

# Lacey Green Primary Academy

## Admission Policy and Arrangements for 2028-2029

*This policy is for entry into Reception from September 2029.*



Lacey Green Primary Academy's Admissions arrangements are reviewed annually in accordance with statutory requirements and guidance as in the School's Admissions Code 2021. Lacey Green is a Primary Academy. The Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by Cheshire East Local Education Authority.

**PUBLISHED ADMISSION NUMBER:** Our agreed published admission number [PAN] is **60**.

**CHILDREN WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS (SEN) OR EDUCATION, HEALTH CARE PLANS (EHCP):** **Note:** Children with Statements of Special Educational Needs or an Education Health Care Plan are not covered by this Oversubscription Policy as they are considered separately and must be admitted if Lacey Green Primary Academy is the agreed Academy named in the Statement or EHCP.

**OVERSUBSCRIPTION CRITERIA:** Where the Academy is over-subscribed the Governors, in prioritising applications from parents expressing a preference for the Academy, will use the following criteria:

**i) Cared for Children' and Children who were 'Previously Cared for'.**

- A 'cared for child' is a child who is in the care of a local authority or provided with accommodation by that local authority (as defined in section 22 of the Children 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, child arrangements order (formerly residence order), or special guardianship order. A child arrangements order is as 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 amended by Children and Families Act 2014. 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 children who appear to (in the view of Cheshire East) have been in state care outside of England and ceased to be in state care as a result of being adopted."

**ii) Children of staff employed by the Academy**

- a) Children of Academy staff, where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

**iii) Siblings**

Pupils with brothers or sisters, step-brothers or step-sisters, foster brother or foster sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred Academy (in years Reception through to Year 5) and expected to continue at the Academy in the following Academy year. (i.e. at the time of admission).

**iv) Children resident within the designated catchment zone of the Academy**

Children will be classed within this criterion if they and their parents/carers are resident within the area served by Lacey Green Primary Academy (as defined by Cheshire East Council) on the closing date for applications. ([Click Here](#))

**v) Pupils living nearest to the Academy**

Measured using the National Land and Property Gazetteer (NLPG), which measures straight-line distances in miles from Lacey Green Primary Academy's Coordinate Point to the point of child's place of residence's Coordinate Point, on the closing date for applications.

Notes: Where the Academy cannot accommodate all pupils qualifying under one of the criteria stated above, the next criteria will also be applied to determine priority for admission.

All applicants within each criterion will be put into a distance order with priority being given to those that live nearest to the Academy. Where it is identified that there are a limited number of places available, and the Academy cannot differentiate between the applications using the distance criterion, a random allocation tie-breaker will be applied. This may be required for example, where applicants reside in the same block of flats.

In the case of previously cared for children admission authorities may request a copy of the adoption order, child arrangements order or special guardianship order and a written correspondence from the local authority that last cared for the child confirming that he or she was cared for immediately prior to that order being made.

Children will be considered as resident within the catchment area if they and their parents/carers are resident on the date published for the receipt of supporting documentation. Supporting information may be requested to verify the place of residence. For children of UK service personnel (UK Armed Forces) a Unit postal address or quartering area address will be accepted in advance of removal into the area, subject to official written confirmation of the address and relocation date. Preferences for the catchment area Academy for the confirmed address will be considered under 'Children resident within the designated catchment area of the Academy' criterion unless a higher criterion is applicable.

**CHILDREN OF MULTIPLE BIRTHS:**

In relation to 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 the Academy together.

**PARENTS and CARERS with SHARED RESPONSIBILITY for a CHILD:**

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 (e.g. where the child wakes up between Monday to Friday). Full details must be submitted in writing to enable the Academy to determine which address will be used for the purpose of admission. A panel of Academy governors will consider the information provided. Where

the Academy is unable to reach a decision based on the information received, e.g. where the child lives equally with both parents, the address provided for claiming Child Benefit and where appropriate, Child Tax Credits, will be applied to the admission application. In such circumstances, documentary evidence must be provided.

#### **MOVING HOUSE:**

Parents and carers must inform the Academy immediately of a change of address, even if details of a future change of residency were included on the application form. The Academy will require supporting evidence to show that the place of residency has changed as follow:

- A letter from the solicitor confirming the completion date
- A signed rental agreement showing the start of the tenancy

In addition, the Academy may request further information including copies of council tax and utility bills. Other information may be required; such as evidence of disposal of previous property. In all cases, information will be verified using Council Tax records.

In respect of applications made as part of the normal admission round, (e.g. into the Reception class in September for the first time) information and supporting evidence must be received by the dates set by the Academy which will match exactly the date set by Cheshire East. Satisfactory confirmation of residency at the property (as aforementioned) will result in the application being processed on the basis of the new address. Proof of residency received after the published dates will not be used to process the application, but will be used to send the decision letter/e-mail on the published offer date.

#### **WAITING LISTS:**

Waiting lists will only be held for the normal admission round (September admissions into the Reception class) and only until the 31<sup>st</sup> December of the year of admission. They will be held in criteria order and not on a 'first come, first served' basis. Placing a child's name on a waiting list does not affect the statutory right of appeal. Waiting lists for Lacey Green Primary Academy will consist of those children whose parents or carers have specifically requested in writing (including e-mail) that they remain on the waiting list, along with new applicants and those for whom an appeal application has been received.

#### **LATE APPLICATIONS – NORMAL ADMISSION ROUND ONLY:**

Late applications will be considered after all on-time applications unless the Academy considers that there are good reasons for the application being late, which must be stated at the time of application, e.g. exceptional medical reasons preventing an earlier application, late removal into the area. Supporting documentation must be provided by the cut-off date which is the same as that used by the Cheshire East Local Authority Co-ordination Scheme (More details on the Cheshire East Admissions website).

#### **ACCEPTING AND DECLINING PLACES:**

All parents will be required to accept or decline the school place offered by the published date as stated on the Academy Website. The Academy reserves the right to withdraw places not accepted by this date.

**APPEALS:**

If you wish to appeal in relation to an admissions decision made by Academy, our policy, appeal form and dates for appeals are on our web site [www.laceygreen.cheshire.sch.uk](http://www.laceygreen.cheshire.sch.uk), under Appeals.

**FAIR ACCESS PROCESS:**

The Academy participates in Cheshire East LA Fair Access Protocol.

Policy reviewed: February 2026