



## **NORTH CESTRIAN SCHOOL 2025 ADMISSION POLICY: 11-16**

Our mission: to provide high standards and broad academic and extra-curricular opportunities in a community where each pupil can thrive and go on to lead a rich and fulfilling life. The School's core values are hard work, honesty and fairness.

North Cestrian School is a publicly funded, co-educational, secondary school. Pupils will be admitted without reference to ability or aptitude.

The number of places available for admission to Year 7 in September 2025 will be 140. Applications must be made on your Local Authority's Common Application Form. The national closing date for applications is 31st October 2024. Places will be offered by your Local Authority on 1st March 2025. Late applications may only be considered following 1 March 2025.

When the free school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

### **1.0 Oversubscription Criteria**

Where applications for admission exceed the Published Admission Number the following oversubscription criteria will apply:

- 1.1** 'Looked after' children and previously 'Looked After' children. 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 their social services functions (as defined in Section 22 (1) of the Children Act 1989). Previously 'Looked After Children' are children who were looked after but ceased to be so because they were adopted or became subject to a Child Arrangements Order or Special Guardianship Order. 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 guardian (or special guardians). This category includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
- 1.2** Five places allocated to 'Pupil Premium' children, (see section 9) resident in the priority admission area (see category 1. 5). To be considered under this criterion, you **must** indicate that your child is in receipt of Pupil Premium as instructed on your Local Authority Common Application Form (CAF).

**1.3** (i) All children residing in the priority admission area (see 1.5) who will have a sibling attending the School at the time of the applicant's proposed admission. This includes half/step or adopted brothers or sisters, who are living at the same permanent home address as part of the same family unit except where the older sibling obtained a place solely because he or she was in possession of an Education Health Care Plan (EHCP) that named North Cestrian School. Proof of sibling relationship will be required.

(ii) All children residing outside of the priority admission area (see 1.5) who had a sibling attending the School as at 19 January 2022, and who will still be attending the School at the time of the applicant's proposed admission. This includes half/step or adopted brothers or sisters, who are living at the same permanent home address as part of the same family unit except where the older sibling obtained a place solely because he or she was in possession of an Education Health Care Plan (EHCP) that named North Cestrian School. Proof of sibling relationship will be required.

**1.4** Children of staff employed by North Cestrian School who have at least 2 years' continuous service at the time of application or where North Cestrian School reasonably considers that the member of staff has been appointed to a position for which there is a demonstrable skill shortage.

**1.5** Children resident in the priority admission area. The priority admission area, designed to support the local community, is all WA14 and WA15 postcodes.

**1.6** All children residing outside of the priority admission area (see 1.5) who will have a sibling attending the School at the time of the applicant's proposed admission. This includes half/step or adopted brothers or sisters, who are living at the same permanent home address as part of the same family unit except where the older sibling obtained a place solely because he or she was in possession of an Education Health Care Plan (EHCP) that named North Cestrian School. Proof of sibling relationship will be required.

**1.7** Children resident outside the priority admission area.

If there are more applicants than can be accommodated at the School in criteria 1.1 to 1.7, places will be offered to those children in each criteria whose place of residence is nearest to the School. Distance will be calculated as defined below in 2.0 Distance.

## **2.0 Distance**

The distance from home to school will be calculated in a direct straight line from the child's permanent place of residence, using the seed point listed for the property, to the school. The seed point of each property is defined by co-ordinates, held in Trafford's Local Land and Property Gazetteer (BS7666) and is available, on request, from Trafford's School Admissions Team. For applicant's resident outside Trafford, the seed point data will be provided by the Home Authority. In cases where this data is not available, Royal Mail postal address Information may be used. In the case of a child living in a block of flats, co-ordinates will be obtained in the same way. The co-ordinates that will be used for the School are 376479, 387968.

## **3.0 Home Address**

The child's **home address** means the address where the child normally and permanently lives. This must not be a temporary address, an address of a child-minder, grandparent, carer or relative, or any other address used to gain an advantage in the admissions process.

**3.1** If a successful applicant moves home between 1st March 2025 and 31st December 2025 the offer of a place will be reviewed. As a result of this review, the offer may be withdrawn if, as a result of the successful applicant's house move, another applicant who was originally unsuccessful is then promoted to a higher priority on the School's admissions criteria.

**3.2** For all tenancy agreements a minimum of 12 months' tenancy agreement is required with legally supporting documentation and documentation pertaining to the disposal of the previous home.

**3.3** Any applicant who moves address must provide evidence and legal documentation to the effect they have purchased and exchanged contracts on a property and documentation relating to proof of disposal to the previous home.

**3.4** In the case of parents who are separated, and where residency is shared between two addresses, the following criteria will be applied:

- Where both addresses are in the priority admission area (as defined in section 1.5) the child will be considered as living in the priority admission area.
- Where one of the addresses is outside the priority admission area, the child will be regarded as living outside the priority admission area.
- Where the applicant is one of a number of applicants who falls within sections 1.5-1.7 (where the number of applicants exceeds the number of places available in any category) the average of the distances of the applicant's parents' two addresses from the school will be used for the purposes of determining priority for admission (distance will be calculated as detailed in section 2.0).
- You must register both addresses at the point of application.
- Sections 3.0-3.3 apply and proof of residency will be required.

#### **4.0 Tie Break**

Where two or more applications cannot be otherwise separated, the final place will be determined through a random draw. The draw will be conducted and scrutinised by officers from the Local Authority.

#### **5.0 Misleading or Fraudulent Information**

The Governing Body are committed to ensuring that the allocation of school places is fair and transparent and takes very seriously any attempt to gain an unfair advantage in the admissions process. We will further investigate any application that appears to be **misleading** or **fraudulent**. Places allocated on the basis of misleading or fraudulent information WILL BE withdrawn and, it is important to note, that a place can be withdrawn even after a child has started school.

#### **6.0 Unsuccessful Applicants**

Unsuccessful applicants will remain on our waiting list and be considered for any places that may arise in the future. These places will be awarded in accordance with our oversubscription criteria. This waiting list will be maintained up to 31 December, after which point the parents should make an In-year Transfer Application (see section 10).

## **7.0 Admission of children outside their normal age group**

Admission of an applicant outside their normal age group. Considerations will be made on an individual basis taking into account information regarding the applicant's academic, social and emotional development in addition to factors detailed the Sections 2.18, 2.19 and 2.20 of the School Admissions Code (2021). Younger applicants may be considered for entry providing they are currently in a class one year ahead of their correct cohort. Older applicants may be considered for entry providing they are currently in a class one year behind their correct cohort and where a Local Authority Delayed Entry Request has been granted.

Parents requesting admission out of the normal age group must put their request in writing addressed to the Headteacher at the school, together with any supporting evidence that the parent wishes to be taken into account. The governing body will make decisions on the requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views, any information provided about the child's academic, social and emotional development, where relevant, their medical history and the views of a medical professional, whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The governing body will also take into account the views of the Headteacher. When informing a parent of their decision on the year group the child should be admitted to, the governing body will set out clearly the reasons for their decision. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

## **8.0 Education Health Care Plan**

An EHCP (Education Health Care Plan) made by the Local Authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education Health and Care Plan is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

## **9.0 Pupil Premium**

'Pupil Premium' is funding for publicly funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers. In addition to 'Looked After' children, schools receive pupil premium funding for pupils who were looked after by an English or Welsh local authority before being adopted, or who left care on a Special Guardianship Order or Child Arrangements Order.

Schools also receive funding for each child registered as eligible for free school meals at any point in the last 6 years. Schools also receive funding for Service Premium children who have a parent serving in the regular armed forces either currently or within the last 3 years; and children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.

## **10.0 In Year Transfer Applications Current Year 7- Year 11**

Applications must be made through Trafford Council Application Portal which can be found at: <https://www.trafford.gov.uk/residents/schools/school-admissions/Admissions.aspx>

Places will be allocated taking account the admission number for each individual school year according to the admissions criteria detailed above. Applicants will remain on our waiting list until the end of the Academic Year.

In order to facilitate the admissions and appeals process, our closing date for In Year Transfer Applications is the end of May of the Academic Year.

## **11.0 General**

Outside the normal admissions round, where an offer is made, the applicant must commence school within 30 school days of the offer being made.

Where an offer is made, proof of date of birth and residency may be requested by the School.

## **12.0 Appeals**

Any applicant refused admission has the right to appeal to an Independent Appeals Panel against the decision by the Admission Authority under the Terms of the Education Act 1998.

The Admission Authority will establish arrangements for appeals against non-admission. 'In Year Transfer' admission appeals will be heard within 30 school days of the appeal being lodged.

Appeals within the normal admission round will be heard within 40 school days of the deadline for lodging appeals. An appeals timetable will be available on the School website by 28 February each year.

The decision of the Appeals Panel will be final and binding to all parties. A second appeal will not be granted unless there are proven significant and material changes in circumstance. Grounds for appeal must be set out in writing. Appeal application forms will become available following the allocation of places in March.

For appellants who fail to attend a scheduled hearing, the appeal will be heard in absentia.

Please submit any questions relating to the appeal process to the Governance Officer, Democratic Services: at: [school.appeals@trafford.gov.uk](mailto:school.appeals@trafford.gov.uk)

Appellants considering making a complaint regarding administration of an appeal should go to:

<https://www.gov.uk/schools-admissions/complain-about-the-appeals-process>

Any person or body who considers that arrangements are unlawful, or not in compliance with the School Admission's Code or relevant law relating to admissions, can make an objection to the Schools Adjudicator.

Website: [www.gov.uk/government/organisations/office-of-the-schools-adjudicator](http://www.gov.uk/government/organisations/office-of-the-schools-adjudicator)

Email: [osa.team@schoolsadjudicator.gov.uk](mailto:osa.team@schoolsadjudicator.gov.uk)

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