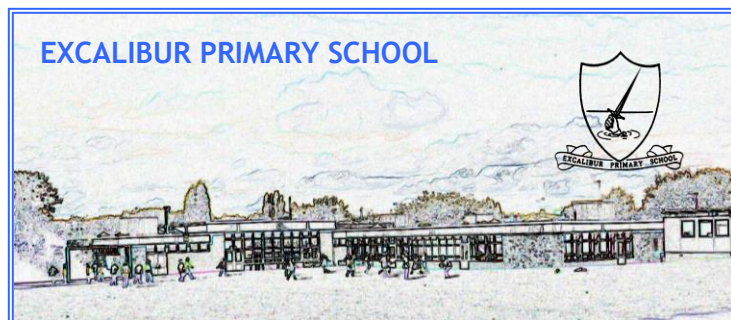


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Tel: 01270 685136

Email: admin@excalibur.cheshire.sch.uk

Headteacher: Lise Houldsworth



1st December 2017

Dear Parent/Carer

I am writing to advise you that the school is intending to amend its Admission Policy to detail the procedures already in use in school. Excalibur Primary School is its own admissions authority and as such it sets its own admissions criteria which are used to prioritise applications in the event of oversubscription.

The changes which we intend to make for the 2019/20 Admissions Policy are as follows:

1. How to Apply - For admission in the normal admission round you should use the application form that can be obtained from the local authority's website (either online or paper version) to express your preference for a minimum of 3 state-funded schools, in rank order.

The application form should be submitted/returned to the Local Authority by the date stipulated on the website. Late applications are considered after 'on-time' applications.

The key dates can be found on the Cheshire East admissions website in Applying for School Places booklet.

You should apply to your home local authority (regardless of which local authority the schools are in). You will receive an offer for a school place directly from your local authority.

2. Requests for admission outside the normal age group - Parents are entitled to request a place for their child outside of their normal age group. This must be put in writing to the headteacher.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interest of the child concerned. In accordance with the School Admission Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of medical professionals
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admission round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed



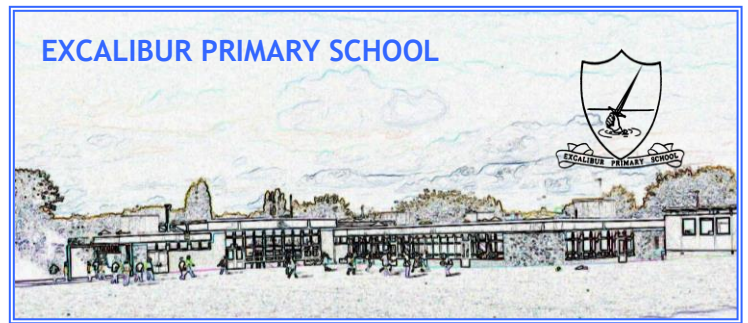
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in section 6. Applications will not be treated as lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have the right to appeal if they are offered a place at the school but it is not in their preferred age group.

3. Oversubscription Criteria

All children whose education health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Looked after children and all previously looked after children.
2. Children on the basis of particular medical or social need which, in the Governing Bodies view, justifies admission to this school. Supporting evidence from a registered professional, such as a medical practitioner, psychologist or social worker, must be provided which sets out the particular reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school. The Governing Body will consider the information presented and will determine whether the evidence is sufficiently compelling to apply this criterion to the application. The Governors, if it is considered appropriate, will seek the views of the School Doctor or Educational Psychologist in the event of parents requesting admission on medical or psychological grounds. This criterion cannot be considered if the required documents have not been received. Few applications fall within this category.
3. Siblings. Pupils with elder brothers or sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending this school (in years Reception through to Year 5) and expected to continue at the school in the following school year. (i.e. at the time of admission).
4. 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.
5. 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.



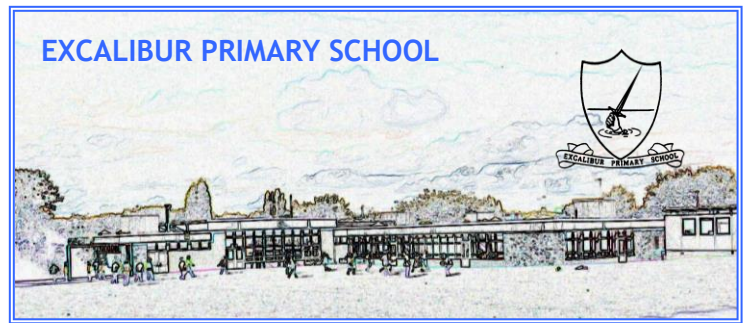
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4. Multiple births and tie break - In relation to children of multiple births, exceptionally it may be necessary to offer places over the published admission number to ensure that, as far as possible, siblings (i.e. twins, triplets or children from other multiple births) can attend the same school.

Where it is identified that there are a limited number of places available and the Governing Body cannot differentiate between the applications using the nearest school criterion (criterion 5) a random allocation tie-breaker will be applied. 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.1. The system will be independently verified.

5. In-year admissions - You can apply for a place for your child at any time outside the normal admission round. As is the case in the normal admission round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are places available in the year group you are applying for, your child will always be offered a place.

If there are no places available at the time of your application, your child will not be offered a place.

If we do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

All in year applications must be made on a form that can be obtained from the local authority's website (either online or paper version), and should be submitted/returned to the Local Authority.

The Local Authority will notify the Academy of applications and the Academy will notify parents and carers and the Local Authority of the decision as soon as the application has been processed and within the timeframe stipulated.

Excalibur School is part of the Fair Access Protocol agreed with their Local Authority to ensure that the needs of all pupils, both existing and potential, continue to be met in suitable provision. The Fair Access Protocol is designed to ensure that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. The agreed protocol ensures that no school (including those with available places) is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour. The protocol includes how the local authority will use provision to ensure that the needs of pupils who are not ready for mainstream schooling are met.

6. Late Application - Late applications for places will be considered after all applications received on time (unless there are very exceptional reasons for a late application which must be explained at the time of application).



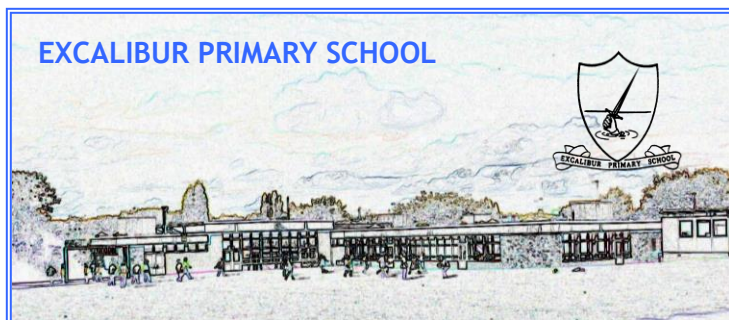
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7. Repeat Application - If the initial application to the school in the academic year is refused and/or an appeal declined, then there cannot be a repeat applications unless the circumstances for the parent or school have changed significantly since the original application was made.
8. Waiting Lists - For entry into the reception year, waiting lists are held until the end of the Autumn term (31st December), in criteria order, by Cheshire East Local Authority. Waiting lists for 'in year' are not held by the school.

These changes will become effective in the Admissions Policy for 2019/20; the full proposed policy is available on our website for your information.

If you have any queries or objections to the changes we would ask you to advise the Clerk to the Governing Body, in writing, by 31st January 2018 using the email address admin@excalibur.cheshire.sch.uk.

Yours sincerely

Lise Houldsworth
Headteacher



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