

Children and Families Service

One Minute Guide



July 2016

School Admissions

What is it?

The Local Authority has a statutory duty to make arrangements for parents to exercise their right to apply for a place for their child at a school of their choice. This right does not extend to securing a place at a particular school, however, admission authorities do need to consider parents' reasons for expressing a preference when they make admission decisions. School Admissions establishes and implements the procedures for facilitating admission applications and ensures that arrangements determined are compliant with The School Admissions Code, which has the force of law. The Local Authority provides a common application form and coordinates applications through liaison with schools and admission authorities.

Why are we doing it?

It is a legal requirement, as set out in the School Admissions Code, that all school places for maintained schools and Academies are allocated and offered in an open and fair way.

When is it happening?

Applications for 'in year' school admissions are on-going throughout the year. The application process for September entry for reception and Year 7 transfer begins 12 months before the entry date, with specific timescales for each phase.

Where is it happening?

The School Admissions team is based on the 7th floor in Delamere House in Crewe, but decisions on applications are made by admission authorities, which include governing bodies of voluntary aided and foundation schools, academy trusts and local authorities for community and voluntary controlled schools. In Cheshire East, the decisions on applications made by the various admission authorities are coordinated or overseen by the Local Authority. Applications can be made by parents online, by telephone or by submitting paper forms if required. The Customer Access Service provides advice and guidance to parents making applications throughout the process. School Admissions has information on the Council's website at www.cheshireeast.gov.uk/schooladmissions.

Who are the key players?

Local authorities, Admission authorities, Schools, Customer Access Service, Parents (or person with parental responsibility) and their children.

Contact Details: School Admissions at www.cheshireeast.gov.uk/schooladmissions

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