

BYLEY PRIMARY SCHOOL

ADMISSIONS POLICY

Approved by Governors: February 2017
Review Date: February 2018

The Local Authority (LA) is responsible for the control of admissions to the school and this will be coordinated by them. By law, children must start school by the beginning of the school term after their fifth birthday (this is when they reach compulsory school age).

The number of places available is determined by the physical capacity of the school and is called the 'Published Admissions number (PAN)'. Our published admissions number is 12. The LA, in consultation with the Headteacher, may set a higher figure for a particular year group. The law gives parents the right to state a preference for any school, but not automatic choice. If your preference is Byley Primary School, a place will be offered if there are vacancies. If the school is over-subscribed, the following criteria will be considered in the order listed below:

- **Cared for children** – and children who were previously cared for (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's Act 1989). Children previously 'cared for' are children who were 'cared for' as defined above, but immediately after being 'cared for' 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 arrangement 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 elder brothers or sisters, step-brothers or step-sisters, half-brother or half-sisters, adopted brothers or adopted sisters living at the same address as part of the same family, already attending Byley Primary School and expected to continue at the school in the following school year (i.e. at the time of admission).
- **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 Byley Primary School on the closing date for applications.
- **Pupils living nearest to the school** – and ease of access to school 'using the distance between the child's permanent address and the school, measured in a straight-line using Ordnance Survey address point data.

How old your child should be when they start school –

Most children begin primary school at the start of the school year in which they reach school age (5 years old). All schools must admit children from the September following their 5th birthday.

A school year runs from September to the following August.

Primary School Applications –

Applications opened in September 2016 for children due to start school in September 2017 (born between 1 September 2012 and 31 August 2013). The deadline for applications is 15th January 2017.

How to apply

You apply online at:



How to get started

You will need to 'create an account'.

For security reasons you will need to provide a password (we strongly advise that you keep a note of your password as it will be required to access your account later in the process). Without your password, you will not be able to view your offer online.

Once you have added your details, you will receive an email to verify your account.

Please follow the instructions contained in the email.

Cheshire West and Chester Residents Only

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 using this facility. Please contact the relevant authority.

In addition, you cannot apply for a place at an Independent (Private) School using this facility. Please contact the school directly.

If you are resident in Wales, Scotland, Ireland or abroad and wish to apply for a school in Cheshire West and Chester please proceed using this facility. You must however state your current address and not a future address.

Many of our families reside in Cheshire East. In this case, you select the Cheshire West and Chester authority and Byley Primary School will appear on that list.

Transferring to Secondary School in September 2017 booklet - Closing date for applications: 31 October 2016

Starting School in Reception September 2017 booklet - Closing date for applications: 15 January 2017

Once you have completed your application please do not forget to submit your application.

If you have any difficulties with this process, please contact the authority on 0300 123 7039.

Applying for an In-Year admission –

Please follow this link if your child is already at school and you would for them to transfer to Byley Primary School:

http://www.cheshirewestandchester.gov.uk/residents/education_and_learning/school_admissions/in_year_school_transfers.aspx