

# MOTTRAM ST. ANDREW PRIMARY ACADEMY



## ADMISSIONS POLICY

### For admission from September 2025 to July 2026

#### INTRODUCTION

As an academy, the Mottram St Andrew Primary Trust is the admissions authority for Mottram St Andrew Primary Academy. All academies are required by their funding agreements to comply with the Schools Admissions Code.

Mottram St Andrew Primary Academy has an agreed admission number (the published admission number or PAN) of 26 pupils.

#### ADMISSIONS TO THE RECEPTION YEAR

Subject to the criteria set out below, children will be admitted in the September following their fourth birthday.

Places will be allocated by the Academy Trust on the basis of applications received through the Cheshire East admissions system, and will adhere to the closing date published on the Cheshire East website.

During the normal admission round, the school will consider all applications received by the closing date before applications received after the closing date unless there are extenuating circumstances.

Where places become available after the initial intake the admissions criteria stated below will be applied in the same priority order. Waiting lists will be held in criteria order and not on a 'first come, first served' basis.

#### Oversubscription Criteria for Admission to the Reception Year

**1. '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.

**2. Children resident within the designated catchment area of the Academy**

Children will be classed within this criterion if they and their parents/carers are resident within the designated catchment area on the closing date for applications. A map detailing the catchment area is available from the school.

**3. Siblings**

Where the children have a sibling who will be attending Mottram St Andrew Primary Academy (in Reception to Year 6) at the time of admission. Sibling refers to brothers or sisters, step-brothers or

step-sisters, foster brothers or foster sisters, half-brothers or half-sisters, adopted brothers or adopted sisters, living for all or part time at the same address as part of the same family.

#### **4. Nursery Children**

Children who are attending the Nursery at Mottram St Andrew Primary Academy on the closing date for applications, and have been booked for five sessions per week since the start of the second half term of the Autumn term.

#### **5. Children of staff at the Academy**

Children of staff where the member of staff has been in post for at least two years on the closing date for applications.

#### **6. Pupils Living Nearest to the Academy**

Pupils living nearest to the Academy, measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the Academy's coordinate point to the point of residence's coordinate point.

When Mottram St Andrew Primary 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.

Section 324 of the Education Act 1996 requires the governing body of all maintained schools to admit a child with a Statement of Special Educational needs or an Education, Health and Care Plan that names their school. They are not covered by the oversubscription criteria.

#### **Tie Break**

Where it is identified that there are a limited number of places available, and the Admissions Authority cannot differentiate between the applications using the distance criterion contained within the published oversubscription criteria, a random allocation tie-breaker will be applied. This may be required, for example, where applicants reside in the same block of flats or are children of a multiple birth living at the same address.

#### **Waiting List**

A waiting list will be held in criteria order based on the above over-subscription criteria, until the end of the Reception year.

#### **Late Applications**

Late applications will be considered after all on-time applications have been received, unless the Academy considers that there are good reasons for the application being late, which must be stated at the time of the application, e.g. exceptional medical reasons preventing an earlier application etc. 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.

#### **Accepting and Declining Places**

All parents /carers will be required to accept or decline the Academy place offered by the published dates as stated on the Cheshire East website.

#### **Deferred Entry**

Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. Please note that a parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

## **'IN-YEAR' ADMISSIONS**

Admissions into year groups other than Reception will be on an in-year transfer application basis. Applications must be made on the Cheshire East on-line form, but they will be directed to the Academy for processing. When year groups are full, we hold waiting lists for each year group, ranked by the oversubscription criteria below. If a place becomes available, then we contact the first person on the waiting list.

### **Oversubscription Criteria for 'In-Year' Admissions**

#### **1. 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.

#### **2. Children resident within the designated catchment area of the Academy**

Children will be classed within this criterion if they and their parents/carers are resident within the catchment area on the date a place becomes available. A map detailing the catchment area is available from the school.

#### **3. Siblings**

Where the children have a sibling who will be attending Mottram St Andrew Primary Academy (in Reception to Year 6) at the time of admission. Sibling refers to brothers or sisters, step-brothers or step-sisters, foster brothers or foster sisters, half-brothers or half-sisters, adopted brothers or adopted sisters, living for all or part time at the same address as part of the same family.

#### **4. Children of Staff at the Academy**

Children of staff where the member of staff has been in post for at least two years on the date a place becomes available.

#### **5. Pupils Living Nearest to the Academy**

Pupils living nearest to the Academy, measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the Academy's coordinate point to the point of residence's coordinate point.

When Mottram St Andrew Primary 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.

Section 324 of the Education Act 1996 requires the governing body of all state schools to admit a child with an Education, Health and Care Plan that names their school. They are not covered by the oversubscription criteria.

**RIGHT OF APPEAL: ALL APPLICATIONS**

In the event of an unsuccessful application, parents/carers have the right to appeal to an independent appeals panel against non-admission. The appeal must be made in writing to the clerk of the appeals committee, care of the school, within 20 school days from the date of notification of the decision not to offer a place.

Where an in-year application and subsequent appeal are unsuccessful, the Admissions Authority will not consider a repeat application within the same academic year, unless there has been a relevant and significant change of circumstances relating to the application, or a place has become available in the Academy.