



**THE LEARNING TRUST**  
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# THE LEARNING TRUST

## Admissions Policy

**For academic year 2025 – 2026**

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## Policy Statement

As a multi-academy trust, The Learning Trust is the Admissions Authority for its family of four schools, comprising three secondary schools - Christleton High School, Queen's Park High School, and Chester International School, and one primary school, Belgrave Primary School.

At The Learning Trust, we welcome all pupils, and places at all of the Trust's schools are offered in an open, fair, transparent, and objective manner.

The Trust adopts the [Cheshire West and Chester Local Authority Admissions](#) protocols and participates in their coordinated admission arrangements. These arrangements are in line with legislation and the [DfE School admissions Code 2021](#) and [DfE School Admission Appeals Code 2022](#) and in place to ensure a fair admissions procedure for all applicants.

Fair Access Protocols implemented by the Local Authority are detailed in the DfE School Admissions Code 2021 at point 3.14 onwards.

This is an over-arching policy, which operates in conjunction with the following Trust and local school policies:

- TLT Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- SEND Information Report/Local Offer

This policy is to be read together with respective local Academy Admissions Policy Appendices, which detail specific oversubscription criteria and Published Admission Numbers (PAN).

The policy covers the Admission arrangements relating to the following Trust Academies:-

- Christleton High School, Village Road, Christleton, CH3 7AD  
[Christleton High School Admissions](#)
- Queen's Park High School, Queen's Park Road, Handbridge, CH4 7AE  
[Queen's Park High School Admissions](#)
- Chester International School, Queen's Park Road, Handbridge, CH4 7AE  
[Chester International School Admissions](#)
- Belgrave Primary School, Five Ashes Road, Westminster Park, Chester, CH4 7QS  
[Belgrave Primary School Admissions](#)

## Roles and responsibilities

**The Trust Board is responsible for:**

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.

- Overseeing and determining annually, admissions arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applicants than places at the school.
- Ensuring that oversubscription criteria does not discriminate against any child.
- Ensuring that the practices and criteria used to decide the allocation of school places are fair, clear, and objective.
- Publishing the admissions arrangements on the Trust and school websites, including the oversubscription criteria.
- Publicly consulting on any proposed changes to the admissions arrangements.
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process.
- Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.

**The Schools Adjudicators are responsible for:**

- Acting in line with the relevant legislation and guidance relating to admissions.
- Receiving concerns and objections regarding the admission of pupils and making recommendations to the admission authority as a result of these concerns and objections.
- Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.

The [Schools Adjudicators](#) work independently from the Department for Education but are appointed by the Secretary of State for Education. They are impartial and may not have any connection to the cases they examine.

**The Headteacher of each school within The Learning Trust is responsible for:**

- Liaising with the Trust Board where relevant regarding admitting pupils to their school.
- Working with the Trust Board when determining their school's capacity.
- Ensuring that the Trust Board has all the information it needs to set admissions arrangements and participate in Local Authority (LA) coordination schemes.
- Making arrangements for pupils admitted through in-year admissions to start as soon as possible.

## **Determining a PAN**

The Trust Board will determine Published Admission Numbers (PANs) for each school within the Trust that educates a relevant age group.

The Trust's PANs for each school are detailed in the Appendices at the end of this policy, and are published annually on the Trust and school websites.

The Trust Board will notify the LA of any increases to the agreed PANs, and will reference the changes on the schools' website.

The Trust Board will consult on any proposal to decrease a school's PAN; consultation will not occur where it is proposed to increase or keep the same PAN.

If the Trust Board decides that it can accept more pupils than laid out in its PANs, it will notify the LA in good time so that the LA can deliver its coordination responsibilities effectively.

In line with statutory requirements, the Trust Board will not refuse admission to any age group, other than the relevant age groups, on the grounds that the number of children admitted has already reached the PAN. However, the Trust Board may refuse admission on the grounds that the admission of another child would prejudice the provision of efficient education or efficient use of resources.

## **Oversubscription criteria**

The Trust Board will aim to ensure that oversubscription criteria are reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation, including equalities legislation. This means that the oversubscription criteria will not unfairly disadvantage, whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.

The oversubscription criteria for each school are detailed in the Appendices at the end of this policy and are published annually on the Trust and school websites.

In the event that there are more applicants than available places at a Trust School, the school will apply the oversubscription criteria applicable to that school, in order of priority given by that school.

When formulating the school's admission arrangements, the Trust Board will not:

- Place any conditions on the consideration of any application other than those in the oversubscription criteria published in their admission arrangements.
- Take into account any previous schools attended unless it is a named feeder school.
- Give priority to children whose parents rank preferred schools in their application.
- Introduce any new selection by ability.
- Give priority to children based on any practical or financial support their parents give to the school or associated parties, including any affiliated religious organisation.
- Give priority to children according to the occupational, marital, financial, or educational status of parents applying – apart from where these factors determine a child's pupil premium eligibility, and for children whose parents work at school.
- Take account of reports from previous schools about children's past behaviour, attendance, attitude, or achievement, or that of any other children in the family.
- Discriminate against any protected characteristic.
- Give priority based on a child's or their parents' past or present hobbies or activities.
- Name fee-paying independent schools as feeder schools.
- Interview children or parents.
- Request financial contributions as part of the admissions process.

## **Equal opportunities**

The Trust Board will not establish admissions criteria that excludes individuals with a particular protected characteristic. The admissions criteria will not exclude a greater proportion of pupils with particular protected characteristics, unless the Trust Board can justify how this is a proportionate means of achieving a legitimate aim.

The admissions criteria will not discriminate against disabled applicants, unless the Trust Board can justify how this is a proportionate means of achieving a legitimate aim.

## **Consultation**

The Trust Board will consult on any proposed changes to the admissions arrangements. Consultation will take place between 1 October and 31 January in the determination year, and last for a minimum of six weeks.

The Trust Board will consult on admissions arrangements at least once every seven years, even if no changes have been made in that time.

The Trust Board will consult with the following:

- Parents and carers of children between the ages of two and 18
- Stakeholders
- Other admission authorities within the relevant area
- The LA
- Any LAs in which pupils have historically come from

## **Determination and publication of admissions arrangements**

The Trust Board will publish a copy of the full proposed admission arrangements and the contact details of the individual responsible for admissions liaison on both the Trust's and each school's website. A copy of the proposed admission arrangements will be made available upon request.

Admission arrangements will be determined by 28 February in the determination year on an annual basis, even when no changes to the arrangements have been made.

The Trust Board will notify all appropriate bodies of the finalised admissions arrangements when they have been determined.

A copy of the finalised admission arrangements will be sent to the LA for entry by 15 March in the determination year. These finalised admission arrangements will also be published on each of the Trust schools' websites by 15 March in the determination year, and will continue to be displayed for the whole offer year.

Any objections to the admission arrangements will be directed to the Schools Adjudicator by 15 May in the determination year. For example, objections must be referred by 15 May 2024 for the admissions intake for September 2025.

The Trust's schools will provide the LA with all of the information it needs to compile the composite prospectus by 15 March in the determination year.

The Trust Board will not revise the admissions arrangements for a school year once they have been determined, unless this would be necessary to give effect to a mandatory requirement, a determination of the Schools Adjudicator, or any misprint in the admission arrangements.

In exceptional circumstances, the Trust Board may propose variations where there have been major changes in circumstances that necessitate a change. As detailed in the School Admissions Code 2021, any proposals to vary the admissions arrangements will be referred to the Secretary of State for approval.

## **Coordination scheme**

The LA will publish a scheme to coordinate admissions arrangements for the normal admissions round and late applications by 1 January in the determination year. The LA will consult with the Trust and its schools in the event that the scheme is changed substantially from the previous year.

The LA will also consult with the Trust and other admissions authorities in the area at least every seven years, even if no changes have been made in that period.

The Trust is under a legal obligation as the Admissions Authority to participate in coordination for the normal admissions round, and will provide the LA with all information it needs to coordinate admissions.

## **Applications and offers**

The Trust's schools may offer open events and school visits to potential applicants, irrespective of any protected characteristics. Where necessary, the school will make reasonable adjustments for disabled applicants or disabled parents.

The school may assess its ability to cater to the applicant's needs by:

- Inviting the applicant to attend the school for half a day.
- Visiting the applicant's home.
- Visiting the applicant's current education provision.

In the normal admissions round, (entry to Reception, or transfer from Primary school to Year 7 at Secondary school) parents, and carers apply via their home local authority where the child lives.

The local authority will provide parents/carers will be provided with a common application form (CAF) where they will note their three preferred schools, along with a brief explanation, in rank order. The schools do not have to be located in the LA area where the parents/carers live. Parents will provide LAs with the following information within the CAF:

- Their name and their child's name and date of birth
- Their and their child's address and proof of residence

The CAF will be submitted to the parents' LA. Parents are not guaranteed to have their preferences met.

Children reach compulsory school age at the beginning of the term following their fifth birthday. Under the Local Authority's policy, children may start school in the Reception class in the September following their fourth birthday. Applications for admission are normally considered in relation to the availability of places in the child's chronological age group, other than in exceptional circumstances.

Where parents or carers have shared responsibility for a child, the place of residency will be determined as the address where the child lives for the majority of the week, for example, where the child wakes up between Mondays to Friday. In the event of two applications being received for a child residing equally with both parents/carers, neither application will be considered and the parents/carers will be asked to agree a single application between themselves.

After the allocation of Reception places, the school will admit 'rising fives', i.e. all children with places can be admitted to the Reception year at school in the September following their fourth birthday but before reaching compulsory school age.

In accordance with paragraph 2.16 of the School Admissions Code, a parent/carer may request that their child's taking up of a place be deferred until later in the school year but not beyond the point at which they reach compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made. A parent/carer may request that their child take up the place part-time until compulsory school age is reached.

Note: In respect of a child born late in an academic year after 1 April, the ordinary expectation is that he or she will join reception at the latest in the term he or she turns five and then progress to Year 1 in the next academic year. If a parent/carer wants their child to join Reception in the September term after their fifth birthday, that decision is strictly subject to the discretion of the Trust and the school.

Once a place has been offered, the schools may ask for the child's short birth certificate as proof of birth date.

For previously Looked After Children (PLAC) and Looked After Children (LAC), the schools will request a copy of the adoption order, child arrangements order or special guardianship order, and a letter from the LA confirming that the child was looked after immediately prior to the order being made.

The schools may request evidence that demonstrates a child was in state care outside of England prior to being adopted.

The entry requirements and oversubscription criteria for the Trust schools with a Sixth Form is detailed in the Appendices found at the end of this policy and published on the Trust and school websites.

The entry requirements for the Sixth Form are the same for all pupils, regardless of their previous school, and where oversubscribed, priority will be given to LAC and PLAC who meet the academic criteria. All other oversubscription criteria will apply as normal and as detailed



in the Appendix for the relevant school, which can be found at the end of this policy and is published on the Trust and school websites.

### **Allocating places**

Places will only be allocated on the basis of determined admissions arrangements.

Where the school is oversubscribed, the Trust's schools will rank applications in accordance with the determined arrangements, and will ensure that only one offer will be made per child.

A clear record will be kept of all decisions made on applications, including in-year applications.

The schools must admit all children who have an EHC plan where their school is named.

Children with SEND who do not have an EHC plan will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made.

The details of the school's SEND provision can be found in our Special Educational Needs and Disabilities (SEND) Policy and SEND Information Report/Local Offer.

Admission will not be refused for a child on the basis that:

- They have applied later than other applicants.
- They followed a different curriculum at their previous school.
- Information has not been received from their previous school.

In the event that parents of a child wish for their child to be admitted outside their normal age group, the school's Headteacher will assist the decision on which year group the child will enter. Once a decision has been reached, the child's parents will be informed in writing along with an explanation of how the decision was reached and any reasons why.

For children of UK service professionals and crown servants, the following procedure will be adhered to:

- A place will be allocated to the child in advance of the family arriving in the area named in the application form, where one is available.
- The application must be accompanied with an official letter confirming the relocation date.
- The address at which the child will live will be used when considering the application against the oversubscription criteria – a Unit or quartering address must be used where this is requested by the child's parent.
- The application will not be refused on the grounds of the child not currently living in the area or not currently having an intended address, nor will places be uniquely reserved.
- The arrangements for service children will be in line with the government's commitment to removing disadvantage for service children.

## Offers

All preferences for entry into Reception and Year 7 are collated and parents/carers then receive an offer from their home local authority at the highest preference school at which a place is available. The offer is made on National Offer Day.

National Offer Day is the day each year on which local authorities are required to send the offer of a school place to all parents/carers in their area, and is relevant to all on-time applications in the coordinated admissions rounds.

All offers for places into **Belgrave Primary School** will be made by the home local authority on National Offer Day for Primary Schools – 16 April - or the next working day where this date falls on a weekend or bank holiday.

All offers for places into Year 7 at **Christleton High School** and **Queen's Park High School** will be made by the home local authority on National Offer Day, i.e. 01 March or the next working day where this date falls on a weekend or bank holiday.

All offers for places into Year 10 at **Chester International School** will be made by the Chester International Admissions Team on National Offer Day, i.e. 01 March or the next working day where this date falls on a weekend or bank holiday.

Notification of the outcome of applications are made available online for parents/carers who have applied online. For all other applications, notification of the outcome will be sent by email if an email address has been provided or by second-class post.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied; information about Admission Appeals is provided later in this policy.

Parents are advised not to decline any offer of a school place until an alternative allocation has been made.

## Withdrawing an offer

An offer will only be withdrawn if it has been made in error, a parent has not responded within a reasonable period, or if the offer was made via a fraudulent or intentionally misleading application.

Where an offer has not been responded to within the designated period, the school will give the parent a further opportunity to respond and will explain that the offer will be withdrawn if they do not.

If any application is found to be fraudulent after a child has started at the school **in the first term of the new academic year**, the school may withdraw the place. If the fraudulent application is found after this time, the pupil will not be removed.

## In-year admissions

Admissions for any year group other than the start of Reception or transfer from Primary school to Year 7 at Secondary school will be classed as In-Year applications and will be

handled directly by the schools, with the exception of Belgrave Primary School. All In-Year admissions for Belgrave Primary School are applied for through CWAC School Admissions.

As the In-Year Admission arrangements may differ for each school; please see the Admissions arrangements for each school detailed in the Appendices attached to this policy.

The schools will publish their in-year arrangements on the school website by 31 August each year, detailing how applications will be dealt with between 1 September until the following 31 August. These arrangements will set out how parents can apply for a school place, including whether the school will handle applications or whether the LA will accept these applications on its behalf.

Where the school has places available in-year, it will offer a place to every child who has applied for one without condition or use of oversubscription criteria, unless to do so would be to prejudice the efficient provision of education or use of resources.

The published in-year admissions arrangements will also provide a suitable application form for parents to complete, and set out when parents will be notified of the outcome of their application and details about the right to appeal.

The school will consider all such applications, and if the year group applied for has space available, then a place will be offered. If a place is not available, then the child's parent can ask for their child's name to be added to the appropriate waiting list. As with admissions at the start of the academic year, parents whose applications are turned down are entitled to appeal through the process outlined below.

The Trust's school will notify all parents within 15 school days of receipt of an in-year application of the outcome of this application. The school will notify the LA of every application and its outcome within two school days or as soon as is reasonably practicable beyond this.

Where an offer is accepted, the school will make arrangements for the pupil to start as soon as possible.

## **Waiting list**

For admissions into Reception and Year 7 at the start of the academic year, the Trust's schools will operate a waiting list in partnership with the LA, which is maintained until 31 December on year of entry.

In any year where a Trust school receives more applications for places than there are places available, a waiting list will operate. The waiting list will be maintained by the school and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application.

The list will set out the priority for places in the same order set out in the oversubscription criteria. When additional children are placed on the waiting list, the list will be re-ordered in line with the oversubscription criteria – no pupil will be prioritised based on when their name was added to the list.

Parents may request that their child be placed on the waiting list if they are not successful in receiving a place. Where a place becomes available, it will be offered to the parents of the child at the top of the list.

Looked After Children (LAC), previously Looked After Children (PLAC) and those allocated a place in accordance with Fair Access Protocol will take precedence over those on the waiting list

For in-year admissions, if there is a waiting list for that year, the child will be placed on a waiting list until a space becomes available, or the child finds a new school setting. The list will set out the priority for places in the same order as admissions at the start of the year – when a place becomes available, it will be offered to the parents of the child at the top of the list.

## **Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health, or is a summer born child wishing to start school in Reception rather than Year 1. This is not limited to applications for those starting school for the first time but includes children moving from primary to secondary schools.

The Headteachers and senior leaders at the Trust's schools will make a decision based on the circumstances of each case and in the best interests of the child concerned.

This will include taking account of the parent's views; information about the child's academic, social, and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a Year 11 child for a Year 10 place will be considered alongside applications for Year 10.

When informing a parent of their decision on the year group the child should be admitted to, the Headteacher/senior leader will set out clearly the reasons for their decision. If a request is refused, the child will still be considered for admission to their normal age group.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

## **Admissions appeals**

In circumstances where a school place is refused, parents, and in some circumstances children, will have the right to appeal to an Independent Appeals Panel against the decision to refuse admission. The determination of the Panel will be made in accordance with the [School Admission Appeals Code](#) and will be binding on all parties.

All Trust schools use the Independent Appeals Service provided by the LA, Cheshire West and Chester. The LA will establish an Independent Appeals Panel in accordance with the School Admission Appeals Code to hear the appeal. The Appeal Panel will perform its judicial function in a transparent, accessible, independent, and impartial manner, and operate according to principles of natural justice.

### **Timetable**

The LA will agree a timetable for organising and hearing appeals that:

- Includes a deadline for lodging appeals, which allows appellants at least **20 school days** from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.
- Ensures that appellants receive at least **10 school days'** notice of their appeal hearing.
- Includes reasonable deadlines for appellants to submit additional evidence, for Admission Authorities to submit their evidence, and for the Clerk to send appeal papers to the Panel and parties.
- Ensures that decision letters are sent within **5 school days** of the Hearing wherever possible.

The LA and the Trust's school will ensure that appeals lodged by the appropriate deadlines are heard within the following timescales:

- For applications made in the normal admissions round, appeals will be heard within **40 school days** of the deadline for lodging appeals
- For late applications, appeals will be heard within **40 school days** from the deadline for lodging appeals where possible, or within **30 school days** of the appeal being lodged.
- For applications for in-year admissions, appeals will be heard within **30 school days** of the appeal being lodged.

The Trust's schools will publish their Appeals Timetable on their websites by **28 February** each year.

**Sixth forms only** - Where the offer of a place would have been conditional upon exam results, appeals will be heard within **30 school days** of confirmation of those results. Where the offer of a place would not have been conditional upon exam results, appeals will be heard within **40 school days** of the deadline for lodging appeals.

### **Notifying appellants of the right to appeal and the appeal hearing**

When informing a parent of their unsuccessful admissions application, the Trust's school will send written notification of their decision. This will include:

- The reason why admission was refused.
- Information about the right to appeal.
- The deadline for lodging an appeal.
- Contact details for making an appeal.

Parents will be informed in the letter that, if they wish to appeal, they must make the appeal in writing. The Trust will not limit the grounds on which an appeal can be made.

The LA will provide appellants with written notification of the date and all final arrangements of the Appeal Hearing no later than **10 school days** before the hearing. This notification will include the deadline for the submission of any further evidence that was not sent in the original appeal.

The schools will comply with any reasonable request for information from parents to help them prepare their case for the Appeals Hearing.

The LA will ask appellants whether they intend to call any witnesses or be represented at the hearing and inform them that they may waive their right to **10 school days'** notice of the hearing if they so wish.

### **Constitution of Appeals Panels**

The LA will appoint a Clerk to the Appeal Panel who is independent of the school and the education functions of the Trust. The Clerk will have sufficient knowledge of the 'School Admission Appeals Code', the 'School Admissions Code', other law relating to admissions and other relevant law, as well as being able to offer advice to enable the Panel to undertake its judicial function.

The Appeals Panel will comprise of a Chair and at least **two** other Panel members.

The Panel will also include at least one lay person **and** one or more people with experience in education.

In accordance with 'The School Admissions (Appeal Arrangements) (England) Regulations 2012, the Clerk to the Panel will ensure that no disqualified person is allowed membership of the Panel. A person will be disqualified if they are:

- A member of the LA in whose area the school is located.
- A member or former member of the Trust Board of the school.
- An employee at the LA, or the Trust Board of the school, other than a teacher or TA.
- Any person who has, or at any time has had, any connection with the Trust Board, school or LA who may not act impartially.
- Any person who has not attended training required by the Trust Board arranging the appeals panel.

The LA will ensure that Panel members and Clerks will not take part in hearings until they have received appropriate training as outlined within the 'School Admissions Appeals Code'.

The LA will ensure that Panel members are independent from the school and will remain independent for the duration of their service.

The Chair of the Appeals Panel is responsible for the conduct of the hearing, including introducing parties; explaining the roles of the Clerk and the Panel; how the hearing is

conducted; and ensuring that parties have sufficient opportunity to state their case and ask questions.

The LA will indemnify the members of the Appeals Panel against any legal costs and expenses they incur in connection with any decision taken in good faith whilst acting as a member of the appeals panel.

Members of the Appeals Panel will be eligible to receive travel and subsistence allowances where applicable, and will, where appropriate, be compensated for any loss of earnings or expenses.

## **Evidence**

All evidence relating to the Appeal Hearing will be passed on to the Clerk. This evidence will include details of:

- How the admission arrangements and the co-ordinated admissions scheme apply to the appellant's application.
- Reasons for the decision to refuse admission.
- How the admission would cause prejudice to the education provision of the school.

The Clerk will send all the papers required for the hearing to both parties and the members of the Panel in reasonable time before the hearing.

## **Attendance and representation**

It is the LA's responsibility to make arrangements for Appeal Hearings. Appeal Hearings can be held in person, remotely by video conference or a mixture of the two (a hybrid hearing).

Appeal Hearings held entirely by telephone will only be permitted where video conferencing cannot be used relating to connectivity or accessibility and if the appellant and presenting officer both agree.

Regardless of the forum chosen, Appeal Panels will allow appellants the opportunity to make oral representations.

The Trust's school will provide a Presenting Officer to attend the hearing and present the Trust's case to the Panel, ensuring that this person is a member of staff who is well acquainted with the school.

The Presenting Officer will be responsible for relaying to the attendees the decision not to admit the child, and answer questions where necessary, either in person or remotely

Appellants may attend in person or be represented by another individual. Where appellants cannot attend, a decision will be made based on the written evidence.

## Appeals hearings

Where Appeal Hearings are held in person, the LA will take all reasonable steps to ensure the venue is appropriate, accessible to appellants, and has a suitable area for appellants and presenting officers to wait separately from the Panel before and between appeals.

Appeal Hearings that are held remotely will be held in such a way that means the appeal is capable of being heard fairly and transparently. Attending parties will be able to present their cases fully and the LA will be satisfied that each participant has access to facilities that allow them to engage in the hearing at all times.

Where a hybrid hearing is to take place, the arrangements above will be complied with as appropriate.

Hearings, whether conducted in-person or remotely, will be held in private.

The order of appeal hearings will be as below:

- Case for the Trust's school.
- Questioning by the appellant(s) and Panel.
- Case for the appellant(s).
- Questioning by the Trust school's representative and Panel.
- Summing up by the Trust school's representative.
- Summing up by the appellant(s).

## Reaching a decision

When reaching a decision, the LA will follow the specific two-stage process outlined in section three of the 'School Admission Appeals Code'.

**For Admission appeals regarding infant class sizes only:** In cases where the Trust has refused to admit a child on the grounds that admitting an additional child would breach the infant class size limit and there are no measures that can be taken to avoid this without prejudicing the provision of efficient education or efficient use of resources, the two-stage process outlined in Section four of the 'School Admission Appeals Code' will be followed.

A simple majority of votes cast will decide decisions. If votes are split equally, the chair will make the casting vote. The Panel will either uphold or dismiss an appeal and will not uphold an appeal subject to any specified conditions.

To communicate the decision made, the Panel will send a letter to the appellant, signed by the Clerk or Chair of the Appeals Panel, no later than **five school days** after the decision has been made.

The decision letter will contain clear reasons for the Panel's decision and a summary of the relevant factors raised by the parties and considered during the hearing. In the case of applications outside the normal admissions round, the school will ensure that the pupil is admitted to the school without unnecessary delay.

Appeals by the parent of a child with an EHC plan against the choice of school named in the EHC plan will be considered by the First-tier Tribunal (SEND) and not the Appeals Panel.



In cases where there are **multiple appeals**, the Trust's school will ensure that, where possible, the same Appeals Panel hears all appeals with the same members, and that no decisions are made until all the appeals have been heard.

In all hearings, the Clerk to the Panel will ensure that an accurate record is taken of the points raised at the hearing, including the proceedings, attendance, voting, and reasons for decisions. These notes will be kept securely by the LA for a minimum of two years and are, in most cases, exempt from disclosure under the Freedom of Information Act 2000 and the Data Protection Act 2018.

### **Further appeals and complaints**

Appellants will not have the right to more than one appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the LA has accepted a second application from the appellant due to a material change in the circumstances of the parent, child, or school but still refused admission. Appellants can apply for a place at the school for a different academic year.

The LA will inform parents about their right to complain about maladministration on the part of an Appeal Panel and the arrangements to follow.

If appellants have an issue with the Appeal Process, they can complain to the Secretary of State.

### **Monitoring and review**

The Local Governing Body at each school is responsible for the annual review of the school's admissions policy before recommending its approval by the Trust Board. The Trust Board will review and approve this policy on an **annual** basis. Any changes to this policy will be communicated to all staff and other interested parties.

The next scheduled review date for this policy is **September 2024**.

# **Admissions Policy**

**For academic year 2025 – 2026**

## **Christleton High School**



Policy leads:	Darran Jones, Trust CEO; Kevin Smith, Headteacher, CHS
Policy renewal date:	September 2024 for the academic year 2026 - 2027
Last consulted upon	Autumn Term 2023
Date approved by the Board of Trustees:	17 January 2024
Policy adopted on:	29 January 2024

# Introduction

This appendix is to be read in conjunction with The Learning Trust’s overarching Admissions Policy for 2025 – 2026. It sets out the localised information for admission to Christleton High School (CHS), an 11-18 Academy.

The Learning Trust is the admissions authority for CHS and reviews these admission arrangements annually.

Information on the admissions and appeals process appears in the Local Authority’s booklet **"Transferring to Secondary School – Applying for Secondary School Places"**. This booklet is available in September and can be viewed on the Cheshire West and Chester website or a hard copy can be obtained on request.

## Contact for Admissions into Years 7 to 11

Christleton High School’s Admissions Officer is Karen Varley.  
Telephone number: 01244 335843  
Email: [info@christletonhigh.co.uk](mailto:info@christletonhigh.co.uk)

## Published Admission Number (PAN)

Christleton High School’s admission limit or published admission number for September 2025 is 224 places.

## Oversubscription Criteria

In prioritising applications from parents expressing a preference for CHS, the following criteria are used:

1	<u>Children with Education Health and Care Plans (EHCPs)</u> where CHS is named on the statement, and who meet the minimum entry requirements, will have automatic entitlement to a place at CHS, and will be admitted before all other applicants.
2	<u>Looked-after children</u> or previously Looked-after children but ceased to be so because they were adopted (or became subject to a child arrangements or special guardianship order).  The definition of Looked after is as follows:-

	<p>A child is looked after by a local authority, religious authorities or other organisations that act in the public benefit if he or she has been provided with accommodation for a continuous period of more than 24 hours, in the circumstances set out in sections 20 and 21 of the Children Act 1989, or is placed in the care of a local authority by virtue of an order made under part IV of the Act. This provision also exists for children previously in such care, outside of England.</p>
3	<p><u>Siblings</u> – students 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, and expected to continue at the school in the following school year.</p> <p>For clarity, Siblings will initially be ranked by siblings + catchment + Partner school by distance, then by siblings + catchment by distance, siblings + Partner school by distance and finally by siblings by distance.</p>
4	<p><u>Children of staff</u> employed by The Learning Trust who have been employed for two or more years by the 1 September of the year of entry, or who have been recruited to meet a particular skills shortage.</p> <p>For clarity, applicants in this category will be ranked by distance.</p>
5	<p>Children resident within the designated <u>catchment area of the school as defined by Cheshire West and Chester</u>:-</p> <p><u>CHS Catchment Area</u></p> <p>Children will be classed within this category if they and their parents/carers are resident within the area served by the school on the closing date for applications.</p> <p>For clarity, applicants in this category will be ranked initially by Catchment and Partner school by distance, then Catchment by distance.</p> <p>Proof of address may be required to verify place of residence.</p>
6	<p>Children not resident within a school's local catchment area but attending a school designated as a <u>partner school</u> for admissions purposes, as out-of-zone students. These Primary schools are:</p> <ul style="list-style-type: none"> <li>• Barrow CE</li> <li>• Boughton Heath</li> <li>• Cherry Grove</li> <li>• Christleton</li> <li>• Huntington</li> <li>• Oldfield</li> </ul>

	<ul style="list-style-type: none"> <li>• Saighton CE</li> <li>• Waverton</li> </ul> <p>For clarity, applicants in this category will be ranked by distance.</p>
7	<p><u>Distance</u> - Distances are measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG). Proof of address may be required to verify place of residence.</p>

Where the school can accommodate some, but not all students qualifying under one of the preceding criteria, priority will be given to students having regard to the subsequent criteria.

Late applications for places will be considered after all applications received on time.

Repeat applications will not be considered within the same school year unless the parents' or the school's circumstances have changed significantly since the original application was made.

## Sixth Form - Admissions to Year 12

Applications for admission to the Sixth Form of a Cheshire West and Chester school are dealt with by the school in line with the relevant published admissions arrangements and not by Cheshire West and Chester Council.

Children already in the school are not required to apply formally for places in Year 12 but should have reached the minimum entry requirements for admission into the Sixth Form, where relevant. Minimum entry requirements are the same for internal and external applicants.

Schools will not interview students or their families for entry to Year 12, although meetings may be held to provide advice on options and entry requirements for particular courses.

## Contact for Admissions into Sixth Form

Christleton High School's Sixth Form Admissions Officer is Jenny Brown.  
 Telephone number: 01244 335843  
 Email: [info@christletonhigh.co.uk](mailto:info@christletonhigh.co.uk)

## Sixth Form Minimum Entry Requirements

The normal minimum entry requirements for admission to the Sixth Form to study primarily at A level is 5 GCSEs grade 9 to 5 (or equivalents including old letter gradings) including English and Maths. Some subjects require higher entry grades. Further information on specific course entry requirements will be provided by the school.

Minimum entry requirements for admission onto specific vocational courses vary and a full list of requirements can be obtained from the school. Parents are advised to contact the school for further information.

## Sixth Form Oversubscription Criteria

1	<p><u>Looked-after children</u> or previously Looked-after children but ceased to be so because they were adopted (or became subject to a child arrangements or special guardianship order).</p> <p>The definition of Looked after is as follows:-</p> <p>A child is looked after by a local authority, religious authorities or other organisations that act in the public benefit if he or she has been provided with accommodation for a continuous period of more than 24 hours, in the circumstances set out in sections 20 and 21 of the Children Act 1989, or is placed in the care of a local authority by virtue of an order made under part IV of the Act. This provision also exists for children previously in such care, outside of England.</p>
2	<p>Children resident within the <u>designated catchment area</u> of the school. Children will be classed within this category if they and their parents/carers are resident within the area served by the school on the closing date for applications.</p> <p><u><a href="#">CHS Catchment Area</a></u></p> <p>For clarity, applicants in this category will be ranked by distance.</p> <p>Proof of address may be required to verify place of residence.</p>
3	<p><u>Distance</u> - Distances are measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG). Proof of address may be required to verify place of residence.</p>

## Published Admission Number (PAN) – External Sixth Form Candidates only

The maximum admission number for the admission of external candidates to Christleton High School's Sixth Form is 30 places.

This number relates to the admission of external candidates only and is based on an estimate of the maximum number of external candidates likely to be admitted, although it would be acceptable to exceed this if demand for available courses can be met.

## **In-year Admissions**

A parent can apply for a place for their child at any school, at any time. The school manages its own in-year admissions process.

Parents must contact our Admissions Officer for an application form.

Upon submission, a decision on whether or not to admit the child will be made within ten school days. If the year group, to which the parent is applying, is below PAN, the Admissions Officer will contact the parent to agree a start date.

If the year group, to which the parent is applying, is at or already above PAN, an application will be considered on a case-by-case basis, but may be refused if the school decides that to admit a further pupil or pupils above PAN would prejudice the efficient provision of education and/or efficient use of resources, and the parent informed accordingly.

The outcome of in-year applications should be notified in writing within 10 school days, but in any event must be notified within 15 school days. Where a place is refused, the reason for the refusal must be included, along with full details of the statutory right of appeal. As soon as reasonably practicable, but in any event within 2 school days, the LA must also be notified of the application and outcome. Where a place is offered, the child will be admitted as soon as possible.

# **Admissions Policy**

**For academic year 2025 – 2026**

## **QUEEN'S PARK HIGH SCHOOL**



Policy leads:	Darran Jones, Trust CEO; Tom Kearns, Headteacher, QPHS
Policy renewal date:	September 2024 for the academic year 2026 - 2027
Last consulted upon	Autumn Term 2023
Date approved by the Board of Trustees:	17 January 2024
Policy adopted on:	29 January 2024



# Introduction

This appendix is to be read in conjunction with The Learning Trust's overarching Admissions Policy for 2025 – 2026. It sets out the localised information for admission to Queen's Park High School (QPHS), an 11-18 Academy.

The Learning Trust is the admissions authority for QPHS and reviews these admission arrangements annually.

Information on the admissions and appeals process appears in the Local Authority's booklet "**Transferring to Secondary School – Applying for Secondary School Places**". This booklet is available in September and can be viewed on the Cheshire West and Chester website or a hard copy can be obtained on request.

## Contact for Admissions into Years 7 to 11

Queen's Park High School's Admissions Officer is Amanda Parsonage.  
Telephone number: 01244 257088  
Email: admissions@qphs.co.uk

## Published Admission Number (PAN)

Queen's Park High School's admission limit or published admission number for September 2025 is 180 places.

## Oversubscription Criteria

In prioritising applications from parents expressing a preference for QPHS, the following criteria are used:

1	<u>Children with Education Health and Care Plans (EHCPs)</u> where QPHS is named on the statement, and who meet the minimum entry requirements, will have automatic entitlement to a place at QPHS, and will be admitted before all other applicants.
2	<u>Looked-after children</u> or previously Looked-after children but ceased to be so because they were adopted (or became subject to a child arrangements or special guardianship order).  The definition of Looked after is as follows:-

	<p>A child is looked after by a local authority, religious authorities or other organisations that act in the public benefit if he or she has been provided with accommodation for a continuous period of more than 24 hours, in the circumstances set out in sections 20 and 21 of the Children Act 1989, or is placed in the care of a local authority by virtue of an order made under part IV of the Act. This provision also exists for children previously in such care, outside of England</p>
3	<p><u>Siblings</u> – students 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, and expected to continue at the school in the following school year.</p> <p>For clarity, Siblings will initially be ranked by siblings + catchment + Partner school by distance, then by siblings + catchment by distance, siblings + Partner school by distance and finally by siblings by distance.</p>
4	<p><u>Children of staff</u> employed by the school who have been employed for two or more years by the 1 September of the year of entry, or who have been recruited to meet a particular skills shortage.</p> <p>For clarity, applicants in this category will be ranked by distance.</p>
5	<p>Children resident within the designated <u>catchment area of the school</u> as defined by Cheshire West and Cheshire:-</p> <p><a href="#"><u>QPHS Catchment Area</u></a></p> <p>Children will be classed within this category if they and their parents/carers are resident within the area served by the school on the closing date for applications.</p> <p>For clarity, applicants in this category will be ranked initially by Catchment and Partner school by distance, then Catchment by distance.</p> <p>Proof of address may be required to verify place of residence.</p>
6	<p>Children not resident within a school's local catchment area but attending a school designated as a <u>partner school</u> for admissions purposes, as out-of-zone students. These Primary schools are:</p> <ul style="list-style-type: none"> <li>• Belgrave</li> <li>• Chester Blue Coat CW</li> <li>• Dogleston CE</li> <li>• Eccleston CE</li> <li>• Hoole CE</li> <li>• Lache</li> <li>• Overleigh St Mary's CE</li> <li>• The Grosvenor Park C of E Academy</li> </ul>

	For clarity, applicants in this category will be ranked by distance.
7	<u>Distance</u> - Distances are measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG). Proof of address may be required to verify place of residence.

Where the school can accommodate some, but not all students qualifying under one of the preceding criteria, priority will be given to students having regard to the subsequent criteria.

Late applications for places will be considered after all applications received on time.

Repeat applications will not be considered within the same school year unless the parents' or the school's circumstances have changed significantly since the original application was made.

## Sixth Form - Admissions to Year 12

Applications for admission to the Sixth Form of a Cheshire West and Chester school are dealt with by the school in line with the relevant published admissions arrangements and not by Cheshire West and Chester Council.

Children already in the school are not required to apply formally for places in Year 12 but should have reached the minimum entry requirements for admission into the Sixth Form, where relevant. Minimum entry requirements are the same for internal and external applicants.

School will not interview students or their families for entry to Year 12, although meetings may be held to provide advice on options and entry requirements for particular courses.

## Contact for Admissions into Sixth Form

Queen's Park High School Sixth Form Admissions Officer is Vicky Prydden.  
 Telephone number: 01244 257088  
 Email: v.prydden@qphs.co.uk

## Sixth Form Minimum Entry Requirements

The normal minimum entry requirements for admission to the Sixth Form to study primarily at A level is 5+ GCSEs grade 9 to 4 including a strong pass (grade 5) in English and Maths. Further information on specific course entry requirements will be provided by the school.

Minimum entry requirements for admission onto specific vocational courses vary and a full list of requirements can be obtained from the school. Parents are advised to contact the school for further information.

## Sixth Form Oversubscription Criteria

1	<p><u>Looked-after children</u> or previously Looked-after children but ceased to be so because they were adopted (or became subject to a child arrangements or special guardianship order).</p> <p>The definition of Looked after is as follows:-</p> <p>A child is looked after by a local authority, religious authorities or other organisations that act in the public benefit if he or she has been provided with accommodation for a continuous period of more than 24 hours, in the circumstances set out in sections 20 and 21 of the Children Act 1989, or is placed in the care of a local authority by virtue of an order made under part IV of the Act. This provision also exists for children previously in such care, outside of England.</p>
2	<p>Children resident within the <u>designated catchment area</u> of the school. Children will be classed within this category if they and their parents/carers are resident within the area served by the school on the closing date for applications.</p> <p><a href="#"><u>QPHS Catchment Area</u></a></p> <p>For clarity, applicants in this category will be ranked by distance.</p> <p>Proof of address may be required to verify place of residence.</p>
3	<p><u>Distance</u> - Distances are measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG). Proof of address may be required to verify place of residence.</p>

## Published Admission Number (PAN) – External Sixth Form Candidates only

The maximum admission number for the admission of external candidates is 40 places.

This number relates to the admission of external candidates only and is based on an estimate of the maximum number of external candidates likely to be admitted, although it would be acceptable to exceed this if demand for available courses can be met.

## **In-year Admissions**

Admissions for any year group other than the start of Year 7 will be classed as In-Year applications and will be handled directly by the school.

Where families wish to change the school their child attends at other times of the year after the start of Year 7, the school should be contacted in the first instance in order to make an appointment to visit. Parents will be given an indication of whether there are places available in the relevant year group. If other applicants want the same place the school will apply the same published criteria to determine priority for that place. If there are no places available, the school will be able to inform parents of the Appeals process.

If an application is made for a student to be admitted to the school and the required year group is below the published admission number applicable to the age group, the students will be accepted subject to the provisions of this policy. The school may refuse to admit a child where there are places available on the grounds that admission of such a student would prejudice the provision of efficient education or the efficient use of resources in any year group.

The school will consult and co-ordinate its arrangements, including over the rapid re-integration of children including those who have been excluded from other schools and who arrive in the area after the normal admissions round, in accordance with local in-year fair access protocols for securing schools for unplaced children.

# **Admissions Policy**

**For academic year 2025 – 2026**

## **CHESTER INTERNATIONAL SCHOOL**



Policy leads:	Darran Jones, Trust CEO; Katrina Brown, Principal, CIS
Policy renewal date:	September 2024 for the academic year 2026 - 2027
Last consulted upon	Autumn Term 2023
Date approved by the Board of Trustees:	17 January 2024
Policy adopted on:	29 January 2024

# Introduction

This appendix should be read in conjunction with The Learning Trust's overarching Admissions Policy for 2025 – 2026. It sets out the localised information for admission to Chester International School (CIS), which offers a new kind of state education for 14 – 19-year olds of all abilities.

The Learning Trust is the admissions authority for CIS and reviews these admission arrangements annually.

Information on the admissions and appeals process appears in the Local Authority's booklet **"Transferring to Secondary School – Applying for Secondary School Places"**. This booklet is available in September and can be viewed on the Cheshire West and Chester website or a hard copy can be obtained on request.

Chester International School (CIS) prepares young people for aspirational employment in an increasingly interconnected world and has a strong international outlook.

An individual's success depends on the ability to communicate linguistically, mathematically and visually, and upon well- developed and highly transferable employment skills. These allow an individual to work successfully in a range of jobs and sectors and in different places, working with a range of international employers located close to Chester.

CIS will shape global citizens who will be equipped to work the world over in order to share and develop creative ideas by means of language, logic/mathematics, and visual literacy. It will be an exciting opportunity where the support and expertise of highly effective staff and trusted employers be combined with the involvement of parents and guardians to ensure that our students are employable anywhere in the world.

At CIS, learning has an international outlook and a strong focus on becoming employable across local, regional, and international borders. By developing employability, a CIS education will give students the skills employers are currently asking for and prepare them with the flexibility required for new jobs that will only exist in the future. In addition to academic study, there will be regular time with a personal coach who will help to put academic learning into practice, alongside the opportunity for work placements and foreign language visits.

All students will work on personal development in order to cultivate the transferable skills that are universally required in professional employment. Starting at 14, a student at CIS will study GCSE's built within an IB MYP curriculum.

These qualifications reflect the demands of the international employment market. Those who leave at 18/19 will have studied for one of two broad and prestigious International Baccalaureate Programmes.

The International Baccalaureate Diploma Programme and the International Baccalaureate Career-related Programme are well respected by employers and are welcomed in an excellent range of British and international universities.

CIS will provide school places for young people aged 14-19, and the Admissions Arrangements for the Year groups 10 and 12 intakes are set out below.

## Contact for Admissions into Year 10

Chester International School's Admissions Officer is Katrina Brown  
 Telephone number: 01244 735610  
 Email: enquiries@chesterinternational.co.uk

## Published Admission Number (PAN)

Chester International School's admission limit or published admission number for Year 10 in September 2025 is 80 places.

## Oversubscription Criteria

In prioritising applications from parents expressing a preference for CIS, the following criteria are used:

1	<p><u>Children with Education Health and Care Plans (EHCPs)</u> where CIS is named on the statement, and who meet the minimum entry requirements, will have automatic entitlement to a place at CIS, and will be admitted before all other applicants.</p>
2	<p><u>Looked-after children</u> or previously Looked-after children but ceased to be so because they were adopted (or became subject to a child arrangements or special guardianship order).</p> <p>The definition of Looked after is as follows:-</p> <p>A child is looked after by a local authority, religious authorities or other organisations that act in the public benefit if he or she has been provided with accommodation for a continuous period of more than 24 hours, in the circumstances set out in sections 20 and 21 of the Children Act 1989, or is placed in the care of a local authority by virtue of an order made under part IV of the Act. This provision also exists for children previously in such care, outside of England.</p>
3	<p><u>Students at other The Learning Trust schools</u> – a maximum of 30% of places will be allocated to applicants already on roll at a school within The Learning Trust. In the event of oversubscription within this category, random allocation will be used (see 'Tiebreaker' below).</p>
4	<p><u>Children of staff</u> employed by the school who have been employed for two or more years by the 1 September of the year of entry, or who have been recruited to meet a particular skills shortage</p>



For clarity, applicants in this category will be ranked by distance.

5 Siblings – students 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, and expected to continue at the school in the following school year.

6 Children residing within an 8-mile radius (Map showing 8-mile radius and postcodes Appendix 1).

In the event of oversubscription within this category, allocation will be made based on distance from CIS. Distances are measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child’s home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG).

Proof of address may be required to verify place of residence.



7	<p><u>Distance</u> - Distances are measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG). Proof of address may be required to verify place of residence.</p>
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**Tiebreaker:** In the event that more than one child has an equal right to an available place, to determine which pupils are admitted under criterion 2 and 3, Chester International School will use independent random allocation to determine who is admitted. Random allocation will be overseen by a body independent of the school; this will be an independent Solicitor, as appointed by CIS prior to allocation of places.

Where the school can accommodate some, but not all students qualifying under one of the preceding criteria, priority will be given to students having regard to the subsequent criteria.

Late applications for places will be considered after all applications received on time.

Repeat applications will not be considered within the same school year unless the parents' or the school's circumstances have changed significantly since the original application was made.

## Sixth Form - Admissions to Year 12

Applications for admission to the Sixth Form of a Cheshire West and Chester school are dealt with by the school in line with the relevant published admissions arrangements and not by Cheshire West and Chester Council.

Applicants for Year 12 are required to complete and submit an application form online to Chester International School. Applications can be made on the website at:  
<https://www.chesterinternational.co.uk/apply-now/apply-year-12.php>

Applications will open on 1 September 2024 and close at midnight on 31 March 2025 for admissions for the following September school year. Offers, conditional on GCSE grades will be made shortly after and applicants will be notified by email.

Minimum entry requirements are the same for internal and external applicants.

School will not interview students or their families for entry to Year 12, although meetings may be held to provide advice on options and entry requirements for particular courses.

# Contact for Admissions into Year 12

Chester International School's Admissions Officer is Katrina Brown  
Telephone number: 01244 735610  
Email: enquiries@chesterinternational.co.uk

## Year 12 Entry Requirements

To be eligible for entry into Year 12 both internal and external pupils will be expected to have met the minimum academic entry requirements for the post-16 course and its level of qualification, which are necessary to ensure they can access the learning:

Pupils are particularly asked to note the following:

If they wish to study the **International Baccalaureate Diploma Programme**, both internal and external pupils will be expected to have met the minimum academic entry requirements to ensure they can access the learning:

Grades 9-5 (A\*-C) in at least 6 GCSE subjects including Math and English Language or an international equivalent e.g. IB Middle Year Programme.

If they wish to study the **International Baccalaureate Career-Related Programme**, both internal and external pupils will be expected to have met the minimum academic entry requirements to ensure they can access the learning:

Grades 9-5 (A\*-C) in at least 5 GCSE subjects including Maths and English Language or an international equivalent e.g. IB Middle Year Programme.

If they wish to study a **set of International Baccalaureate Diploma Courses**, both internal and external pupils will be expected to have met the minimum entry requirements to ensure they can access the learning:

Grade 9-5 (A\*-C) in at least 5 GCSE subjects including Maths and English Language or an international equivalent e.g. IB Middle Year Programme.

Although not a condition of admission, once admitted students will need to engage with the philosophy of the IB Programme and think independently, manage their learning, become culturally aware and engage with the ideas of global citizenship.

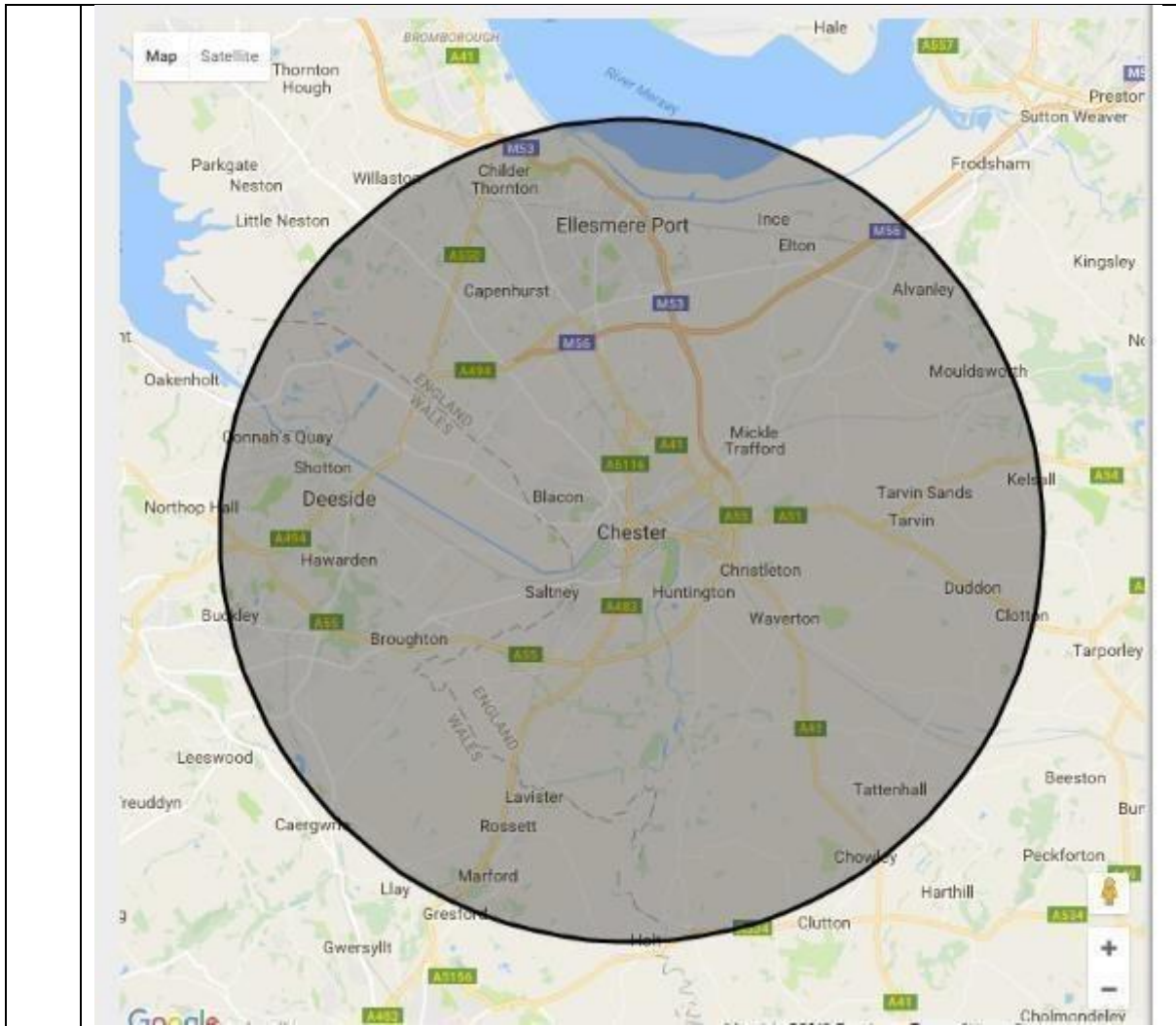
If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses the school offers for which they do meet the minimum academic requirements, providing these courses are not already full.

## Sixth Form Oversubscription Criteria

When Year 12 is under-subscribed, all applicants meeting the minimum academic entry requirements will be admitted.

If the School is over-subscribed, after the allocation of places to students (meeting the minimum entry requirements) progressing from Year 11 to Year 12 within the school, and should there be more external applicants that satisfy the entry requirements, the over-subscription criteria will be used to determine who is admitted.

1	<p><u>Children with Education Health and Care Plans (EHCPs)</u> where CIS is named on the plan will have automatic entitlement to a place at CIS, and will be admitted before all other applicants.</p>
2	<p><u>Looked-after children</u> or previously Looked-after children but ceased to be so because they adopted (or became subject to a child arrangements or special guardianship order).</p> <p>The definition of Looked After is as follows:</p> <p>A child is looked after by a local authority, religious authorities, or other organisations that act in the public benefit if he or she has been provided with accommodation for a continuous period of more than 24 hours, in the circumstances set out in sections 20 and 21 of the Children Act 1989, or is placed in the care of a local authority by virtue of an order made under part IV of the Act. This provision also exists for children previously in such care, outside of England.</p>
3	<p><u>Students at other The Learning Trust schools</u> – a maximum of 30% of places will be allocated to applicants already on roll at a school within The Learning Trust.</p>
4	<p>Children residing within an 8-mile radius (Map showing 8-mile radius below). Children will be classed within this category if they and their parents/carers are resident within the area served by the school on the closing date for applications.</p> <p>In the event of oversubscription within this category, allocation will be made based on distance from CIS. Distances are measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child’s home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG).</p> <p>Proof of address may be required to verify place of residence.</p>



5 Distance - Distances are measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG). Proof of address may be required to verify place of residence.

## Published Admission Number (PAN)

For entry in September 2025, Chester International School has an agreed Planned Admission Number of 80 pupils for entry in Year 12, including both internal and external students.

It is assumed that many current students, meeting the minimum entry requirements, will wish to progress from Year 11 to Year 12 within the school to carry on their studies. However, it is unlikely that all current students will meet standards and wish to progress and

therefore within the PAN number, external applicants that satisfy the entry requirements will be accepted.

The maximum admission number for the admission of external candidates is 60 places. This number relates to the admission of external candidates only and is based on an estimate of the maximum number of external candidates likely to be admitted, within the PAN number of 80, although it would be acceptable to exceed this if demand for available courses can be met.

## **In-year Admissions**

To make an application for an in-year transfer once the term has already begun students are asked to please visit the school's website 'Apply Now' to complete an Expression of Interest and the school will make contact to discuss the application process for an in-year transfer.

# Admissions Policy

For academic year 2025 – 2026

## BELGRAVE PRIMARY SCHOOL



Policy leads:	Darran Jones, Trust CEO; Juliette Benton, Headteacher, BPS
Policy renewal date:	September 2024 for the academic year 2026 - 2027
Last consulted upon	Autumn Term 2023
Date approved by the Board of Trustees:	17 January 2024
Policy adopted on:	29 January 2024

# Introduction

This appendix should be read in conjunction with The Learning Trust’s overarching Admissions Policy for 2025 – 2026. It sets out the localised information for admission to Belgrave Primary School (BPS), a 4 - 11 Academy.

The Learning Trust is the admissions authority for BPS and reviews these admission arrangements annually.

Information on the admissions and appeals process appears in the Local Authority’s booklet **"Transferring to Secondary School – Applying for Reception School Places"**. This booklet is available in September and can be viewed on the Cheshire West and Chester website or a hard copy can be obtained on request.

# Contact for Admissions into Reception to Year 6

Belgrave Primary School’s Admissions Officer is Juliette Benton.  
Telephone number: 01244 421332  
Email: [admin@belgrave.cheshire.sch.uk](mailto:admin@belgrave.cheshire.sch.uk)

# Published Admission Number (PAN)

Belgrave Primary School’s admission limit or published admission number for September 2025 is 30 places.

# Oversubscription Criteria

In prioritising applications from parents expressing a preference for BPS, the following criteria are used:

1	<u>Children with Education Health and Care Plans (EHCPs)</u> where BPS is named on the statement, and who meet the minimum entry requirements, will have automatic entitlement to a place at BPS, and will be admitted before all other applicants.
2	<u>Looked-after children</u> or previously Looked-after children but ceased to be so because they were adopted (or became subject to a child arrangements or special guardianship order).  The definition of Looked after is as follows: -



	A child is looked after by a local authority, religious authorities or other organisations that act in the public benefit if he or she has been provided with accommodation for a continuous period of more than 24 hours, in the circumstances set out in sections 20 and 21 of the Children Act 1989, or is placed in the care of a local authority by virtue of an order made under part IV of the Act. This provision also exists for children previously in such care, outside of England.
3	<u>Siblings</u> – students 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, and expected to continue at the school in the following school year.
4	<u>Children of staff</u> employed by the school who have been employed for two or more years by the 1 September of the year of entry, or who have been recruited to meet a particular skills shortage.  For clarity, applicants in this category will be ranked by distance.
5	Children resident within the designated <u>catchment area of the school</u> .  <u><a href="#">Belgrave Primary School Catchment Area</a></u>  Children will be classed within this category if they and their parents/carers are resident within the area served by the school at the time of application.  Proof of address may be required to verify place of residence.
6	<u>Distance</u> – Pupils living nearest to the school measured in a straight line from the centrally plotted Basic Land and Property Unit point of the child’s home address to the centrally plotted basic land and property unit point of the school as defined by local land and property gazetteer. Proof of address may be required to verify place of residence.

Where a school cannot accommodate all pupils qualifying under one of the criteria stated above, the next criteria will also be applied to determine priority for admission. For example, if a school cannot accommodate all siblings for whom an application has been received, all siblings will be prioritised in the order of:

- Siblings who live within the school’s designated catchment area
- Siblings who do not live within the school’s designated catchment area.

All applicants within each criterion will be put into distance order with priority being given to those that live the nearest to the school, as stated above.

Where it is identified that there are a limited number of places available and the Trust Board cannot differentiate between the applications using the nearest school criterion, a random allocation tie-breaker will be applied. This may be required for example, where applicants reside in the same block of flats or separate addresses measuring the same distance from the school.

Late applications for places will be considered after all applications received on time.

Repeat applications will not be considered within the same school year unless the parents' or the school's circumstances have changed significantly since the original application was made.

## **In-year Admissions**

A parent can apply for a place for their child at any school, at any time. All In-Year admissions for Belgrave Primary School are applied for through CWAC School Admissions.

Upon submission, a decision on whether or not to admit the child will be made within ten school days. If the year group, to which the parent is applying, is below PAN, the Admissions Officer will contact the parent to agree a start date.

If the year group, to which the parent is applying, is at or already above PAN, an application will be considered on a case-by-case basis, but may be refused if the school decides that to admit a further pupil or pupils above PAN would prejudice the efficient provision of education and/or efficient use of resources, and the parent informed accordingly.

The outcome of in-year applications should be notified in writing within 10 school days, but in any event must be notified within 15 school days. Where a place is refused, the reason for the refusal must be included, along with full details of the statutory right of appeal. As soon as reasonably practicable, but in any event within 2 school days, the LA must also be notified of the application and outcome. Where a place is offered, the child will be admitted as soon as possible.

## **Waiting List**

In any year where Belgrave Primary School receives more applications for places than there are places available, a waiting list will operate. The waiting list will be maintained by the school and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application.

Position on the waiting list and allocation of places will be determined solely in accordance with the over-subscription criteria outlined above. When a place becomes available, the name at the top of the list will be automatically contacted. Whenever a new applicant is added to the waiting list, the list will be re-ordered in accordance with the oversubscription criteria.