

## IN-YEAR ADMISSIONS 2022-2023 INFORMATION

You can make an application for a place for your child at any time outside the admission round and we will admit your child where there are available places. You can make an application by completing the in-year admissions application form using the following link: <https://www.cheshireeast.gov.uk/schools/admissions/in-year-applications.aspx>

Where there are places available but we receive more applications than places, the published oversubscription criteria, as set out in the admission arrangements for **2022/2023** will apply:

### **Oversubscription Criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.*

1. Looked after and previously looked after children (see note 2).
2. Catholic children who are resident in the parish of St Mary's of the Immaculate Conception, Crewe (see notes 3 & 11).
3. Catholic children for whom St Mary's is the nearest Catholic school (see notes 3 & 11).
4. Other Catholic children (see note 3).
5. Catechumens and members of an Eastern Christian Church (see notes 4 & 5).
6. Children of other Christian denominations whose membership is evidenced by a minister of religion (see note 6).
7. Children of other faiths whose membership is evidenced by a religious leader (see note 7).
8. Any other children.

***Within each of the categories listed above, the following provisions will be applied in the following order.***

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 8).

### **Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school, using the local authority's computerised measuring system. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

***Further information is available on the Admissions section of the School Website.***

## **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round 1, you must complete a Common Application Form available from the local authority in which you live.

You will be advised of the outcome of your application on 16<sup>th</sup> April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed and you have the right of appeal to an independent appeal panel.

For a child to be considered under Criteria 2 to 7, supporting evidence will be required. ***If you do not provide the supporting documentation, your child will not be placed in criteria 2 to 7 which this is likely to affect your child's chance of being offered a place.***

We advise you to read the admission arrangements carefully before making your application.

If there are no places available, we will add your child's details to the waiting list. Please see the admission arrangements for further details.

We will confirm the outcome of your application in writing as soon as possible. We must inform you of the outcome of your application within 15 school days from receipt of the application, but the aim is to notify applicants of the outcome of their application within 10 school days from receipt of their application.

You have the right to appeal to an independent appeal panel if your application is unsuccessful.

If you have any questions in relation to an in-year admission, please contact Mrs Lee, our School Business Manager. You may also wish to discuss in-year applications with Cheshire East Local Authority.

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