

Brine Leas School

Part The Cornovii Trust



Admissions Policy for 2025-26

1. AIMS

1.1 This policy aims to:

- Explain the process of applying for a place
- Set out the Academy's arrangements for allocating places to applicants
- Give information on how to appeal against a decision not to offer a place

2. LEGISLATION AND STATUTORY REQUIREMENTS

2.1 This policy is based on the following:

- School Admission Code 2021
- School Admission Appeals Code 2012

2.2 As an Academy, the school is required by its Funding Agreement, to comply with these codes, and with the law relating to admissions, as set out in the School Standards and Framework Act 1998 <https://www.legislation.gov.uk/ukpga/1998/31/contents>

2.3 This policy complies with our Funding Agreement and Articles of Association.

3. DEFINITIONS

3.1 The normal admissions round for Year 7 is the period during which parents can apply for state-funded school places at the academy's normal point of entry (Year 7), using the common application form provided by their home Local Authority.

3.2 The normal admissions round for Year 12 is the period during which parents can apply for state-funded school places at the academy's normal point of entry (Year 12), using the application details at the Academy's website www.brineleas.co.uk.

3.3 Cared for Children and children who were 'Previously Cared for':

- A 'cared for child' is a child who is in the care of a Local Authority or provided with accommodation by that Local Authority (as defined in section 22 of the Children Act 1989).
- Children previously 'cared for' are children who were 'cared for' as defined above, but immediately after being 'cared for':
 - Became subject to an adoption.
 - Became subject to a child arrangements order (formerly residence order).
 - Became subject to a special guardianship order.
- A child arrangements order is an order settling arrangements to be made to the person with whom the child is to live under section 8 of the Children Act 1989 amended by the Children and Families Act 2014.

- Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).
- Internationally adopted previously looked after children (IAPLACs). When applying oversubscription criteria, IAPLAC will be treated in the same way as children previously looked after in England (PLAC).

3.4 All children who meet the criteria listed in paragraph 3.2 will hereafter be referred to as ‘Looked After and Previously Looked After Children’.

3.5 The Cornovii Trust is hereafter referred to as the ‘Trust’.

4. HOW TO APPLY

- 4.1 For applications in the normal admissions round for entry into Year 7 for September 2025, you should use the application form provided by your home Local Authority (regardless of which Local Authority your preferred schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. You will receive an offer for a school place directly from your Local Authority. The only exception to this would be if you are not resident in England at the time of application, whereupon applications must be made via the Cheshire East website www.cheshireeast.gov.uk/schools/admissions. Your decision outcome will come from your Local Authority.
- 4.2 For applications in the normal admissions round for entry into Year 12, for September 2025, you should use the application form on the Academy’s website www.brineleas.co.uk. This policy does not apply to students on roll at the Academy in the academic year 2024-25.
- 4.3 In-year applications for Years 7-11, for a place in the academic year 2025-26, should apply via the Cheshire East website www.cheshireeast.gov.uk/schools/admissions as we are part of the Coordinated Admissions Arrangements with our Local Authority. Your decision outcome will be direct from the Academy.
- 4.4 In-year applications for Years 12-13 should be made by contacting the Academy directly www.brineleas.co.uk. Admission into Year 13 is subject to the completion of courses by the end of Year 13. Your decision outcome will be direct from the Academy.

5. REQUESTS FOR ADMISSIONS OUTSIDE THE NORMAL AGE GROUP

- 5.1 Although most children will be admitted to the Academy within their own age group, the Trust will consider requests from parents for their child(ren) to be educated outside of their normal age group. Parents are advised to contact the Trust, via the Academy, to discuss such a request and submit any relevant evidence with their formal application. The decision whether to offer a place out of year group rests with the Trust and decisions will be taken in line with the School Admissions Code 2021. Parents will have a right of appeal if a place is refused at the academy. Parents do not have a right of appeal if a place is offered in a year group other than the year group for which they applied.

6. ALLOCATION OF PLACES

- 6.1 The published admission number (PAN) for Year 7 is 215 pupils.
- 6.2 The published admission number (PAN) for Year 12 is 25 students. This only applies to students not on roll in Year 11 at the Academy at the time of the application.

- 6.3 If the Academy is not oversubscribed in the year group applied for, all applicants will be offered a place.
- 6.4 All children whose Education, Health and Care (EHC) plans name the Academy after consultation and coproduction, will be admitted before any other places are allocated as long as the Admission Authority is notified before the allocation of places.
- 6.5 If the Academy is oversubscribed, receiving more applications than the number of places available (the PAN), places will be offered to those who meet the criteria set out in Section 7 of this policy, in order, until all places are filled.

7. OVERSUBSCRIPTION CRITERIA

7.1 Looked After and Previously Looked After Children

As defined in paragraph 3.3 of this policy.

7.2 Children resident within the designated catchment area of the school.

Our Catchment map can be viewed at www.cheshireeast.gov.uk and is in the appendix of this policy.

7.3 Siblings.

Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address, who attend the school.

7.4 Children of Staff.

Staff must have been employed by the Trust for a minimum of two years or have been recently employed to a post with a demonstrable skills shortage.

7.5 Children who attend named feeder schools (for Year 7 only).

Our named feeder schools are:

- Audlem St James C of E Primary School (CW3 0HH)
- Bridgemere C of E Primary School (CW5 7PF)
- Nantwich Primary Academy (CW5 5LX)
- Pear Tree Primary School (CW57GZ)
- Sound & District Primary School (CW5 8DY)
- Stapeley Broad Lane C of E Primary School (CW5 7QL)
- Weaver Primary School (CW5 7AJ)
- Wrenbury Primary School (CW5 8EN)

7.6 Distance

Highest priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's main gates on Audlem Road. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

7.7 Where the school cannot accommodate all pupils qualifying under one of the criteria stated above, the next criteria will also be applied to determine priority for admission.

7.8 All applicants within each criterion will be put into a distance order with priority being given to those that live nearest to the school, as stated in criterion v above. Where it is identified that there are a limited number of places available and the Local Authority cannot differentiate

between the applications using the distance criterion (7.6) 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.

8. PROOF OF ADDRESS/RESIDENCY

8.1 Proof of address and residency may be required, and the Admissions Authority retains the right to withdraw any place offered based on a fraudulent or intentionally misleading application.

9. CHILDREN RESIDING AT MORE THAN ONE ADDRESS

9.1 If a child lives at more than one address (e.g. spends part of each week at different addresses) full details of the arrangements must be included on the application form to enable the Admission Authority to decide which address to use for admission purposes.

10. ADMISSION APPEALS

10.1 If your child's application for a place at the academy is unsuccessful, the reasons for this and information on how to appeal will be provided. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the Academy following the procedure on the school website www.brineleas.co.uk.

11. LATE APPLICATIONS

11.1 Late applications for Year 7 places (those received after 31st October 2024) will be considered after all the on-time applications.

11.2 Late applications for Year 12 places (those received after 30th November 2024) will be considered after all the on-time applications.

12. REPEAT APPLICATIONS

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

13. WAITING LISTS

13.1 A waiting list will be held until 31st December for the relevant years of entry into the school (years 7 and 12), in line with the published oversubscription criteria. No waiting lists will be held for other year groups.

14. SIXTH FORM

14.1 Admission into Years 12 and 13 is subject to academic entry requirements. Any applicant who does not meet the academic entry requirements will not be offered a place or their place will be withdrawn. This does not apply to Year 12 students transitioning into Year 13

14.2 The academic entry requirements for entry to the Sixth Form are 5 GCSEs at grade 5 or above, which must include GCSE Mathematics **AND** either GCSE English Language **OR** GCSE English Literature.

- 14.3 All applicants must provide evidence of their GCSE grades (or equivalent) on enrolment to secure the offered place. This must be completed by 10am on the day after GCSE Results Day. Failure to do this, will result in the offered place being withdrawn.
- 14.4 If an applicant does not meet the academic entry requirements, the offer of a place will be withdrawn.

15. MONITORING ARRANGEMENTS

- 15.1 This policy will be reviewed annually by the Trust and Local Governing Board.
- 15.2 Whenever changes to admissions arrangements are proposed, except for the published admission number (PAN), the Trust/LGB will publicly consult on these changes. A consultation will take place as a minimum once every 7 years.

Approved by Governors October 2023

Replaced by subsequent policy on 1st September 2026

Appendix 1 – Brine Leas School catchment area

