



Headteacher: Mrs Angela Grace (BA Hons) (MSc)
Finlay Avenue, Penketh, Warrington, Cheshire. WA5 2PN
01925 726558
office@penkethsouth.tcat.uk.com
www.penkethsouthcp.co.uk



ADMISSION ARRANGEMENTS FOR PENKETH SOUTH PRIMARY ACADEMIC YEAR 2023-2024

Age of Admission

- 1.1 Parents / carers of children born on or between 1 September 2018 and 31 August 2019 can apply for a Reception class place for September 2023 by completing the Local Authority's on-line application form. This can be found at www.warrington.gov.uk/admissions. The on-line application form is available from September 2022 and the closing date is midnight on 15th January 2023 or the nearest working day to this date. The on-line facility will not be available after this date so any parent/carer who applies late will have to contact the Admissions Team. Late applications will be processed after all those received on time, unless the child has changed address or recently been taken into care.
- 1.2 Before completing an application form, it is strongly advised that you read the parent information booklet which sets out the useful information about all primary schools in Warrington and important information about the admissions process. To access the parent's information booklet and online application form, please refer to:
Primary school admissions | warrington.gov.uk

2. Parental Preferences

- 2.1 Parents/carers have the right to state a preference for schools. Parents are invited to express up to three preferences and are given the opportunity to state their reasons for these preferences.
- 2.2 When preferences cannot be met and a place cannot be offered at any of the parent/carer's preferred schools, the applicant will be offered a place at the nearest school to the home address which has a place available. When this is a faith school or an academy, any offer of a place would be made in agreement with, and on behalf of the governing body or academy trust, as the admitting authority for the school.

3. Published Admission Numbers (PAN)

- 3.1 The published admission number (PAN) is the number of places available in each year group at a school. Each school PAN is largely based on the assessed capacity of the school. The PAN for Penketh South Primary is 30.

4. Oversubscription Criteria

- 4.1 Oversubscription criteria are used to establish an order of priority for allocating places when the number of applications for places exceeds the number of places available.



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4.2 Children who have an Education, Health and Care Plan will be admitted to the school named in the plan over and above the oversubscription criteria.

4.3 The oversubscription criteria **for Penketh South Primary School** are set out below:

1. Looked after children and previously looked after children including those previously in state care outside of England*
2. Siblings (pupils with elder brothers or sisters already attending the preferred school and expected to continue at the school in the following school year. This includes full, half or step brothers and sisters and foster brothers and sisters who are living at the same address as part of the same family unit)
3. Children who attend Penketh South Primary School Nursey (for a minimum of 15 hours per week).
4. Pupils for whom advice from a medical practitioner or psychologist has been provided by the parents/carers at the time of application in support of admission to a particular school, which, in the council's view, justifies admission to the preferred school. The council, if it is considered appropriate, will seek the views of the school medical officer or educational psychologist in the event of parents requesting admission on medical or psychological grounds.
5. Children of staff employed at the school. This includes full, half or step children and foster children who are living at the same address as part of the same family unit.
6. Pupils living nearest to the school measured as a direct distance from the child's permanent place of residence to the school measured using a geographical Information address point system based on the local and property gazetteer. This measures straight line (direct) distances from the address point of the permanent place of residence to the address point of the school.

**A child in care is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions under section 22(1) of the Children Act 1989 at the time of making the application to the school.*

Previously looked after children are children who were looked after, but ceased to be so because they were adopted, (or became subject to a child arrangements order or special guardianship order).



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A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

NB Where a school reaches its published admission number from pupils within one of the categories listed above, those pupils to be admitted from within that category will be those whose permanent places of residence are closest to the school as defined in oversubscription criterion five.

5. Tie Breaker

5.1 A tie breaker must be applied to decide which applicant will be offered the last place at a school when two or more applicants cannot otherwise be separated.

5.2 In the event of the direct distances (in miles) being the same for two or more applicants and the last place to be allocated would be to one of these applicants, the measurements would be taken again in kilometres and the place will be offered to the applicant living nearest to the school in kilometres.

5.3 In the event that the distances measured in kilometres are the same, a random allocation will be applied.

6. Shared Parental Responsibility

6.1 For the purposes of the school's admission arrangements, where parents/carers have 50/50 shared responsibility for their child, the address given on the application should be the address of the parent/carer who is in receipt of the child benefit and/or child tax credit. Proof may be required.

6.2 If the care is not split 50/50, the address used for allocation purposes will be the address where the child sleeps on most nights of the week.

7. Deferred Entry, Part-Time Attendance and Summer Born Children

7.1 Children reaching the age of five between 1 September and 31 August may be admitted full time on the first day of the autumn term before their fifth birthday. To help children adjust, schools may phase the intake over the first few weeks of term with reception children attending on a part-time basis. Arrangements are determined at school level but part-time attendance does not usually last longer than the first four weeks of term.



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- 7.2 Flexibility exists for parents/carers who feel their child is not ready to start school in the September following their fourth birthday. Parents/carers can request that the date their child is admitted to school is deferred until later in that academic year or until the term in which the child reaches compulsory school age. Parents/carers can also request that their child takes up the place part-time until the child reaches compulsory school age.
- 7.3 Parents/carers may wish to explore the possibility of their summer born child starting school in the September following their fifth birthday i.e. so their child is educated outside of their normal age group.
- 7.4 If a parent/carer chooses to explore this option, they should discuss it with the schools they are interested in and the local authority as soon as possible. Parents should make it clear that they wish to apply for a reception class place a year later than the year into which the child could have been admitted.
- 7.5 The admitting authority is responsible for making the decision as to whether or not to educate outside of the normal age group based on the individual circumstances of each case. If the decision of the admitting authority is to refuse entry outside of the normal age group, the parent/carer does not have the right of appeal. The right of appeal is only available if they have been refused a place at a school which they have applied for, not the year group.
- 8. Infant Class Size Legislation – Key Stage 1**
- 8.1 Infant classes must not contain more than 30 pupils with a single school teacher. Additional children may be added under limited exceptional circumstances. 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. The circumstances which would qualify a child to be considered as an excepted pupil are outlined in the school admissions code and are as follows:
- a) children admitted outside the normal admissions round with statements of special educational needs specifying a school;
 - b) looked after children and previously looked after children admitted outside the normal admissions round;
 - c) children admitted, after initial allocation of places, because of a procedural error made by the admissions authority or local authority in the original application process;
 - d) children admitted after an independent appeals panel upholds an appeal;
 - e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
 - f) children of UK service personnel admitted outside the normal admissions round;



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g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;

9. National Offer Day

- 9.1 The local authority will send out offer emails and letters on behalf of the school's academy trust.
- 9.2 All offers of reception class places must be offered on the same primary National Offer Day which is 16 April or the next working day.

10. Right of Appeal

- 10.1 Under the terms of the 1998 Education Act, parents/carers have the statutory right of appeal against the decision of an admission authority to refuse a place for their child at any school. Such appeals are made to an independent appeals panel via the local authority which maintains the preferred school.

11. Appeals Timetable

- 11.1 The appeals timetable for all admission authorities within Warrington can be viewed or downloaded from the link in section 1.

12. Waiting Lists

- 12.1 In accordance with The Education and Inspection Act 2006, waiting lists for first admission to primary and secondary schools are held by the local authority for the whole of the Autumn Term of the academic year of admission. Waiting lists must be held strictly in oversubscription criteria order.

13. Fair Access Protocol

- 13.1 Each local authority must have a fair access protocol agreed with the majority of schools in its area to ensure that unplaced children, who apply outside the normal admissions round, are offered a place at a suitable school as quickly as possible. The local authority must also ensure that no school, including those with unfilled places, is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour. The Fair Access Protocol may be viewed on the Council's website.

14. In-Year Admissions

- 14.1 In-year admissions are those requesting a transfer from one school to another outside of the normal admissions round, for example when a family moves house part way through a school year.



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- 14.2 Applications for in-year admissions are administered by the local authority. Generally a child will be admitted to another school if there is a place available with the exception of those children whose circumstances meet the requirements of the Fair Access Protocol (as above).



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