



# Byley Primary School and Nursery

## Admissions Policy 2024 - 2025

Date of policy	Date for renewal	Signed	
June 2023	June 2024	Elizabeth Whittingham (Headteacher)	Andrew Gibson (Chair of Governors)

Cheshire West and Chester Council (CWAC) is the Admission Authority for all Community and Voluntary Controlled schools within the Local Authority (LA). Therefore, Byley Primary School and Nursery is bound by the LA policy for admissions as outlined in this document. Admission arrangements for schools maintained by the LA, together with Academies and Free schools, must comply with the School Admissions Code as amended December 2014. Details can be found at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389388/School\\_Admissions\\_Code\\_2014\\_-\\_19\\_Dec.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf).

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 Autumn school term after their fourth birthday (this is when they reach compulsory school age).

For more information about the Local Authority and school admissions go to:

<https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-admissions/object-to-school-admission-arr/determined-admission-arrangeme.aspx>

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 15. 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 & Nursery, a place will be offered if there are vacancies.

### **Primary School Applications –**

Applications open in September 2023 for children due to start school in September 2024 (born between 1 September 2019 and 31 August 2020). The deadline for applications is **14<sup>th</sup> January 2024**.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on the 16<sup>th</sup> April 2024, or the first working day following 15<sup>th</sup> April. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

### **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 4th birthday.

A school year runs from September to the following August.

### **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.

You apply through your own/home authority. As many of our families reside in Cheshire East they apply through the Cheshire East website.

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.

**Transferring to Secondary School in September 2022 booklet - Closing date for applications: 30 October 2023**

If the school is over-subscribed, the following criteria will be considered in the order listed below:

- 1 **Looked After Children** – and children who were previously looked after (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).
- 2 **Children with Special Educational Needs** – as defined by the Education Act 1996.
- 3 **Children for whom exceptional personal/domestic circumstances** – (whether presented by their parent or otherwise) justify, in the

Headteacher's view, admission to education. Such applications may be referred by either the Headteacher or parents to the Head of Service, Achievement and Wellbeing.

- 4 **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).
- 5 **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 & Nursery on the closing date for applications.
- 6 **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.

### **Appeals Process**

Where the governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the Admissions Appeals Code 2012 established under the School Standards and Framework Act 1998, as amended by the Education Act 2002. Parents should fill in an appeals form and return it to the Clerk to the Governors, Byley Primary School and Nursery, Moss Lane, Byley, Cheshire, CW10 9NG within 20 days of being notified of the decision. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

### **Applying for an In-Year admission**

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

[http://www.cheshirewestandchester.gov.uk/residents/education\\_and\\_learning/school\\_admissions/in\\_year\\_school\\_transfers.aspx](http://www.cheshirewestandchester.gov.uk/residents/education_and_learning/school_admissions/in_year_school_transfers.aspx)