

# Admissions Policy 2020/21



## *Black Firs School*

Black Firs School became an academy in June 2014. As a member of CmaT we can now determine our own admissions. We are retaining the same arrangements as last year with respect to the admission of children to the School for the academic year 2020-2021. We align our admissions with other members of CmaT particularly Congleton High School who are also our main transition secondary school. The age range of Black Firs School is 3 to 11 years old.

For children starting in Preschool we process your admission enquires via the School office so please contact us directly; telephone 01260 272935 or email [office@black-firs.co.uk](mailto:office@black-firs.co.uk). The Preschool is accessible to all children as rising three year olds, ie, the ½ term in which their 3<sup>rd</sup> birthday lands, subject to availability. This is a sessional ½ day or full day provision. The School is registered to accept 15 hours or 30 hours of free child-care for 3yr olds.

***Starting in to Reception class*** at age 4 is still determined by Cheshire East against our School's criteria. Starting in any other cohort yr1 to yr6, if there is a vacant place, is treated as an in-year admission and applications are to Black Firs School. The Governors are committed to ensuring that admissions to the School reflect the wide diversity of the community that the School exists to serve.

### ***Procedure for admission into our Reception class***

Detailed information and guidance will be published in the Cheshire East booklet. Applications should be submitted on the Common Application form to the Local Authority responsible for the parental address.

### ***Attendance at Black Firs Pre-school***

Attendance at our Pre-school does not guarantee admission to the School; parents of children who are admitted for pre-school education will still need to apply for a place at the School and all applications will be considered in accordance with the School's admission arrangements.

Students will be admitted without reference to ability or aptitude. The age of admission to Black Firs School is currently 4 years old. The planned admission number (PAN) for the year commencing 2019 and thereafter will be 45.

### ***Over-subscription Criteria***

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below:

1. Cared for child and previously cared for children as defined in Section 22 of the Children Act 1989.
2. Children whose brother or sister attends the School and who is expected to continue at the School in the following school year. This also includes half-brothers/ sisters and unrelated children living together as part of one household.
3. Children of staff with more than two years' service, or those new members of staff recruited to meet a particular skills shortage.
4. The Governors reserve the right to admit children with proven and exceptional medical and social needs where admission to the School might best help satisfy those exceptional needs, providing that such application is submitted with appropriate evidence or reports from a doctor or social worker. (*see note below*)
5. All other children

**Notes:** A 'cared for child' 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 at the time of making an application to a school.

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

If Black Firs is named in a Education Health Care Plan the Governors have a duty to admit the child to the School.

Children of multiple births. Exceptionally it may be necessary to offer places over the published admission number to ensure that, as far as possible, siblings (i.e. twins, triplets or children from other multiple births) can attend this School.

Where capacity is exceeded in any of the above admission criteria a place will be allocated to the child living nearest to the School measured using an 'address-point system'. (*i.e. the Local Authority distance measuring system - children 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.*)

Proof of address and residency may be required and the Governors retain the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.

When a child lives at more than one address e.g. spends part of each week at different addresses, full details of the arrangements must be included on the application form (or by means of an accompanying note) to enable the Governors to decide which address (or, exceptionally, addresses) to use for admission purposes.

Supporting evidence from a registered professional such as a medical practitioner, psychologist or social worker, must be provided which sets out the particular reasons why Black Firs is the most suitable School and the difficulties that would be caused if the child had to attend another school. The Governors, if it is considered appropriate, will seek the views of the School Doctor or Educational Psychologist in the event of parents requesting admission on medical or psychological grounds. This criterion cannot be considered if the required documents have not been received.

Late applications for places will be considered after all applications received on time. (Please see the Local Authority guidelines for more information on late applications).

Parents can find Key Dates for the application process on [Cheshire East Council website](#)

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.

Children whose applications are unsuccessful will be placed on a 'reserve list' for one term after the start of the academic year in case any further places become available.

In Year applications – Following changes in admissions legislation, applications for school places received after the first day of the school year into the relevant age group (which includes the reception class at age 4+ and secondary transfer at 11+) or into any other year group must be made on the common application form provided by the authority where you live, i.e. your 'home' local authority.

The Governing Body expects that all students selecting Black Firs School would contribute to achieving the aims set out in its Mission Statement.

If a child is a "summer born child", parents may request that the date their child is admitted to School be deferred to later in the school year. However, the child must start school before the end of that school year. If a parent wishes their child to be educated outside of their normal chronological school year, ie, to be kept back a year, they must discuss this with the School before applying. However, the final decision on this rests with the Headteacher. Parents may request that their child attend school part-time until he/she reaches their fifth birthday.

### ***Appeals***

Parents/ Guardians/ Carers whose children are not offered a place have the right to appeal to an Independent Appeal Panel. Parents wishing to appeal should obtain an appeal form from the School. The form should be sent to reach the Clerk to the Appeal Panel, care of Black Firs School, within 20 days of the date of the letter confirming the Governors' decision not to offer a place. Should an appeal be unsuccessful, the Governing Body will not consider further appeals within the same academic year unless there have been significant or material changes in the child's circumstances.