

Introduction and Rationale

St Martin's Academy Chester, is a fully inclusive, publicly funded primary school that enables all children regardless of ability to learn in an environment that caters for their needs. Responsibility for the admission of pupils rests with the Directors of St. Martin's Academy, Chester who follow the nationally agreed schools admission code. Through compliance with the School Admissions Code and Appeals Code we ensure that our admissions policy is fair and transparent.

We have a **PAN** (Planned Admission Number) of **25 pupils**.

The Academy complies with School Admissions legislation requiring all Local Authorities (LAs) to co-ordinate admission arrangements in their area. Co-ordinated admission schemes provide a way for ensuring that every parent living in a Local Authority (LA) receives an offer of one, and only one, school place on the same day with letters being posted out on 16 April. Parents should formally accept or decline the place offered by the date stated in the LA Starting School Booklet.

As an Academy, we are our own admission authority, applying its own admission criteria as detailed below. However, all parents will only have to fill in their own Local Authority Common Application Form and will receive their offer from the LA in whose area they live.

St. Martin's Academy Chester admissions process fits in with the strategic admissions timetable run by the Local Authority and applications for school places should be made to them in the first instance by contacting CWAC School Admissions:

School Admissions.
Cheshire West and Chester Council,
Wyvern House,
The Drmber,
Winsford.
CW7 1AH
Tel: 00300 123 7039

Email: admissions@cheshirewestandchester.gov.uk

The Academy school, following the Admission Code, will manage all in year transfers.

Application for Admissions in September 2016

St. Martin's Academy Chester will admit up to 25 pupils in Reception each September from 2013 and in all subsequent years. Children are able to start school at the beginning of the school year following their fourth birthday.

Parents or carers of children can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age. Parents or carers of children can also request that their child takes up the place part time until the child reaches compulsory school age.

Places will be offered for the school year commencing each **September** in accordance with the Schools Admission Code.

The closing date for all applications is **15 January** each year or nearest working day.

Where the number of applications for places is fewer than the PAN, all applicants will be offered a place.

Over-subscription Criteria

Where more applications are received than there are places available, after the admission of pupils with a *Statement of Special Educational Needs/Education Health Care Plan* where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below, in order:

1. 'Looked After Child' or a child who was previously looked after but ceased to be so because they were adopted (or became subject to a child arrangement order, or special guardianship order) A 'looked after child' is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

2. Children for whom there are particular medical or social reasons that justify admission to the Academy. Supporting evidence from a registered professional, such as a medical practitioner, psychologist or social worker who is working with the child, must be provided to the school at the time of application which sets out the particular reasons why the Academy is the only suitable establishment and the difficulties that would be caused if the child had to attend any another school. The Academy's Admissions Committee will consider the information presented and will determine whether the evidence is sufficiently compelling to apply this criterion to the application.

3. Siblings – pupils, on the date of admission, with elder brothers or sisters, stepbrothers or stepsisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school.

4. Remaining Allocation

The remaining allocation will be evenly split between a distance criteria and random allocation. In the event of an odd number of places remaining, the split will be weighted in favour of the distance criteria. Half will be allocated based upon straight line distance measured using an 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 school to calculate the distance. In the event that the Academy Trust is unable to distinguish between applicants using this criterion (e.g. children in the same block of flats) then the place or places will be allocated by ballot drawn by an independent adjudicator. The remaining half will be allocated by ballot drawn by an independent adjudicator.

A child's permanent address is their place of normal residence during term time. Where parents or carers live at separate addresses and or multiple residences exist for the child, the address of the child or parents or carers for these purposes is that registered with their GP. St. Martin's Academy Chester will consider the child's address to be where they are living at the closing date for applications and proof of residence can be requested at any time during the admissions process.

Offer of Places

Letters or e-mails informing parents or carers of the outcome of their applications will be sent out by Cheshire West & Chester Council on 18 April each year. False information or the omission of material information may result in disqualification or the loss of a place after it has been offered, accepted or taken up.

Appeals procedure

Parents or carers whose applications for places are unsuccessful will be given an opportunity to appeal against the decision to an independent appeals panel. Full details of the procedures in relation to this are available from the Academy website. Appeals are dealt with fairly by an independent appeals panel, in accordance with the School Admission Appeals Code. The appeals panel decision is binding on all parties.

Waiting List

Where in any year St. Martin's Academy Chester receives more applications for places than there are places available, a waiting list will operate which St. Martin's Academy Chester will maintain indefinitely. Any child's position on the waiting list will be determined by the oversubscription criteria. Priority will not be given to children based on the date their application was received or the date their name was added to the list.