



*The*  
**COUNTY**  
**HIGH SCHOOL**  
*Leftwich*

Achieving Excellence

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**Document Control Sheet**

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## **Admissions' Arrangements**

1. If the school is named in a Statement of Special Educational Needs or Education, Health and Care Plan the Governors will honour their duty to admit the child to the school.
2. Over subscription Criteria

In the event of The County High School, Leftwich being over-subscribed the Governors of the school, in prioritising applications, will use criteria in the following order:-

### **2.1. Criteria 1**

Children in Local Authority Care – as defined in section 22 of the Children Act 1989. Change of status from that of Child in Local Authority Care or have been in state care outside of England as a consequence of adoption, residence order or special guardianship order will not impair an application on behalf of that child.

### **2.2. Criteria 2**

Students with elder brothers or sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or adopted sisters or other children living together at the same address, already attending the preferred school (with the exception of Year 11) and expected to continue at the school in the following school year (i.e. at the time of admission). The address used for admission purposes will be that at which the child wakes up on a majority of school days (Monday to Friday).

### **2.3. Criteria 3**

Children resident within the designated catchment zone. The catchment zone is the area determined by the boundary lines designated historically. Children will be classed within this category if they and their parents/carers are resident within the area served by the school on the close date for applications.

### **2.4. Criteria 4**

2.4.1. Children who are not resident within the designated catchment zone but attend a school designated as a partner/feeder school as out-of-zone students.

Designated partner schools:-

Antrobus St. Mark's Primary

Witton Church Walk Primary

Comberbach Primary

Charles Darwin Primary

Davenham Primary

Gt. Budworth Primary

Kingsmead Primary

Leftwich Primary

Moulton Primary

2.4.2. All schools will be treated equally.

### **2.5. Criteria 5**

Children for whom there are particular medical or social reasons which, in the Governors' view, justify admission to The County High School, Leftwich. 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 The County High School, Leftwich is

the most suitable school and the difficulties that would be caused if the child has to attend another school. A panel of Governors 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 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.

**2.6. Criteria 6**

Children of parents who have been employed by the Sir John Brunner Foundation for 2 years or longer at the closing date for applications, whose principal place of work is The County High School, Leftwich (as per contract of employment). A parent is any person who has parental responsibility or care for a child and lives in the same family unit at the same address for the majority of the school week. Staff should complete a Supplementary Information Form and submit this to the Admissions Officer at school at the time of application.

**2.7. Criteria 7**

All other students based on distance criteria whereby preference will be given to students living nearest the school. Students living nearest to the school is measured in a straight line from the centrally plotted Basic Land and Property Unit point of the child's home address to the centrally plotted basic land and property unit point of the school as defined by local land and property gazetteer. Proof of address and residency may be required and the Governors retain the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.

**2.8. Notes**

2.8.1. Where The County High School Leftwich cannot accommodate all students qualifying under one of the criteria stated above, the next criteria will also be applied to determine priority for admission.

2.8.2. All applicants with each criteria will be put into a distance order with priority given to those that live nearest to the school.

2.8.3. When 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 (or by providing supporting evidence) to enable the Governors to decide which address (or, exceptionally, addresses) to use for admission purposes. Typically, the address used for admission purposes will be that at which the child wakes up on a majority of school days (Monday to Friday).

2.8.4. A decision to offer or refuse admission is not made by one individual in an admission authority. As the school is its own admission authority, the admissions committee, established by the governing body, makes such decisions. The admission authority keeps a clear record of any decisions on applications, including in-year applications.

2.8.5. The admission authority may withdraw an offer if it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the admission authority will give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not. Where an offer is withdrawn on the basis of misleading information, the application will be considered afresh, and a right of appeal offered if an offer is refused.

**3. Random Allocation**

Random allocation will be used as a tie-break in criteria '7' to decide who has the highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

**4. Multiple births**

In relation to children of multiple births, exceptionally it may be necessary to offer places over the published admission number. The County High School, Leftwich will ensure that, as far as possible, children from multiple births can attend the same school.

**5. Late/Repeat Applications**

5.1. Late applications for places will be considered after all applications received on time unless a valid reason for a late application is provided. 'Late' = after 31<sup>st</sup> October.

5.2. Repeat applications will not be considered within the same school year, unless the parents' or the school's circumstances have changed significantly since the original application was made.

**6. Waiting lists**

Students whose applications for year 7 are unsuccessful will be placed on a 'waiting list' for the first term of the academic year. Places on the 'waiting list' will be in order of the criteria previously described. If any further places become available, they will be allocated according to the oversubscription criteria set out in these arrangements.

**7. In-Year Applications**

Following changes in admissions' legislation, applications for school places received after the first day of the school year into the relevant age group must be made directly to the school on the application form provided by the school. School will notify the outcome of an in-year application within 10 school days following receipt of an application.

**8. Admission outside of their normal age group**

Admission of children outside of their normal age group will be made on the basis of circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group.

**9. SCHEDULE FOR ADMISSIONS TO YEAR 7 STARTING SEPTEMBER 2026**

**31<sup>st</sup> October** Preference forms are to be submitted to the authority by the 31<sup>st</sup> October.

**November-December** The authority sends preference forms to school and the Governors' Admission Panel applies the agreed criteria.

**1<sup>st</sup> March** The authority advises parents whether their application has been successful and informs unsuccessful applicants of their right to appeal on March 1<sup>st</sup>.

**10. Appeal timeline**

Unsuccessful applicants will have 20 school days, from the date of refusal, to lodge a written appeal. Appeals will be heard within 30 school days of the deadline for lodging appeals.