



# Stapeley Broad Lane CE Primary School

## PRESCHOOL ADMISSION ARRANGEMENTS

### Introduction

1.1 Stapeley Broad Lane CE Primary School (**School**) is a primary academy located in the local authority area of Cheshire East. It is a Stand-alone academy (**Trust**), a single-school academy trust.

1.2 The School's admission arrangements are formally determined by the Governing Body, with admission related decisions being made by the Admission Committee.

### 2 Definition of a 'Parent'

2.1 In this policy and in education law, the definition of a 'parent' includes a natural or adoptive parent of the child (regardless of whether the child lives with them, has contact with them, or they have parental responsibility for the child). It also includes a person who is not a natural or adoptive parent of the child, but who has care of and/or parental responsibility for the child.

### 3 Inclusivity and Equality

3.1 The School is fully inclusive and welcome applications for the admission of children with special educational needs (**SEN**), physical, mental or behavioural disabilities and other protected characteristics defined by the Equality Act 2010. The School's admission arrangements are determined and implemented with its equality duties in mind, including the public sector equality duty (**PSED**).

### 4 Published Admission Number (PAN)

4.1 The PAN for **Preschool Year** is **23** pupils.

### 5 Oversubscription Criteria for Preschool Year

5.1 Where there are more applications than places available, the order in which places will be allocated will be as follows:

#### 5.1.1 Looked after and previously looked after children

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, in England.

A 'previously looked after child' is a child who was 'cared for' as defined above, but immediately after being 'cared for' became subject to an adoption, child arrangements order (formerly residence order), or special guardianship order. 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 amended by Children and Families Act 2014. 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).

This includes children who appear to (in the view of the Admissions Authority) have been in state care outside of England and ceased to be in state care as a result of being adopted.

### **5.1.2 Children with a sibling at the School**

The sibling must attend the School at the time of application/the application deadline **and** when the applicant child is admitted.

For the purpose of this category, a 'sibling' is a full sibling (sharing both parents), a half sibling (sharing one parent), an adopted sibling, a long term foster sibling (i.e. not a temporary placement), a step sibling (one child's parent married to the other child's parent), or a child of their parent's cohabiting partner. In all cases, the sibling must live at the child's home address (as defined by this policy) as part of the same core family unit. For the avoidance of doubt, a child of a friend or extended family member (e.g. cousin) will **not** be a 'sibling' for this purpose, even if they live at the same address as the applicant child. For inclusion in this category, parents must state the sibling's details in the application form.

### **5.1.3 Children living in the school's Catchment Area**

Children resident within the designated catchment area of Stapeley Broad Lane CE Primary School. Children will be classed within this category if they and their parents/carers are resident within the area served by Stapeley Broad Lane CE Primary School (as defined by the Cheshire East Council map in Appendix 1) on the closing date for applications.

### **5.1.4 All other children**

This category will include all children who do not fall into any of the oversubscription categories above.

### **Tie Breaker**

5.2 Where there are more applications than places remaining in any of the oversubscription categories, the order in which places will be allocated will be determined by the distance between the child's home address (as defined by this policy) and the School, with those living nearest receiving highest priority.

5.3 Distance will be measured using the National Land and Property Gazetteer (NLPG) which measures in a straight line from the School's coordinate point to the coordinate point for the child's home address in miles. Parents should note that, while distance measuring software available online may give them a rough idea as to the distance involved, it will not be as accurate as the dedicated software used by Cheshire East Council.

5.4 Where the child lives in a multi-dwelling building (for example, an apartment block), distance will be measured from same point in the building so that the distance will be the same for all children living there.

5.5 Where two or more children live an equal distance from the School (including where they live in the same multi-dwelling building), the order in which places are allocated will be determined by random allocation supervised by someone who is independent of the School.

## **6 Child's Home Address**

6.1 The child's home address is the residential (not business) address of their parent (as defined in this policy) at which they live and sleep for more than 50% of their time from Sunday to Thursday night during term time. It will usually be the address at which they are registered with their GP, hospital, dentist and/or optician, and/or where Child Benefit/Child Tax Credit (if eligible) is claimed, at the time of application.

6.2 Where any uncertainty arises in respect of the child's home address, the School reserves the right to seek documentary evidence to determine which address meets the definition stated above. For the avoidance of doubt, it is the address which meets this definition that will be used to process the application, which may not be the address given by the parent.

6.3 Where the child/child's family is/are not living in the area of the School at the time the application is submitted, the application will be accepted and processed using the child's new address where it is supported by supporting evidence (for example, a signed tenancy agreement, formal mortgage offer, HMLR title deed/document, NHS/GP registration card/letter, etc.).

6.4 Applications for the admission of children of UK Armed Forces personnel with a confirmed posting to the area, or Crown servants returning from overseas to live in the area, will be accepted and processed where it is supported by an official letter giving a relocation date and a Unit postal address or quartering area address for use in applying the oversubscription criteria.

## **7 Twins, Triplets and Siblings of a Higher Multiple Birth**

7.1 Where a twin, triplet(s) or sibling(s) of a higher multiple birth achieves a place at the preschool within the PAN in the normal way, but their twin, triplet(s) or sibling(s) of a higher multiple birth does not achieve a place, the School will admit their twin, triplet(s) or sibling(s) of a higher multiple birth even where this means exceeding the PAN.

## **8 Waiting List**

8.1 The School operates a waiting list for children who are unsuccessful in achieving a place in preschool throughout the school year.

8.2 The waiting list is ranked strictly in accordance with the oversubscription criteria set out in this policy, and **not** by reference to the date that the child's name was added to the list. This means that a child's name can go down as well as up the waiting list as more names are added.

## **9 Reception Admissions**

9.1 Admission to the preschool class does not automatically mean your child will gain a place the School's Reception class.