



Admissions Policy including Admission Arrangements from September 2026

Approved by:	Full Governing Body
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1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a maximum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

If you wish to apply for a school place, please find link below to Cheshire East Admissions, this gives information on In Year Admissions, Reception intake and provides timescales etc.

<http://www.cheshireeast.gov.uk/schools/admissions/admissions.aspx>

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The school has a Published Admissions Number (PAN) of 30 pupils for entry in Reception class.

6.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.

Sometimes demand exceeds the number of places in the year group. Where the Academy is over-subscribed the Governors, in prioritising applications from parents expressing a preference for the school, will use the following criteria (in the order below):

1. Cared for children and children who were previously Cared for (a child who is in the care of a local authority or provided with accommodation by that authority as defined in Section 22 of the Children's Act 1989). Children previously 'cared for' are children who were 'cared for' as defined above, but immediately after being 'cared for' became subject to an adoption, residence, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). This includes those children who appear (in the view of the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Siblings: Pupils with brothers or sisters, step-brothers or step-sisters, half-brother or half-sisters, adopted brothers or adopted sisters living at the same address as part of the same family, already attending the Academy and expected to continue at the Academy in the following school year (i.e. at the time of admission).

3. Children resident within the designated catchment zone of the school. Children will be classed within this category if they and their parents/carers are resident within the area served by Hermitage Primary School (as defined by the Cheshire East Council map – see website

https://maps.cheshireeast.gov.uk/CE/webmapping/?&e=375399.42&n=368506.33&layers=AU_V_PrimaryCatchments_POLY_CURRENT.AU_S_Schools_POINT_CURRENT&gotofield=School&gotovalue=Hermitage%20Primary%20School&gotolayer=AU_V_PrimaryCatchments_POLY_CURRENT&s=25000.00&bm=OSM_GREY

4. Pupils living nearest to the school measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's coordinate point to the point of residence's coordinate point. Addresses are validated by Cheshire East, following submission of the application form, prior to forwarding applications to school. The 'home address' is defined as the address at which the child resides.

Parents with Shared Responsibility for a Child

Where parents 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 (e.g. where the child wakes up between Monday to Friday). Full details must be submitted in writing to enable the Local Authority to determine which address will be used for the purpose of admission. A panel of officers will consider the information provided. Where care is shared jointly and it is not possible to determine which parent is the principle carer and no Child Benefit is claimed, the LA will consider the primary residence as the address where the child is registered for GP purposes.

In the event of applications involving twins or triplets (multiple birth) applications from one family for the same year group the Trustees will allocate places over the published admission number to accommodate all the children in line with the exceptions allowed under the School Admissions (Infant Class Sizes) (England) Regulations 2012. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

Ultimate tie-breaker Proximity of the child's home to the School using a straight-line distance (as per above) with those living nearest to the school being given priority will be used as a tiebreaker. If after applying the distance tie-breaker there are more applications than places available, a further tie-breaker of Random Allocation will be used for the applications.

Note: Children with Education Health Care Plans (EHCP) are not covered by this Oversubscription Policy as they are considered separately. The Children and Families Act 2014 requires the Trustees to admit a child with an Education Health Care Plan that names Hermitage Primary School as the agreed school.

Admission of children below compulsory school age and deferred entry to school

At Hermitage Primary School, children are welcomed into our reception class from the September before their fifth birthday onwards. By law, children have to be in full-time education by the start of the term following their fifth birthday.

Parents can request that the date their child is admitted to school is deferred until later in the school year, but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which the offer was made

Parents can request their child attends part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

6.3 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

6.4 Fair Access Protocol

We participate in Cheshire East's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

admin@hermitage.cheshire.sch.uk

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

admin@hermitage.cheshire.sch.uk

You can find details of the school's appeals timetable on the following webpage:

[Hermitage Primary School: Admissions](#)

9. Monitoring arrangements

This policy will be reviewed and approved by the Governing Body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.