



Admissions Policy 2025-26

Introductory statement

Gorseley Bank Primary School is a non-selective, non-denominational, two form entry primary academy school and part of The Laurus Trust. Our vision is that, 'Every child, regardless of background or circumstance, will flourish, enjoy their education and succeed. Their experience at primary school will pave the way for success at secondary school and beyond and will ultimately open the door to the future of their choice.'

Admission number(s)

Gorseley Bank Primary School has a Published Admission Number of 60 for entry in Reception.

The school will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Trust will offer places at the school to all those who have applied.

Application process

The Laurus Trust is the Admissions Authority for Gorseley Bank Primary School and is responsible for taking decisions on applications for admissions. The Laurus Trust has elected to use the Local Authority's admission process, therefore the co-ordination and administration of admissions is undertaken by Cheshire East Council's Admissions Team based at Floor 5, Municipal Buildings, Earle Street, Crewe, Cheshire, CW1 2BJ.

The closing date for applications is 15th January 2025.

Local Authorities have a system of co-ordinated admissions. You will need to apply using the Local Authority form for the area in which you reside. Parents seeking a place for their child must include Gorseley Bank Primary School in ranked order of preference on their Local Authority's application form.

If you live in Cheshire East, you must apply using the on-line system which will be available from 1st September 2024. A description of the process and the application form are available at

<https://www.cheshireeast.gov.uk/schools/admissions/admissions.aspx>

Offers will be made on 16th April 2025 by the Local Authority.

Oversubscription Criteria

When Gorsey Bank Primary 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:

- A. Looked after children, and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because immediately after, they became subject to adoption, a child arrangements order, or special guardianship order¹
- B. Children with a sibling at Gorsey Bank Primary School at the time the application is received and expected to continue at the school in the following school year
- C. Children of staff who have been employed at the school for two or more years at the time at which application for admission to the school is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- D. Children resident within the designated catchment zone of the school. Children will be classed within this category if they and their parents/carers are resident within the area served by the school on the closing date for applications
- E. Other children

Tie break

The distance 'tie breaker' will be used in criteria A – E, if two or more applicants are equal in all other respects. For the purpose of allocating school places, distances will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point.

Applicants will be ordered starting with those living closer to the school within each of the appropriate published criteria categories.

In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place (e.g. children who live at the same address or have the same distance measurement). In this exceptional situation, a random allocation will take place.

¹ 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 (see the definition in Section 22(1) of the Children Act 1989). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

A random allocation will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out. If children of multiple births (i.e. twins, triplets, etc.) living in the same house are tied for the final places, these siblings will be admitted over PAN as permitted by infant class size rules.

Late applications

All applications received after the closing date above will be considered to be late applications. Late applications will be considered after those received on time.

Deferred entry

Children reach compulsory school age at the beginning of the term following their 5th birthday but will be entitled to a place in the September following their 4th birthday.

Parents offered a place in Reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age.

Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of the normal year group is being requested. When such a request is made, the Trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Head and any supporting evidence provided by the parent.

Guidance for parents/carers wishing to request consideration outside of the chronological age group:

1. It is advised that all parents who submit a request still make an application for a school place at the normal time
2. Requests should be made in writing to the Trust
3. Parents may provide any supplementary documentary evidence to support their request
4. Decisions are made by the Trust on an individual case basis and the Trust will consider:
5. The views and wishes of the parents/carers
6. The views of the Head/Local Academy Committee
7. Evidence indicating academic, social and emotional development to date
8. Where relevant, the child's medical history

9. Whether the child has previously been educated out of chronological age group
10. If the child would have fallen into another age group if it were not for the child being born prematurely

Decisions will be communicated in writing.

Should a request be granted, it does not indicate a formal offer of a school place instead it is an agreement to consider the child's application for a school place outside of their normal chronological age group.

Should the request be granted but your child is unsuccessful at obtaining a place at the school, the agreement made by the Trust cannot be extended to other schools. This could result in your child being considered for a school place elsewhere in their normal chronological age group.

Should the request not be granted, your child could still be considered for a place at the school in their normal chronological age group.

The Trust may share details of your request with the Local Authority in order to seek advice. Permission will be obtained prior to the exchange of any information.

In Year Applications

Applications for school places in Years 1 – 6 (In Year Application) should be completed by using the Cheshire East Application Form. The in year admission process will be coordinated by the Local Authority.

Parents and Carers are permitted to make an 'in year application' six weeks prior to their child starting at the school. Once a place has been allocated this must be taken up within 20 school days.

Waiting lists

Gorseley Bank Primary School will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until 31st December. After this date, all applicants will be removed from all waiting lists and you will have to reapply in order for your child to remain on the waiting list for the next year. The waiting list will be maintained by the school and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Children, who are subject of a direction by a local authority to admit, are part of a managed transfer from a closing school or who are allocated to a school in accordance with the In Year Fair Access Protocol will take precedence over those on the waiting list.

Gorseley Bank works closely with other local schools and participates in the Wilmslow

Education Partnership/Cheshire East Local Authority Fair Access Protocols to ensure that vulnerable children not on a school roll are admitted into the most appropriate school as quickly as possible. Further information can be found on the Cheshire East website <http://www.cheshireeast.gov.uk/schools/schools.aspx> about the CE Protocol and from the school regarding the WEP Protocol.

Appeals

All applicants refused a place at Gorsey Bank Primary School have a right of appeal to an Independent Appeal Panel constituted and operated in accordance with the School Admissions Appeals Code.

The appeal will be heard by an Independent Admission Appeal Panel (Cheshire East) which is impartial from the Trust and operated in accordance with the School Admission Appeals Code.

The following is a summary of the process:

- Admission appeals should be made in writing by using the appeals form. The appeals form can be found on the Admissions page of the school website or a copy can be requested from the school office
- Completed appeal forms should be sent to 'The Admissions Officer', Gorsey Bank Primary School, Altrincham Road, Wilmslow Cheshire SK9 5NQ
- Appeal forms must be returned to the Admissions Officer by the published date or within 20 school days of receipt of the refusal. An appeal form received after the due date will only be heard in the first appeals round in exceptional circumstances
- When an appeal has been lodged, the Secretary to the Independent Appeal Panel will send a formal invitation 10 days before the date of the Independent Appeal Panel Hearing. Following that; normally 7 school days before the appeal, the Secretary will send Parents and Panel Members the Statement of Case on behalf of the Trust explaining why a place has been refused.

Definitions

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.