

# MARLFIELDS PRIMARY ACADEMY

## Admissions Policy for Academic Year 2024-2025

Policy Author	Mrs S Isherwood
Responsible Governor's Committee	Resources
Date discussed at SLT Meeting	
Date discussed at Staff Consultation meeting	
Date reviewed and approved by Committee	1 February 2023
Full Governors Meeting	22 March 2023
Chair of Governors	Mrs. M. Gartside
Frequency of Review	Review in the light of changes to legislation or operating experiences Or within one year of approved date from Governors
Review Month	December or as necessary
School Website	Yes

## **Admissions Policy for Academic Year 2024-2025**

Marlfields Primary Academy is an Academy Trust and the Governing Body is the Admissions Authority. The Admissions Policy has been designed to comply with the Schools Admissions Code 2021 and all relevant legislation including the Equality Act 2010, the Human Rights Act 1998 and the School Standards and Framework Act 1998, including that on infant class sizes and equal opportunities. The academy will also observe the timetable and procedures for admission as set out in this code and the School Admission Regulations 2012.

No child will be admitted over the PAN of 30 unless there are exceptional circumstances.

### **1) Admissions to Reception Year**

Subject to the criteria set out below, children will be admitted in the September following their fourth birthday. Marlfields Primary Academy has an agreed admission number, (the published admission number or PAN) of 30 pupils for entry in Reception. Marlfields Primary Academy will accordingly admit up to 30 pupils.

Places will be allocated by the Governing Body on the basis of applications received through the Cheshire East admissions system. This allows parents/guardians to apply for entry to any Cheshire East Primary School by means of the Cheshire East Primary School Common Application Form (CAF) available in the 'Applying for School Places' document published by Cheshire East Council (CEC) and on-line via the CEC website.

The school will offer places on a full-time basis from the start of the Autumn Term.

### **2) 'In-Year Admissions'**

In-year admissions will be handled by Marlfields Primary Academy. No child will be admitted over the PAN of 30 unless there are exceptional circumstances. Please see Cheshire East Website for details of how to apply for an in-year place.

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

Once children with an Educational Health Care Plan naming Marlfields Primary Academy have been admitted then places are allocated in accordance with the order of the following oversubscription rules: -

- **'Looked after children'** and children who were previously 'looked after'. A 'looked after child' is a child who is in the care of a local authority or being provided with accommodation by that local authority (as defined in section 22 of the Children Act 1989) at the time of making the application to school. Children previously 'looked after'

are children who were looked after as defined above, but immediately after being 'looked after' became subject to an adoption, child arrangement, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children act 2002. A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- **Siblings** - pupils with brothers or sisters, step-brothers or step-sisters, foster brother or sisters, half-brother or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school (in years Reception through to Year 6) and expected to continue at the school in the following school year (i.e. at the time of admission). In relation to children of multiple births, exceptionally it may be necessary to offer places over the published admission number to ensure that, as far as possible, siblings, (i.e. twins, triplets or children from other multiple births) can attend the same school.
- **Children of staff** - with more than two years' service or those new members of staff recruited to meet a particular skills shortage.
- **Children resident with the designated area of the school** - children will be classed within this criterion if they and their parents/carers are resident within the area served by the school.
- **Pupils living nearest to the school** - measured using an Ordnance Survey address-point system which measures straight line distances in miles from the address point of the school to the address point of the place of residence.

An Admissions Panel that consists of 3 Governors and 1 Independent person not employed by Marlfields Primary Academy will apply the oversubscription criteria.

### **Fair Access Protocol**

Marlfields Primary Academy participates in Cheshire East LA Fair Access protocol, please see [Cheshire East Website](#) for further details.

### **Right of Appeal**

In the event of an unsuccessful application, parents have the right to appeal to an independent appeals panel against non-admission. Appeal forms can be requested from Marlfields Primary Academy. Where an in-year application and subsequent appeal are unsuccessful, the Admissions Authority will not consider a repeat application within the same academic year unless there has been a relevant and significant change of circumstances relating to the application, or a place has become available in school.

## **Appeal Hearings Timetable**

### Appeals for a Reception Place Normal Admissions Round.

Parents have 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. Appeals will be heard within 40 school days of the parent lodging an appeal. For late applications, (please see footnote below) appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged. The school will give 12 school days' notice of their appeal hearing date. The parents and admission authority must submit additional evidence to the clerk at least 7 days before the hearing date; therefore, allowing time for the clerk to send appeal papers to the panel and parties. A decision letter will be sent within 5 school days of the hearing wherever possible. Marlfields Primary Academy does hold a waiting list for Reception until the end of the Autumn term and parents are asked to keep in touch to find out if a place has become available.

### Appeals for In-Year Admissions

Parents have 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. Appeals will be heard within 30 school days of the parent lodging an appeal. The school will give 12 school days' notice of their appeal hearing date. The parents and admission authority must submit additional evidence to the clerk at least 7 days before the hearing date; therefore, allowing time for the clerk to send appeal papers to the panel and parties. A decision letter will be sent within 5 school days of the hearing wherever possible. Appeals submitted after the appropriate deadlines noted above will be heard in accordance with the time scale above for both normal admission rounds and in-year admissions. An application is a 'late' application if it is for the admission of a child to a relevant age group; it is submitted before the first day of the school term of the admission year; and a determination relating to the application is not made by an authority on or before the offer date. The 'relevant age group' is the age group at which pupils are or will normally be admitted to the school e.g. reception or year 6 (Section 142 of the School Standards and Framework Act 1998).

**Further information can be found on the Cheshire East website  
[School Admissions](#)**