

OFFLEY PRIMARY ACADEMY – ADMISSIONS POLICY 2026 - 2027

Offley Primary Academy is part of St Bart's Multi-Academy Trust and adopts the Cheshire East Council Admissions Scheme. This scheme applies for admissions with effect from the school year starting September 2026.

The Cheshire East Local Authority Co-ordinated Admissions Scheme can be found at <https://www.cheshireeast.gov.uk/schools/admissions/admissions.aspx>. Parents wishing to apply for a place at Offley Primary Academy can also apply for a place via the link above.

The scheme meets the requirements for a scheme for co-ordinating admission arrangements under the School Admission (Admission Arrangements and Co-ordination of Admissions Arrangements) (England) (Amendment) Regulations 2014, made under the School Standards and Framework Act 1998 (SSFA/98), for the area of Cheshire East Council (the Local Authority). This includes variations to comply with the School Admissions Code 2021 which applies from 1 September 2021.

Offley Primary Academy's published admission number is 60. This excludes the pre-school which will process admission enquires via contacting the Academy directly. Offley Primary Academy pre-school is accessible to all children the academic year after their 3rd birthday (September) subject to availability.

Oversubscription Criteria:

If oversubscribed, then Offley Primary Academy will operate the following oversubscription criteria to determine which preferences have priority for admission:

Children who have an Education Health and Care Plan, which names the school which the child should attend because their needs can be met best by that particular school, will be offered places before other children. After that places will be offered in the following priority order:

i) 'Cared for and previously Cared for Children'

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 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) Siblings

Pupils with brothers or sisters, step-brothers or step-sisters, foster brother or sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household (for the majority of the school week) already attending the preferred

school (in years Reception through to Year 6) and expected to continue at the school in the following school year. (i.e. at the time of admission)

iii) Children resident within the designated catchment zone of the school

Where parents 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) The Local Authority may request full details to be submitted in writing to enable the Local Authority to determine which address will be used for the purpose of admission. A panel of officers will consider the information provided.

Examples of other evidence and information that may be considered:

- Details of how the child splits their time between the two addresses.
- Court orders or other legal documents.
- Where Child Benefit is claimed.
- Where the child is registered for GP purposes.
- The address the current nursery/pre-school or Primary school have on their records.

Where both parents have parental responsibility, the local authority is unable to resolve or take sides in disputes. Instead, parents are required to resolve matters between themselves, and, where this is not possible, seek a resolution through the courts.

iv) Pupils living nearest to the school

Pupils 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. *Please note: this may not be the same as Google Maps or any other map programme.*

If Offley 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.

If Offley Primary Academy cannot accommodate all children qualifying under one of the criteria stated above, then the next criteria will also be applied to determine priority for admission. For example: if more than 60 children apply for Reception places that live within the catchment area (criterion iii), then priority will be given to those living nearest the school (criterion iv).

All applicants within each criterion will be put into a distance order with priority being given to those that live nearest to Offley Primary Academy, as stated in criterion (iv) above.

NOTES:

Where it is identified that there are a limited number of places available and the Local Governing Committee cannot differentiate between the applications using the nearest school criterion (criterion iv) a random allocation tie-breaker will be applied overseen by an independent party not connected with the admissions process. 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.

Key dates within the application process can be found on the Cheshire East School Admissions website, as well as Offley Primary Academy's website.

Appeals

Appeal applications must be submitted in writing. When you make an appeal, you have to set out your case in writing for an appeal panel and submit this information to Offley Primary Academy via email: offleyadmin@sbmat.org within 20 days of the date of notification that the application for admission was not successful. This will then be heard by an independent appeals panel. Repeat applications will not be considered within the

same school year unless circumstances for the parent or school have changed significantly since the original application was made. For further information regarding our timetables for organising and hearing admission appeals please refer to:

[School appeals \(cheshireeast.gov.uk\)](http://cheshireeast.gov.uk)

Waiting Lists:

After appeals, the waiting list, held in order of oversubscription criteria, continues to operate for the first term of the academic year of admission.

The following parents will be automatically included on a waiting list, unless they specifically decline:

- Parents who have been unsuccessful at the main round of appeals for admission at the start of Reception.
- Any new applicants for such places who have moved into the oversubscribed Academy's area subsequent to the date of appeals for these places.

If any vacancies arise, places will be offered to applicants included on the waiting list in strict accordance with normal published oversubscription criteria. If a place can be offered, the applicant will be expected to take up the place within 6 school weeks or by the start of the next half term, whichever is the earliest date. If an offer of a place is refused, the name will be removed from the waiting list.

Any further new applications will be treated as mid-term admission applicants at the end of first term of the academic year of admission.

In Year Applications or Transfers

Parents are welcome to visit Offley Primary Academy if they are considering their child joining the Academy at any other time than the beginning of Reception year. Please contact the Academy office to arrange a visit.

Staff will be pleased to conduct a school tour and answer any questions.

An application would then need to be submitted which can be found at:

[Apply for an in-year school place \(cheshireeast.gov.uk\)](http://cheshireeast.gov.uk)

If there is a vacancy, a place will be offered. If more than one application is received, and only one place is available, they will be considered in accordance with the criteria above.