

# Mickle Trafford Village School



## Admissions Policy

Date of policy	Autumn 2020
Date for Review	Autumn 2021
Signed Headteacher	
Signed Chair of Governors	
Date policy approved by School Governing Body:	

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 2018-19 for further information. We hold an annual open day 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 to the office to arrange an alternative time to visit.

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.

All parents, whether in-zone or out-of-zone, wishing to register their child for consideration for a place in the Reception Class, must have registered their child the year before the September start date of the appropriate year. Forms are available on line <https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-admissions/school-admissions.aspx> and must be returned to them 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.

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

When the Cheshire admissions team considers applications in the spring term, priority will be given as follows:

Brothers and sisters of children already at the school

Special circumstances  
Catchment Area  
Geographical nearness

Parents of Reception children are informed individually of dates for the preliminary visits, the date of the child's admission and the date of the New Parents' Evening.

### **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 etc. We also attend as many inter school events as possible so that the children are familiar with the schools.

### **In-year transfers**

Applications for in-year transfers 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 phone the school office. To apply parents and carers must complete an application form, which is available from the school office or can be accessed on the Cheshire West and Chester Council website. 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. The school is not allowed to maintain a waiting list.

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