



THE DELAMERE
C of E ACADEMY

Delamere Academy Admission Policy for 2022

Arrangements for entry

At Delamere C of E Primary Academy, we are proud to deliver a rich and creative learning experience that enables all the children to fulfil their potential. Our vision puts children first. As a Christian School, we aim for all children to be successful, independent learners and effective decision makers. We value the individual and are committed to an inclusive education promoting respect for all, working in partnership with governors, parents and the local community.

Safeguarding - See School Safeguarding Policy. All staff have appropriate child protection and safeguarding training with the Head of School and the Assistant Head the designated leads responsible for monitoring safeguarding issues in school. We actively encourage our children to use modern technology to the fullest of its potential. In this school we believe that the best protection from the dangers that can exist around online safety is to develop pupils' awareness through our teaching and their learning. All staff have had PREVENT training and are aware of the dangers that can exist to children's well-being in its many forms.

The emotional health and wellbeing of all members of Delamere C of E Academy (including staff, pupils, parents and carers) is fundamental to our philosophy and ethos 'valuing everyone, caring for each other, achieving excellence'.

This policy was approved by Trustees on February 2021

.....[Kirsty Cobb](#)..... Chair of Trustees

Adopted on 1st February 2021

1 Making an Application

- 1.1 NWA ‘the Trust’ is the admissions authority for Delamere Academy ‘the Academy’. During the normal admissions round, CWAC operates the co-ordinated admissions scheme which includes the Academy. Parents wishing to apply for a place should put the Academy down as a preference on the common application form.
- 1.2 Outside of the normal admission round the Trust manages these directly. Further details on how to apply can be found on our website

<https://www.delamereacademy.co.uk/index.php/admissions>

2 Published Admissions Number (PAN)

- 2.1 Delamere Academy has a PAN of 24 for entry into Reception for September 2022. If the number of applications exceeds the PAN then the oversubscription criteria (below) will be used to determine which applicants will be provided with a place.
- 2.2 All children who have an EHCP that names the Academy will be provided with a place.

3 Oversubscription Criteria

Where more applications are received than the number of places, then the Academy will rank applications in accordance with the following oversubscription criteria, in order:

- (1) Children who are looked after or are previously looked after
- (2) Children who are eligible for the pupil premium, or service premium
- (3) Children who have a sibling who attends the Academy at the date of 1st September 2022
- (4) Children of staff of the Academy who have been employed for two or more years at the time of the application or are recruited to fill a vacant post for which there is a demonstrable skill shortage
- (5) Other children, with priority for admission given to those whose home address is the shortest distance from the Academy

4 Definitions

- 4.1 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.
- 4.2 A ‘previously looked after child’ is a child that ceased to be looked after because they were adopted, became subject to a child arrangements order or special guardianship order.
- 4.3 ‘Sibling’ means a brother or sister, half brother or sister or legally adopted child being regarded as a brother or sister.

- 4.4 The 'home address' is the address at which the child spends the majority of their week during term time. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date where multiple applications are made will result in a random number generator to determine which application to process.
- 4.5 'Distance' means the distance drawn in a straight line between the centre point of the home address to the centre point of the Academy.

5 Tie breaker

Where there are two or more applicants in a criterion who have equal priority for admission, random allocation will be used to determine which child shall be given a place. The use of random allocation will be supervised by someone independent of the Trust.

6 Applying for a year group outside of chronological age group

Where parents want their child to be educated outside of their chronological age group, an application should be made in writing to Mrs Julie Clayton (Head of School) at the same time as the application for a place. This should explain why the parents wish for their child to be educated outside of their chronological age group and enclosing any evidence that supports it. Parents will be notified of the decision on the application, which will be based on the circumstances of the case, in writing once it has been made. This decision is separate from the decision on whether a place is granted.

7 Appeals

Where a child is not offered a place, the parent(s) will be entitled to an appeal against the decision to refuse admission. The letter of refusal will contain details of how to go about appealing the decision, including the deadline for lodging the appeal and who to contact. Parents must set out their grounds for appeal as part of their application. Where an appeal is successful, the Academy must admit the child.

8 Waiting List

The Academy will maintain a waiting list until 31 December in the academic year of admission. Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.

9 In-year applications

[The Trust is responsible for administering in-year applications and parents can obtain application forms from the Academy office or online via this link Once completed this should be returned to admin@delamere.cheshire.sch.uk who will arrange for the <https://www.delamereacademy.co.uk/index.php/admissions>

application to be considered and then inform you whether a place has been offered. If the application is refused, details of how to appeal will be provided.

10 **Withdrawing Places**

In certain circumstances the Trust may decide to withdraw a place offered if one of the following circumstances occurs:

- Where a parent has not responded to the offer of a place, even after chasing;
- Where fraudulent or intentionally misleading information is used as part of the application;
- Where the offer has been made in error.