blue Coat CE High School provides for up to 200 students. The Published Admissions Number (PAN) for new applicants joining our sixth form from neighbouring schools is 30.

Those attending the Sixth Form will be drawn from:

- a) Students in Year 11 at The Bishops' Blue Coat CE High School; and
- b) Students from other schools/colleges.

The entry requirements for admission to the Sixth Form shall be the same for students on roll in Year 11 at the school and new applicants. These Oversubscription Criteria explain admission to school year September 2019. Should the number of applications exceed the criteria below, places will be allocated according to these criteria with priority given to those living nearest to the school.

An Application Form, which is available from the School Office and via the school website, must be completed and returned to the school no later than the application deadline published on the school website. Minimum entry requirements for admission onto courses vary and a full list of requirements are specified in The Sixth Form Prospectus. All applicants are advised to contact the school for further information. Evidence of relevant attainment must be provided at enrolment to validate an application.

### Minimum entry requirements

Minimum Entry Requirements for admission to Level 3 courses (A levels, BTEC and equivalent) students must have attained passes of numerical grade 4 or higher in six separate courses at GCSE or BTEC equivalent, including English and Mathematics.

### Oversubscription criteria

Where eligible applications from new applicants exceed the number of places available, places will be allocated according to the following priority order: -

1. Looked after children and previously looked after children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. All new applicants who fulfil the entry requirements. In the event that there are more new applicants than places available the oversubscription criteria will give priority to students with the highest average point scores in their Level 2 qualifications.

If any applicant has the same average point score as another applicant for the final place in Categories 1 or 2, priority is given to those living nearest to the school. '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).

PROCEDURE The closing date for applications is the deadline published on the school website.

Guidance discussions will be held with all students who have expressed an interest (there are no formal interviews).

Conditional offers of places for on-time applications (subject to GCSE results) will be made no later than 1st May. Courses will be confirmed on enrolment day. Confirmation will be subject to the student meeting the minimum Sixth Form and course entrance criteria conditions, and the composition of option groups.

## 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 (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. 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. "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 (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.

## Admissions to Post 16 Education at the School

### Introduction

For the school year commencing September 2019 The Governing Body has set its Admissions number for external students entering into Year 12 at 50.

The Governing Body expects that all students selecting specifically a Roman Catholic Sixth Form education will wish to be both fully involved in the ethos and spiritual life of the Catholic High School, Chester, and in achieving the aims set out in its Mission Statement.

### Entrance Criteria.

All applicants will be considered subject to meeting the academic requirements set out in the Sixth Form Prospectus for acceptance onto a course. The basic requirement is for at least five GCSE passes at Grade 5 or above, or the equivalent in different subjects. English Language and English Literature count as separate subjects, as does the Double Science GCSE. Subjects offering 'multiple' GCSE equivalencies such as BTEC courses do not. Some courses have specific requirements. Students who wish to study Mathematics are usually expected to have at least a Grade 7 at GCSE. Students applying to study French, Spanish, Biology, Chemistry or Physics should have at least a Grade 6 in the relevant subject. In addition students studying A level Physics are expected to study A level Mathematics. Students applying to study Psychology should usually have at least Grade 5 or equivalent in the core subjects of English, Maths and Science. These requirements may be revised from time to time.

Students who are transferring from Year 11 at The Catholic High School are entitled to join Year 12 if they have met the academic criteria set out above. Students applying from other schools will be considered using the same general admissions criteria / principles as set out above.

### Appeals for Sixth Form places

As there is limited time between the publishing of GCSE results and the start of the school year, the admissions committee, or in their absence, three alternate governors will meet with the Head of Sixth Form before the start of the school year to consider any applications that do not meet these criteria. They will inform parents of the outcome of their deliberations, and in the event students are not admitted to the Sixth Form by the Committee, parents will be informed of their right to appeal to an independent panel as is the case with main school applications.

The same legal rights apply to parents of students wishing to be admitted to the Sixth Form. Appeals must be lodged with the independent panel within 20 school days of the governors' decision.

## 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 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 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. All other students based on distance criteria whereby preference will be given to students living nearest 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). 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 Winsford Academy

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 statements of Special Educational Needs where The Winsford Academy is named on the statement, the criteria will be applied in the order in which they are set out below.

1. Children in public care or who were previously in public care but ceased to be so because they were adopted (or became subject to a residence, or special guardianship order);
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. Children resident within the designated catchment zone of the Academy.

4. Admission of students whose siblings currently attend the school and who will continue to do so on the date of admission, and
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).

## The Rudheath Senior Academy

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 statements of Special Educational Needs where the Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

1. Children in public care (as defined in Section 22 of the Children Act 1989) at the time of their entry to the Academy or a child who was previously looked after but ceased to be so because they were adopted (or became subject to a residence, or special guardianship order). 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 (see the definition in section 22(1) of the Children Act 1989).
2. Children who have a valid medical or social reason for a specific placement. Details must be given on the preference form and this may be checked by a relevant officers. A letter in support from a senior health care or social care professional will be required as evidence when the preference form is submitted with a statement on why the Academy is the only educational placement appropriate for the child's needs.
3. Siblings - Children who have a brother or sister (including a half-brothers or sisters or step brothers or step sisters living in the same household) on roll at the time of their entry to the University of Chester Academy Northwich and of statutory school age. ("sibling" is defined as a full or half brother or sister; a step brother or sister; an adoptive brother or sister, the children of parents/carers living together in the same family household).
4. Children resident within the designated catchment zone of the academy. Children will be classed within this category if they and their parents/carers are resident within the area served by the academy on the closing date for applications.
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.  
 Lostock Gralam CE Primary School  
 Rudheath Primary School  
 Victoria Road Primary  
 Wincham Community Primary School  
 Witton Church Walk CE 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).



## 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 statements of Special Educational Needs where the Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

1. Children in public care (as defined in Section 22 of the Children Act 1989) at the time of their entry to the Academy 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 the 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 of UK Service Personnel.

Places will be allocated in advance 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 Local Authority oversubscription criteria.

3. Students who, at the time of application, will have an older sibling on the roll of the Academy who will continue to attend at the time of admission. The term 'sibling' means a full, half, step or adopted brother or sister, but not cousin, who will be living together as part of one household at the date of their entry to the Academy. The Academy may require proof of relationship and/or residency.

4. The remaining places will be allocated by Random Allocation as specified below:

- (a) 80% will be offered to students resident within the catchment area.
- (b) 20% will be offered to students resident outside the catchment area.

### Post 16 admission criteria

The Academy Trust will publish specific criteria in relation to minimum academic entrance requirements for admission or transfer to the post-16 provision. Both internal and external students wishing to enter the Sixth Form will be expected to have met the minimum academic entry requirements for the Sixth Form.

In addition to the Sixth Form's minimum academic entry requirements, students will need to satisfy minimum entrance requirements for the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements.

These academic entry requirements will be the subject of consultation with those listed in paragraph 14 and published in the academy's prospectus and in the LA composite admissions prospectus.

When the Sixth Form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted.

When there are more external applicants that satisfy any academic entry requirements than the number of post-16 places available and after, the criteria will be applied in the order in which they are set out below:

- a) Children in public care (as defined in Section 22 of the Children Act 1989) at the time of their entry to the Academy 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 the 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).

- b) Children of UK Service Personnel

Places will be allocated in advance 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 Local Authority oversubscription criteria.

- c) Students who, at the time of application, will have an older or younger sibling on the roll of the Academy who will continue to attend at the time of admission. The term 'sibling' means a full, half, step or adopted brother or sister, but not cousin, who will be living together as part of one household at the date of their entry to the Academy. The Academy may require proof of relationship and/or residency.

- d) Remaining places would be allocated by Random Allocation. There will be a right of appeal to an Independent Appeals Panel for internal students refused transfer and external applicants refused admission.



STUDIO SCHOOL

OVERSUBSCRIPTION CRITERIA

Schools oversubscription criteria is published within this booklet. Full details of the policies can be viewed on the schools websites.



**Please  
Note**

## 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 '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) at the time of making an application to a school.
2. Feeder Academy: Christleton High School is the feeder Academy for Christleton International Studio. A maximum of 30% of places will be allocated to applicants on its roll. In the event of oversubscription within this category random allocation will be used (see 'Tiebreaker').
3. Children who are eligible for Pupil Premium including Service Premium. Children given priority under this criterion fall into the following categories:
  - a) children currently registered as eligible for free school meals and children who have been registered as eligible for free school meals at any point in the last six years; and
  - b) children whose parent(s) are serving in the regular UK armed forces, to the children of regular UK armed forces personnel who were serving in the past three years, or to children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.Supporting evidence will be required, details of supporting documents required can be viewed on the school's full policy.

In the event of oversubscription within this category random allocation will be used (see 'Tiebreaker' below).
4. Children residing within a 8 mile radius will be allocated a place by a random allocation method. (Map showing 8 mile radius can be obtained from the school).
5. All other children.

### Tiebreaker

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, 3, 4 and 5, 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.

### Applications for post-16 provision

There are a variety of post-16 courses on offer each with different entry requirements. Full details of these will be published annually in the post-16 prospectus and applicants should contact the school for information on [www.christletoninternationalstudio.co.uk](http://www.christletoninternationalstudio.co.uk)

To be eligible for entry into Year 12 both internal and external pupils will be expected to have met the minimum academic entry requirements for the post-16 course and its level of qualification which are necessary to ensure they can access the learning:

### International Baccalaureate Diploma Programme

Grades A\*–C in at least 6 GCSE subjects including English and Maths.

An A\* - C in a Modern Foreign Language.

### International Baccalaureate Career-related Programme

Grades A\* - C in at least 5 GCSE subjects including English and Maths.



Though not a condition of admission, once admitted students will need to engage with the philosophy of the IB Programme and think independently, manage learning, become culturally aware and engage with ideas of global citizenship.

If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses the Studio offers for which they do meet the minimum academic requirements, providing these courses are not already full. Course requirements are published annually on the Studio's website [www.christletoninternationalstudio.co.uk](http://www.christletoninternationalstudio.co.uk) in the post-16 prospectus.

When Year 12 is under-subscribed all applicants meeting the minimum academic entry requirements will be admitted.

CIS will admit any pupils with Education Health and Care Plans (EHCPs) that name CIS.

If the school is oversubscribed, after the allocation of places to students (meeting the minimum entry requirements) progressing from Year 11 to Year 12 within the Studio, and when there are more than 60 external applicants that satisfy the entry requirements that the number of places available, the oversubscription criteria that will be used to determine who is admitted will be as that applied to Year 10.



# F<sup>4</sup>OSTER

## We're recruiting!

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



Spare room?

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](https://www.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.

Visit: [www.foster4.co.uk](https://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)

## 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 Roberts, 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](mailto: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](mailto: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](mailto:learner.services@wvr.ac.uk)

### Reaseheath College

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

Tel: 01606 275759

### Free School Meals Service

Tel: 0300 123 7021

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 a statement of educational needs or an education health care plan.

Ground Floor, 4 Civic Way, Ellesmere Port, Cheshire CH65 0BE

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

AND QUESTIONNAIRE







# Application Form

Transfer of pupils from Primary to Secondary School - September 2022

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:

Address(es) (if different from pupil's address) and email address (where available)

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

Title:

Initials:

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 &amp; 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 Statement of Special Educational Needs / 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 2021.**

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.



# Did you find this guide helpful?

Please answer the questions below, cut out this page and return it to the address at the foot of this page.

Please circle as appropriate. Did you find the guide:	← Poor		Very Good →		
• clearly written?	1	2	3	4	5
• easy to understand?	1	2	3	4	5
• included the information you wanted?	1	2	3	4	5
• well laid out, so that you could find the sections you wanted?	1	2	3	4	5
• helped you to understand the admission process in Cheshire West and Chester?	1	2	3	4	5
• Overall, how helpful did you find the guide	1	2	3	4	5

Is there anything not covered in the guide which you think should be included in future?

Do you have any other suggestions for improving it?

Are you responding as a parent/governor/Cheshire West and Chester employee/other? Please specify.

## Thank you for your help.

Please return to:  
**The School Admissions Team,**  
**Wyvern House,**  
**The Drummer,**  
**Winsford,**  
**Cheshire CW7 1AH**





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