The Cornovii Trust

Admissions Policy

Academic year 2028-2029

Consultation to take place 23rd October to 4th December 2026

This policy applies to all schools within The Cornovii Trust.
School-specific admissions arrangements are contained within individual appendices and are determined and approved by Local Governing Boards in accordance with the trust's scheme of delegation.

1. Purpose

The Cornovii Trust is committed to ensuring that admission arrangements for all its schools are fair, transparent, objective and compliant with statutory requirements.

This policy establishes the admission principles, procedures and governance arrangements applicable across all schools within the trust. It is intended to ensure consistency of approach whilst recognising that individual schools may operate different published admission numbers, catchment arrangements, feeder school relationships, sixth form entry requirements and oversubscription criteria.

School-specific admissions arrangements are contained within individual appendices and are determined and approved by Local Governing Boards in accordance with the trust's scheme of delegation.

2. Legislative and Regulatory Framework

The trust will determine and implement admission arrangements in accordance with all relevant legislation, statutory guidance and funding agreement requirements.

Admissions arrangements will be reviewed annually to ensure ongoing compliance and compatibility with:
School Admissions Code 2021;
School Admission Appeals Code 2022;
School Standards and Framework Act 1998;
Equality Act 2010;
Children Act 1989;
Special Educational Needs and Disability legislation and associated statutory guidance.

In the event of any conflict between this policy and statutory requirements, statutory requirements shall prevail.

3. Equality and Fair Access

The trust recognises that all children have the right to access an appropriate education.

No applicant will be disadvantaged because of:
disability;
race;
sex;
religion or belief;
pregnancy or maternity;
sexual orientation;
gender reassignment;
marriage or civil partnership.

The trust will take reasonable steps to remove barriers to access and will comply fully with the Equality Act 2010.

As required by the School Admissions Code, schools within the trust will participate in the Fair Access Protocol arrangements.

Children with an Education, Health and Care Plan naming a school within the trust will be admitted in accordance with statutory requirements and will be allocated a place before the application of any oversubscription criteria.

4. Definitions

For the purposes of this policy and all school admissions appendices, the following definitions shall apply.

4.1 Admission Authority

The Admission Authority is the body responsible for determining and implementing admission arrangements for a school.

For all schools within The Cornovii Trust, the admission authority is The Cornovii Trust acting through the governance arrangements and delegations set out within the trust's scheme of delegation.

4.2 Parent

The term "parent" includes:

- all natural parents, whether married or not;
- any person who has parental responsibility for a child
- a person who has care of the child eg Foster Carer

Where reference is made to parents throughout this policy, it should be interpreted accordingly.

4.3 Looked After Child (LAC) and Previously Looked After Child (PLAC)

A Looked After Child is a child who is either in the care of a local authority in England or is provided with accommodation by them in line with social services functions (under Section 22(1) of the Children Act 1989) at the time the school application is made.

Previously looked-after child is a child who was looked after by a local authority in England but ceased to be so because they were adopted, became subject to a child arrangements order or became subject to a special guardianship order. This priority also includes children who appear to the admission authority to have been in state care outside England and who ceased to be in state care as a result of being adopted.

4.4 Sibling

For the purposes of admissions, a sibling includes:

- a brother or sister;
- a half-brother or half-sister;

- a step-brother or step-sister;
- an adopted brother or adopted sister;
- a foster brother or foster sister;

4.5 Home Address
A child's home address is the address at which the child normally resides and which has been declared to the school and local authority for admissions purposes.

The home address will normally be:
- the address where the child spends the majority of school nights;
- the address used by the local authority for the purpose of school admissions; or
- where this cannot be determined, the address determined by the admission authority following consideration of all available evidence.

The trust recognises that some children may live across more than one household.

Where a child spends significant periods of time at more than one address, the trust will determine the address to be used for admissions purposes.

The address used will normally be:
- the address where the child spends the majority of school nights; or
- where equal time is spent at each address, the address associated with Child Benefit or equivalent evidence.

The trust may request documentary evidence before determining an application

The admission authority reserves the right to request evidence to confirm a child's home address.

4.6 Home local authority
The local authority in which the 'home address' (see 4.5) is.

4.7 Staff
Includes staff who are currently employed to work at the school/support the school where the member of staff has been employed for two years or more at the time at which the application was made and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. (This does not include volunteers or casual contracts).

All other terms used within this policy shall have the meaning given within the School Admissions Code 2021.

5. Applications
Normal Admissions Round

Applications for admission at the normal point of entry must be submitted through the relevant admissions process published by the home local authority.

Parents and carers are encouraged to submit applications before the published closing date.

The offer of school places will be made through the coordinated admissions arrangements operated by the local authority.

Late applications will be considered and dealt with by the Local Authority.

6. In-year admissions

An in-year admission is an application for a school place made outside the normal admissions round or for admission to a year group other than the normal point of entry.

Applications for in-year admission should be made in accordance with the admissions arrangements published by the relevant school and, where applicable, the coordinated in-year admissions arrangements operated by the local authority.

The school will process applications in accordance with the School Admissions Code and will notify parents and carers of the outcome in writing. Where a place is refused, the decision letter will explain:

- the reason for refusal;
- the applicant's position regarding any waiting list, if applicable; (see section 11)
- the right of appeal; and
- how an appeal may be submitted.

Where places are available in the relevant year group, applicants will normally be offered a place unless admission would prejudice the provision of efficient education or the efficient use of resources, or where another lawful reason for refusal applies.

The school may request documentary evidence to support an application, including evidence of address, parental responsibility, residency arrangements or previous school attendance.

7. Nursery and Pre-School Admissions

Some trust schools operate a nursery, pre-school, or early years provision.

Admission to a nursery or pre-school does not constitute admission to the main school and does not guarantee, reserve, or provide priority for a place in Reception unless expressly stated within the school's published admissions appendix and permitted under the School Admissions Code.

Parents and carers of children attending a trust nursery or pre-school must submit a separate application for admission to Reception through the relevant admissions process.

Children attending a nursery or pre-school will be considered for admission to Reception in accordance with the published admissions arrangements and oversubscription criteria applicable to that school.

Where a school operates a nursery or pre-school, information regarding the following will be published separately by the school:

- admission arrangements;
- capacity;
- age range;
- session times;
- charging arrangements (where applicable); and
- transition arrangements to Reception

Attendance at a nursery or pre-school shall not affect a child's position within the Reception admissions process unless specifically provided for within the school's determined admissions arrangements.

9. Fraudulent or Misleading Applications

The admissions authority expects all information supplied during the admissions process to be accurate and complete.

Where an offer of a place has been secured through intentionally misleading or fraudulent, or materially inaccurate information, the admissions authority reserves the right to withdraw the offer or place, even where admission has already taken place.

Any decision to withdraw a place will be taken reasonably and in accordance with the School Admissions Code

Repeat Applications

Repeat applications will not be considered within the same school year, unless there has been a significant change in circumstance since the last application.

10. Admissions Outside Normal Age Group

Parents may request admission outside their child's chronological age group. Schools would not normally accept a child out of age group, unless there were exceptional circumstances.

Requests will be considered individually and on their merits, taking account of:

- the child's academic, social and emotional development;
- the parent's views;
- professional evidence submitted;

- the views of the school's headteacher;
- the child's best interests.

The decision about the appropriate year group will be made separately from the decision about whether a place is available. If the request for admission outside the normal age group is agreed, this does not itself constitute an offer of a place.

Parents do not have a statutory right of appeal solely against a decision to refuse admission outside the normal age group. However, where an application for a place is refused, the normal statutory right of appeal against refusal of admission will apply.

Decisions will be communicated in writing and will include the reasons supporting the decision.

11. Waiting Lists

The Admission Authority will maintain a waiting list (operated by the LA) for the normal point of entry until 31 December in the year of admission.

It is an individual school's choice whether to have waiting lists beyond the period set out above. If they do they must:

- operate strictly in accordance with the school's published oversubscription criteria;
- be re-ranked whenever an applicant is added or removed;
- not give priority based upon the date of application.

A child's position on a waiting list may therefore move up or down.

12. Admission Appeals

Where an application is unsuccessful, parents and carers will be informed of:

- the reason for refusal;
- their right of appeal;
- how to submit an appeal.

Appeals will be heard by an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code 2022.

The decision of the appeal panel shall be binding on all parties

13. Sixth Form Admissions

Each school operating a sixth form will publish:

- PAN (Y12)
- academic entry requirements; these are an individual school decision
- any subject-specific entry requirements; these are an individual school decision

Academic entry requirements will apply equally to internal and external applicants.

Where more applicants meet the published entry requirements than places available, places will be allocated using the published oversubscription criteria contained within the relevant school appendix.

Admission to Year 13 will normally only be considered where:

- suitable courses are available;
- programmes of study are compatible;
- admission would not adversely affect the student's educational progress

The admissions authority reserves the right to refuse admission where a suitable programme cannot be provided

14. Governance and Accountability

The trust board is the admission authority for all schools within The Cornovii Trust and retains overall responsibility for ensuring compliance with admissions legislation, the School Admissions Code, funding agreement requirements and any associated statutory guidance.

The trust board has delegated responsibility to the Headteachers and Local Governing Boards of individual schools, in accordance with the trust's scheme of delegation for:

- determining school admission arrangements;
- approving school admissions appendices;
- recommending changes to Published Admission Numbers (PANs);
- reviewing local oversubscription criteria; and
- undertaking local admissions consultations where required,

Local Governing Boards must ensure that school admission arrangements remain compliant with statutory requirements and the trust admissions policy.

Headteachers are responsible for operational implementation of admissions arrangements within their school.

15. Consultation and determination

Admission arrangements will be reviewed annually and determined in accordance with the trust's scheme of delegation. Approved arrangements will be published on academy websites within the statutory timescale.

Where changes are proposed, consultation will take place in accordance with statutory requirements.

Where no changes are proposed, consultation will take place at least once every seven years

Policy complied by:	**Date:**
Date Approved by Trustees	**Review Date:** Annual – next review

Appendices – School specific admissions arrangements

Admissions arrangements 2028-29 (Alsager Highfields)
Admissions arrangements 2028-29 (Alsager School)
Admissions arrangements 2028-29 (Audlem St James Primary)
Admissions arrangements 2028-29 (Brine Leas School)
Admissions arrangements 2028-29 (Malbank School)
Admissions arrangements 2028-29 (Pear Tree Primary)
Admissions arrangements 2028-29 (Stapeley Broad Lane Primary)
Admissions arrangements 2028-29 (Weston Village Primary)