



**THE LEARNING TRUST**  
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# THE LEARNING TRUST

## Admissions Policy

**For academic year 2026 – 2027**

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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, 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 2025 for the admissions intake for September 2026.

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 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.

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

Parents and carers may request that their child is admitted to a year group other than their normal chronological age group. This may include, for example, children who are gifted and talented, have experienced problems such as significant ill health, or where a summer-born child (born 1 April and 31 August) is requested to start in Reception in the September following their fifth birthday rather than in Year 1.

Requests for admission outside the normal chronological age group are considered on an individual basis and a decision will be made by the Admissions Authority (The Learning Trust) in the best interests of the child, taking account of the Headteacher's professional view.

Parents/carers should submit a written request to the Trust (via the school's admissions contact) **before the closing date for applications for the child's normal chronological age group**, setting out:

- the year group requested and from when;
- the reasons for the request; and
- any supporting information (see below).

Parents must also submit the usual application for the child's normal chronological year group through the coordinated admissions process. This ensures the child can be considered for a school place while the request is being determined, in line with statutory requirements.

In reaching a decision, the Trust (as the Admission Authority) will consider:

- the parents' views;
- the child's academic, social and emotional development; medical history and professional evidence where relevant;
- whether the child has been educated outside their normal age group previously;
- whether the child would naturally have fallen into a lower age group if born prematurely; and
- the Headteacher's professional view.

The Trust aims to notify parents of its decision in writing within 6–8 school weeks of receiving a complete request.

There is **no statutory right of appeal** against a decision to refuse admission outside the normal chronological age group. However, parents retain the right to appeal if a place is refused at the school applied for under the normal admissions process.

Important notes about offers and oversubscription

- Agreement to educate a child outside their normal chronological age group does not guarantee an offer of a place at a particular school. Applications will be considered alongside others in the agreed year group and places will be allocated in accordance with the school's published oversubscription criteria.
- Where the request is agreed, parents must apply in the subsequent admissions round for the agreed year group, and the application will be processed as part of that cohort.

### **Summer-born children (1 April–31 August)**

Children born between 1 April and 31 August reach compulsory school age at the start of the autumn term following their fifth birthday.

Parents of summer-born children may choose to delay their child's entry to school until compulsory school age. Where parents wish their child to start school at that point **in Reception rather than Year 1**, they must make a request for admission outside the normal age group, as set out above.

If such a request is agreed, parents must apply in the **following admissions round** for Reception as part of the agreed cohort. Agreement to educate a child outside their normal age group does **not guarantee** an offer of a place at a particular school. Applications will be considered alongside others in accordance with the school's published oversubscription criteria.

Where no request for admission outside the normal age group is made, a summer-born child who starts school at compulsory school age would normally be admitted to **Year 1**.

### **Children below compulsory school age, deferral and part time attendance (Reception)**

Where a place in Reception has been offered for a child in their normal chronological age group, parents may:

- defer the child's start date until later in the school year (but not beyond the date they reach compulsory school age and not beyond the first day of the final term for which the offer was made); and/or
- request part time attendance until the child reaches compulsory school age.

These are statutory parental rights and are separate from a request for admission outside the normal age group.

### **Transition to subsequent phases**

Where a child has been admitted outside their normal age group, we will, at the next phase transfer (for example, from primary to secondary school), seek to work with parents and the receiving school to support consideration of continued education outside the normal age group where this is in the child's best interests.

However, continuation outside the normal age group cannot be guaranteed. At the point of transfer, the receiving school's admission authority must make its own decision, in accordance with the School Admissions Code, taking account of the child's best interests and the views of the Headteacher.

Parents and carers should therefore submit a fresh request for admission outside the normal age group at the phase transfer stage if they wish the arrangement to be considered for continuation.

### **Data protection**

Any personal data and supporting evidence provided will be handled in accordance with data protection legislation and the Trust's privacy notices.

### **Children in care and previously looked after children**

For children in care and previously looked after children, 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.

### **Entry into Our Schools with a Sixth Form**

The Trust complies with the Admissions Code with regard to Sixth Form admission arrangements for external applicants and will consult upon, determine, and publish these arrangements in accordance with the same timetable as for admission arrangements for other entry points.

The entry requirements and all oversubscription criteria will apply as normal for the Trust schools with a Sixth Form. These are detailed in the Appendices for the relevant school, which can be found at the end of this policy and published on the Trust and school websites.

Sixth Form entry requirements are the same for all pupils, regardless of their previous school, and where oversubscribed, priority will be given to children in care, and previously looked after children who meet the academic criteria.

Any meetings held to discuss options and courses do not form part of the decision process on whether to offer a place.

### **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 their local 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.

If parents of a child wish for their child to be admitted outside their normal age group, please see the section '**Admission of children outside their normal age group**' earlier in this policy.

**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; or entry into Year 10 at Chester International School only, 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.

Children in care, previously looked after children, 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.

## Admissions appeals

Parents (and, where applicable, the young person) have the right to appeal to an Independent Appeal Panel where an application for a school place has been refused. The Trust will ensure that appeals are conducted in full accordance with the School Admission Appeals Code 2022 and relevant legislation, ensuring proceedings are independent, impartial and transparent.

Upon notifying a parent of refusal, the Trust will provide the reason(s) for refusal and confirmation of the right to appeal, including the deadline for lodging an appeal and how to submit the appeal.

The Trust will publish an Appeals Timetable each year, compliant with statutory timescales.

Appeals must meet the following minimum requirements:

- Parents will have at least **20 school days** from the date of notification of refusal to submit a written appeal.
- Appellants will receive at least **10 school days' notice** of the date of the appeal hearing.
- For applications 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**, where possible, or within **30 school days** of the appeal being lodged.
- For **in-year admissions**, appeals will be heard within **30 school days** of the appeal being lodged.

Appeals will be heard by an Independent Appeal Panel, appointed by the Trust, comprising:

- At least one lay member (not involved in the management of a school);
- At least one education expert (with experience in education or school governance).

The panel will be supported by an independent Clerk who is trained and able to advise the panel on law and procedure.

Panel members and Clerks will not take part in hearings until they have received mandatory training as required by the Appeals Code. All panel members must act independently, impartially, and transparently.

No person may serve on the panel if they:

- have a conflict of interest;
- are employed by the school/Trust in a role other than teacher/TA;
- are a member of the Trust Board or Local Authority responsible for admissions;
- cannot demonstrate impartiality.

Appeals may be held:

- In person at an appropriate venue;
- Remotely by video conference;
- As a hybrid (some attending remotely, some in person).

Telephone hearings may be used only where video is not possible for accessibility or connectivity reasons. Paper-only appeals are not permitted.

The Trust must ensure that:

- the appeal is held fairly and transparently;
- each party can engage fully throughout the hearing;
- no party is ever alone with the Panel without the other party present in remote hearings;
- appropriate technological arrangements are in place.

The Trust will provide the Clerk with all written evidence to explain how the admission arrangements were applied, why the application was refused, and the impact on the school of admitting additional pupils.

The Clerk will circulate appeal papers to all parties in reasonable time before the hearing. Appellants may submit further evidence before the hearing within the deadlines set out in the Appeals Timetable. The panel may decide whether to accept late evidence.

Parents may:

- attend the appeal hearing in person or remotely;
- be accompanied or represented (e.g., by a friend, family member, or adviser);
- request adjustments for accessibility needs.

Where appellants cannot attend, the appeal will proceed based on written evidence.

A Presenting Officer representing the Trust will attend to present the school's case and answer questions from the Panel and the appellant.

Hearings will follow the required structure:

1. **Case for the admission authority** (the Trust/school)
2. **Questioning** by the Panel and appellant(s)
3. **Case for the appellant(s)**
4. **Questioning** by the Panel and the Presenting Officer
5. **Summing up** by the Presenting Officer
6. **Summing up** by the appellant(s)

All appeal hearings will be held in private.

### **Two Stage Decision Making Process**

Panels will follow the statutory twostage test when considering appeals (except in infant class size cases):

**Stage 1:** Determine whether the admission arrangements were lawful and properly applied, and whether admitting additional pupils would cause prejudice to the provision of efficient education or use of resources.

**Stage 2:** If prejudice is established, balance the appellant's case against the school's case and decide whether the appellant's case outweighs the prejudice.

### **Infant Class Size Appeals**

For Reception, Year 1 and Year 2 where class size would exceed **30 pupils per teacher**, the Panel will follow the restricted legal test:

- whether the admission arrangements were lawful and correctly applied;
- whether the decision to refuse was reasonable in a legal sense;
- whether the child would have been offered a place but for an error.

Where **multiple appeals** relate to the same year group, the Panel will hear all appeals before making decisions, ensuring fairness and consistency.

The Clerk will write to appellants, normally within **five school days** of the hearing, to confirm the Panel's decision. The decision letter will include:

- the outcome;
- a clear explanation of the reasons;
- a summary of evidence and factors considered.

Panel decisions are binding on the Trust.

The Clerk to the Panel will ensure that accurate records of proceedings, including attendance, evidence considered, voting, and reasons for decisions, will be retained securely for a minimum of **two years**.

### **Sixth forms only**

Where applicants have been refused admission to one of our Sixth Forms because there are more eligible children than places available, and oversubscription criteria have been applied,

our appeal panels will follow the two stage process at paragraphs 3.2 to 3.9 of the [School Admissions Appeal Code](#).

In the case of an appeal where the applicant did not reach the specified entry requirements, the panel must not make its own assessment of a child's ability, but must decide whether the admission authority's decision that the child was not of the required standard was reasonable in light of the information available to it.

In doing so, the panel must consider whether any process in place to consider such cases (for example, where a pupil had not been studying in England and therefore did not have GCSEs) was carried out in a consistent and objective way

Where a child is refused admission to a sixth form, they and their parents have the same right of appeal and where they appeal separately the Trust will arrange the appeals so that they are heard together.

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.

### **Further Appeals and Complaints**

There is no right to a second appeal for the same school and academic year unless there has been a material change in circumstances.

If an appellant believes that the appeal process was conducted improperly or not in accordance with the Appeals Code, they may make a complaint to the appropriate body.

## **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 2025**.

# **Admissions Policy**

**For academic year 2026 – 2027**

## **Christleton High School**



Policy leads:	Darran Jones, Trust CEO; Kevin Smith, Headteacher, CHS
Policy renewal date:	September 2025 for the academic year 2027 - 2028
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Policy adopted on:	25 February 2025; September 2025

# Introduction

This appendix is to be read in conjunction with The Learning Trust's overarching Admissions Policy for 2026 – 2027. 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 2026 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 will have automatic entitlement to a place at CHS, and will be admitted before all other applicants.
2	<u>Children in Care</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	<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><a href="#">CHS Catchment Area</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>• Barrow CE</li> <li>• Boughton Heath</li> <li>• Cherry Grove</li> <li>• Christleton</li> <li>• Huntington</li> <li>• Oldfield</li> <li>• Saighton CE</li> <li>• Waverton</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.

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>Children in care</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="#">CHS Catchment Area</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 to Christleton High School's Sixth Form 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**

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.

## APPENDIX B

# Admissions Policy

For academic year 2026 – 2027

## QUEEN'S PARK HIGH SCHOOL



Policy leads:	Darran Jones, Trust CEO; Tom Kearns, Headteacher, QPHS
Policy renewal date:	September 2025 for the academic year 2027 - 2028
Last consulted upon	Autumn Term 2023; Autumn Term 2024
Date approved by the Board of Trustees:	25 February 2025; updated September 2025, approved 04 December 2025
Policy adopted on:	25 February 2025; September 2025

# Introduction

This appendix is to be read in conjunction with The Learning Trust's overarching Admissions Policy for 2026 – 2027. 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 Jamie Footitt.  
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 2026 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 will have automatic entitlement to a place at QPHS, and will be admitted before all other applicants.
2	<u>Children in care</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

	<p>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="#">QPHS Catchment Area</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>• Dodleston 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> <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>
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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>Children in care</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="#">QPHS Catchment Area</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 2026 – 2027**

## **CHESTER INTERNATIONAL SCHOOL**



Policy leads:	Darran Jones, Trust CEO; Katrina Brown, Principal, CIS
Policy renewal date:	September 2025 for the academic year 2027 - 2028
Last consulted upon	Autumn Term 2023;
Date approved by the Board of Trustees:	25 February 2025; updated September 2025, approved 04 December 2025
Policy adopted on:	25 February 2025; September 2025

# Introduction

This appendix should be read in conjunction with The Learning Trust's overarching Admissions Policy for 2026 – 2027. 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 Jamie Footitt  
 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 2026 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 will have automatic entitlement to a place at CIS, and will be admitted before all other applicants.</p>
2	<p><u>Children in care</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>

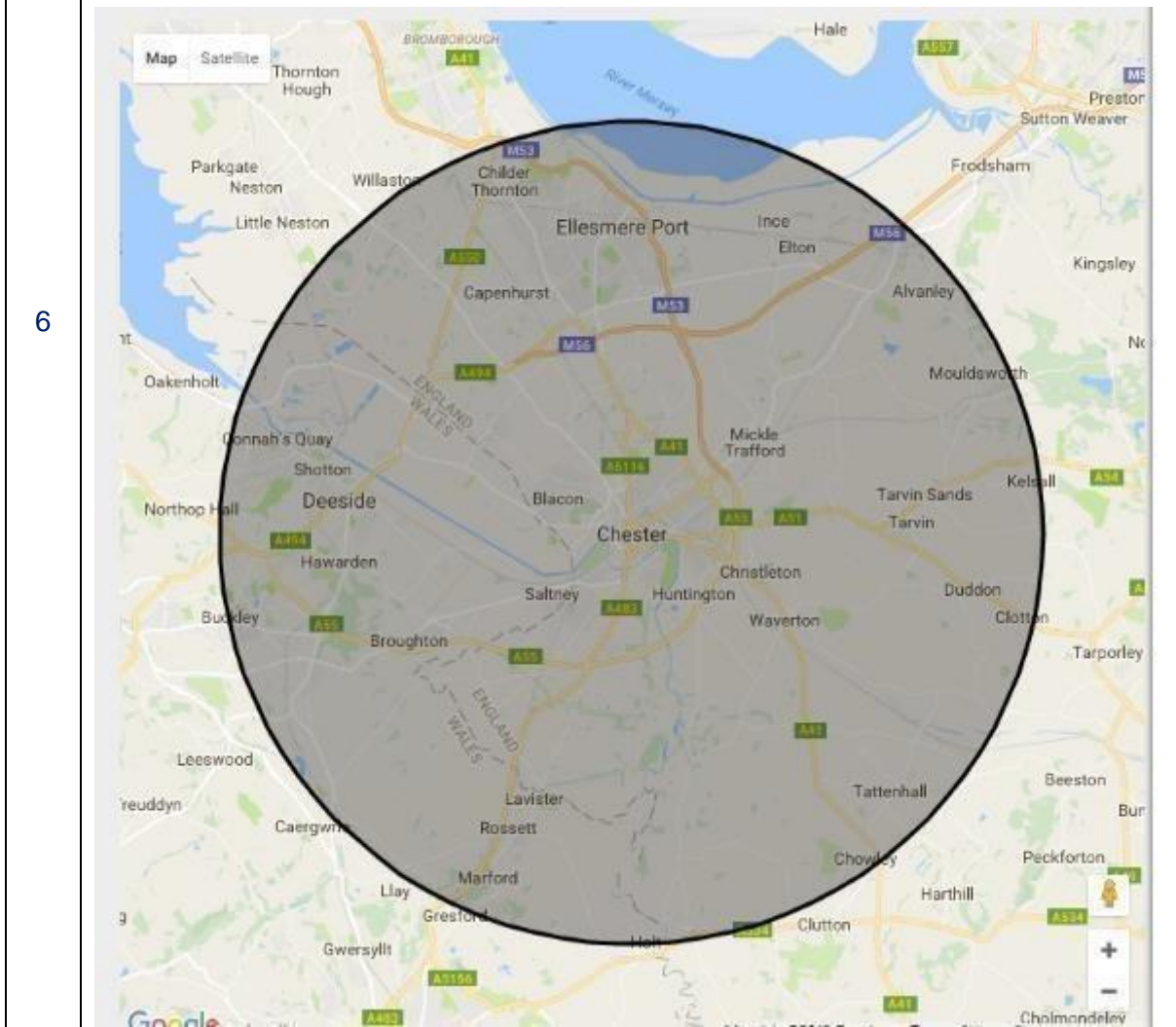
For clarity, applicants in this category will be ranked by distance.

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.

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 2025 and close at midnight on 31 March 2026 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 Abbey Peers  
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.

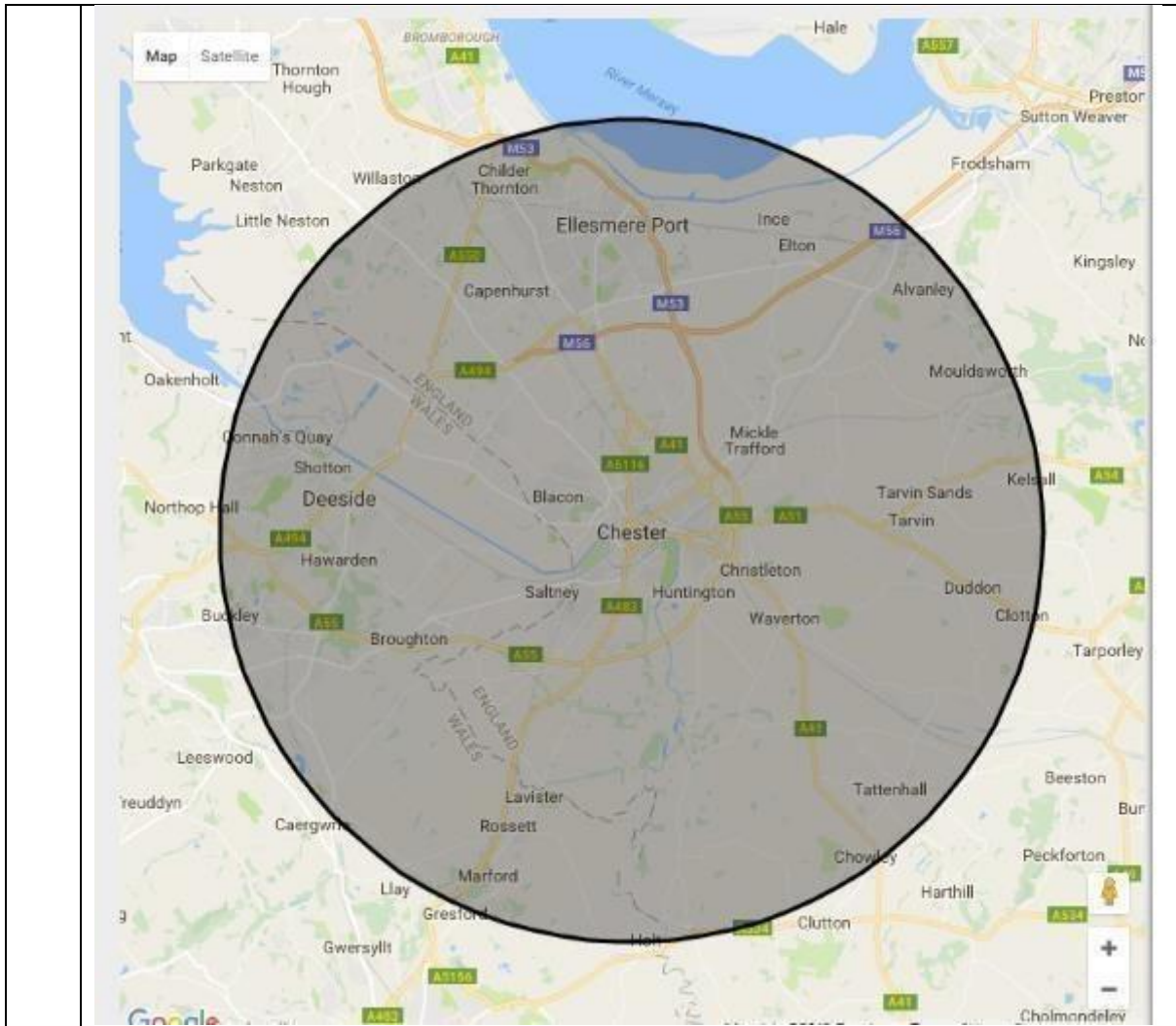
If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses the school offers for which they do meet the minimum academic requirements, providing these courses are not already full.

## 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>Children in care</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 2026, 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 2026 – 2027

## BELGRAVE PRIMARY SCHOOL



Policy leads:	Darran Jones, Trust CEO; Juliette Benton, Headteacher, BPS
Policy renewal date:	September 2025 for the academic year 2027 - 2028
Last consulted upon	Autumn Term 2023;
Date approved by the Board of Trustees:	25 February 2025; updated September 2025, approved 04 December 2025
Policy adopted on:	25 February 2025; September 2025

# Introduction

This appendix should be read in conjunction with The Learning Trust's overarching Admissions Policy for 2026 – 2027. 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 2026 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 will have automatic entitlement to a place at BPS, and will be admitted before all other applicants.
2	<u>Children in care</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 tiebreaker 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.