



Tilston Parochial CE Primary Academy

Admission Arrangements for 2026/27

Arrangements for entry into Reception

Academy	Tilston Parochial CE Primary Academy
Admission authority	North West Academies Trust (NWAT)
Academic year	2026-2027
Published Admission Number	15 places for entry into Reception

1 Making an Application

1.1 North West Academies Trust (NWAT), 'the Trust', is the admissions authority for Tilston Parochial CE Primary Academy. During the normal admissions round, Cheshire West and Chester Council operates the co-ordinated admissions scheme, which includes the Academy. Parents wishing to apply for a place should name the Academy as a preference on the common application form.

1.2 Cheshire West and Chester Council manages applications for Reception places. Information about applying for a Reception place is available through the Local Authority's school admissions service.

1.3 In-year admissions information is set out in section 9 below.

2 Published Admission Number (PAN)

2.1 Tilston Parochial CE Primary Academy has a Published Admission Number (PAN) of 15 for entry into Reception for 2026/27. If the number of applications exceeds the PAN, the oversubscription criteria below will be used to determine which applicants will be offered a place.

2.2 All children with an Education, Health and Care Plan (EHCP) that names the Academy will be admitted.

3 Oversubscription Criteria

Where more applications are received than the number of places available, the Academy will rank applications in accordance with the following oversubscription criteria, in order:

1. Children who are looked after or were previously looked after;
2. Children who have a sibling who attends the Academy at the date of admission;
3. Children of staff of the Academy who have been employed for two or more years at the time of the application, or who are recruited to fill a vacant post for which there is a demonstrable skill shortage. To qualify under this criterion, the staff member must be a 'direct employee'. This includes any member of staff (teaching or non-teaching) with two years' continuous employment with the school or seasonal employment totalling two years. Staff contracted in to provide services to the school do not count as 'direct employees'. For the purposes of this criterion, 'children of staff' includes a son, daughter, step-son/daughter, adopted or fostered child, or a child for whom a special guardianship order is in place, in all cases provided that the child lives at the same address as the parent employed by the school;
4. Children who attend Tilston Parochial CE Primary Academy's Nursery. Children will be classed in this category if they attend the Nursery on site at Tilston for at least 15 hours a week at the time of application. Attendance at a nursery or pre-school based at a school does not guarantee a Reception place; a separate Reception application must still be made;
5. Children whose home address is within the catchment area of the Academy, with priority given to children who live nearest to the Academy by distance;
6. Other children, with priority for admission given to those whose home address is the shortest distance from the Academy.

4 Definitions

4.1 A 'looked after 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 its social services functions.

4.2 A 'previously looked after child' is a child who ceased to be looked after because they were adopted, became subject to a child arrangements order or special guardianship order. This includes children who appear to the Trust to have been in state care outside England but ceased to be so because they were adopted.

4.3 The 'catchment area' can be accessed through Cheshire West and Chester Council's primary school catchment information.

4.4 'Sibling' means a brother or sister, half-brother or half-sister, or legally adopted child regarded as a brother or sister.

4.5 The 'home address' is the address at which the child spends the majority of their week during term time. If arrangements are such that a child resides at two addresses for equal amounts of time, parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application by the national closing date, where multiple applications are made, may result in the Local Authority determining which application to process in accordance with its co-ordinated admissions arrangements.

4.6 'Distance' means the method used by the Local Authority to measure the distance between the child's home address and the Academy for school admission purposes.

5 Tie Breaker

Where two or more applicants within the same criterion have equal priority for admission and there are insufficient places available, random allocation will be used to determine which child will be offered a place. The use of random allocation will be supervised by someone independent of the Trust.

6 Applying for a Year Group Outside the Child's Chronological Age Group

Where parents want their child to be educated outside their chronological age group, an application should be made in writing to the Headteacher at the Academy at the same time as the application for a place. Parents should refer to the policy relating to the education of children outside their chronological year group.

The application should explain why the parents wish for their child to be educated outside their chronological age group and should include any supporting evidence. The views of the Headteacher will also be considered. Parents will be notified in writing of the decision, which will be based on the circumstances of the case and what is considered to be in the best interests of the child. This decision is separate from the decision on whether a school place is granted.

7 Appeals

Where a child is not offered a place, the parent(s) will be entitled to appeal against the decision to refuse admission. The refusal letter will contain details of how to appeal, including the deadline for lodging the appeal and who to contact. Parents must set out their grounds for appeal as part of their application. Where an appeal is successful, the Academy must admit the child.

8 Waiting List

The Academy will maintain a waiting list until 31 December in the academic year of admission. Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria, with no priority given to the date of the application.

9 In-year Applications

Details of how to apply for a place outside the normal admissions round can be found on the Tilston Parochial CE Primary Academy website and through Cheshire West and Chester Council's in-year school admissions information. Where multiple applications are received and the Academy does not have sufficient places for every child who has applied, places will be allocated using the oversubscription criteria set out in this policy.

10 Withdrawing Places

In certain circumstances, the Trust may decide to withdraw a place offered if one of the following circumstances occurs:

- a parent has not responded to the offer of a place, even after reasonable attempts to contact them;
- fraudulent or intentionally misleading information has been used as part of the application; or
- the offer has been made in error.

Admissions Timeline

Date	Details
1 September	Application process starts - parents/carers can apply for a school place.
15 January	Closing date for on-time applications.
16 April	National Offer Day - notification of Reception place offers.
16 May	Closing date for on-time appeals; appeals received by this date will normally be heard by 18 July.

Tilston Parochial CE Primary Academy
Church Road, Tilston, Malpas, Cheshire, SY14 7HB
01829 250204