

Mickle Trafford Village School



Admissions Policy

Date of policy	Autumn 2025
Date for Review	Autumn 2026
Date policy approved by School Governing Body:	15.10.2025

Mickle Trafford Village School welcome all pupils, irrespective of faiths, cultures, races, disabilities or family backgrounds. We admit our pupils in-line with the Equality Act 2010, School Admissions Code 2014, the School Admission Appeals Code 2012, Human Rights Act 1998 and the School Standards and Framework Act 1998.

The purpose of this policy is to ensure that all school places are allocated and offered in an open and fair way.

The number of places available is determined by the capacity of the school, and is called the 'agreed admissions number'. Our published admissions number (PAN) is **210**.

Applications for children starting school in Reception are submitted and dealt with centrally by Cheshire West and Chester Council. Please see admission arrangements **2026-27** for further information.

Starting school

Cheshire West and Chester publish 2 booklets annually, one aimed at families who may have a child starting school at 4 and another for those children who will be transferring to secondary school. As a community school we adhere to those arrangements and the following notes give a brief overview of the processes we follow.

Reception Class

We hold annual open days for parents/carers of children starting school in the autumn term. Parents are asked to contact the school office if they are interested in attending. If they are unable to attend this day, they are encouraged to contact the school office to arrange an alternative time to visit.

Parents wishing to make an application for their child for a place in the Reception Class, must register their child the year before the September start date of the appropriate year.

Forms are available online <https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-admissions/school-admissions.aspx> .

Forms must be completed by the stated date: failure to do so will mean that a child will not be considered for a place if the numbers exceed the planned admission limit of 30 per class.

It is important to point out that any children moving into the catchment area can only be admitted if there are places available.

The Cheshire Admissions Team considers applications in the spring term. Officers will sort the applications based on set criteria:

- A **'looked after child'** or a child who was previously looked after by an English Local Authority but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship, order. A looked after child is a child who is in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions, as defined in section 22(1) of the Children Act 1989.
- A **'looked after child'** or a child who was previously looked after outside England but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship, order.
- **Siblings** – pupils with elder brothers or sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household,

already attending the preferred school in years Reception through to Year 5 in primary school, Years 7 to 12 in a secondary school.

- **Children resident within the designated catchment zone of the school.**
- **Children** not resident within a school's local catchment zone but **attending a school designated as a partner school for admissions purposes**, as out-of-zone pupils (only applicable for secondary applications)
- **Pupils living nearest to the school.** Distance will be measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's home address to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer (LLPG).

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

For example, if a school cannot accommodate all siblings for whom an application has been received, all sibling applicants will be prioritised in the order of:

- Siblings who live within the school's designated catchment area
- Siblings who do not live within the school's designated catchment area. All applicants within each criterion will be put into distance order with priority being given to those that live nearest to the school, as stated above.

Where it is identified that there are a limited number of places available and the local authority cannot differentiate between the applications using the nearest school criterion, a random allocation tie-breaker will be applied. This may be required for example, where applicants reside in the same block of flats or separate addresses measuring the same distance from the school.

Once offers have been made, families have 2 weeks to accept or decline a place. All families have the right to appeal against a decision not to offer a place at our school and these appeals will be heard by an independent appeals panel.

As soon as we are aware of the families who have been offered a place, we will invite them to attend a 'New Parents' Evening, where we will explain details and arrangements for starting school. We also organise for the children to attend some 'stay an play' sessions so they get the chance to meet the staff, make friends and become familiar with the school building.

Secondary Transfer

For transfer to secondary school, children will transfer at the beginning of the autumn term following their 11th birthday. Only in exceptional circumstances requests can be made for early or late transfer to secondary school. The process very much follows that explained above – families have to submit their applications by the end of October for transfer the following autumn and will receive notification of their allocated place in March.

As a school we liaise closely with our local high schools and inform families of their open events. We also attend as many inter school events as possible so that the children are familiar with the schools.

In-year admissions

Applications for any other school place other than those detailed above are known as 'in-year admissions' are the responsibility of the school. To enquire about a place and/or organise a visit to Mickle Trafford Village School, parents and carers are asked to email the school office. To apply, parents or carers should apply via the Cheshire West and Chester website using the following link: <https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-admissions/object-to-school-admission-arr/in-year-school-transfers/in-year-school-transfers.aspx> Parents will receive a reply within five working days of submitting an application with a decision either confirming a start date or a reason why a place cannot be offered. Parents have the right to appeal if the application is declined.

For any children with Special Educational Needs or Disabilities, our Special Educational Needs Co-ordinator (SENCO) will be consulted to assist with any arrangements.

General enquiries can be made by email (admissions@cheshirewestandchester.gov.uk) or by post (School Admissions, Cheshire West and Chester Council, Wyvern House, The Drumber, Winsford, CW7 1AH).