



# The Berkeley Academy

---

Laidon Avenue  
Wistaston  
Crewe  
Cheshire  
CW2 6RU

## The Academy's Admissions Policy and Arrangements for 2025 - 2026

The Berkeley Academy is part of the Chancery Multi Academy Trust and the trust is the admissions authority. The Admissions Policy has been designed to comply with the Schools Admissions Code 2021 and all relevant legislation, including that on infant class sizes and equal opportunities. No child will be admitted over the PAN of 60 in each year group, unless there are exceptional circumstances.

This policy is effective for all admissions from September 2025

### **1. Admissions to the Reception Year**

Subject to the criteria set out below, children will be admitted in the September following their fourth birthday. The Berkeley Academy has an agreed admission number (the published admission number or PAN) of 60 pupils for entry in reception. The Berkeley Academy will accordingly admit up to 60 pupils.

Places will be allocated by the Governing Body on the basis of application received through the Cheshire East admissions system. This allows parents/guardians to apply for entry to any Cheshire East Primary School by means of the parent portal on the Cheshire East website or by ringing Cheshire East Admissions on 0300 123 5012. Late applicants will be considered after all on time applications.

The school will offer places on a full time basis from the start of the Autumn Term.

### **2. 'In-Year' Admissions**

Admissions into year groups other than Reception will be on an in year transfer application basis and the allocation of places will be in line with the listed order of priority. Applications can be made on the Local Authority online form, but they will be directed to the school for processing.

### **3. Oversubscription**

All children whose Education, Health and Care (EHC) plan names the school must be admitted. An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014, specifying the special education provision required for that child.

Where the Academy is over-subscribed the Governors, after children with an Educational Health Care Plan have been allocated, will prioritise applications from parents or guardians that have expressed a preference for the school, using the following criteria:

#### **Oversubscription Criteria**

##### **3.1 'Looked After' and Children who were 'Previously Looked After.'**

- A 'Looked After' is a child who is in the care of a local authority or provided with accommodation by the local authority (as defined in section 22 of the Children Act 1989) at the time of making the application to school.
- Children previously 'Looked After' are children who were 'Looked After' as defined above, but immediately after being 'Looked After' became subject to an adoption, child arrangement order (formerly residence order), or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 amended by 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).
- Looked after children, including those children who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). All references to previously looked after children in this code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after children and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Oversubscription criteria must then be applied to all other applicants in the order set out in the arrangements.

### **3.2 Siblings**

Pupils with brothers and sisters, step-brothers or step-sisters, foster brothers or sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school (in years Reception through to year 5) and expected to continue at the school in the following school year. (i.e. at the time of admission)

### **3.3 Children attending The Berkeley Academy Nursery.**

Any child attending the school nursery commencing the Autumn term of the admission period preceding their year of entry to reception.

### **3.4 Children resident within the designated catchment area of the school**

Children will be classed within this criterion if they and their parents are resident within the area served by the school.

### **3.5 Pupils living nearest to the school**

Pupils living nearest to the school measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's coordinate point to the point of residence's coordinate point.

**An admission panel including two governors not employed by the academy will apply the oversubscription criteria.**

## **4. Fair Access Protocol**

The Berkeley Academy participates in Cheshire East Local Authority Fair Access protocol. More information can be found on the Cheshire east website.

## **5. Right of Appeal**

In the event of an unsuccessful application, parents have the right to appeal to an independent appeals panel against non-admission. The appeal must be made in writing by completing an appeals form within 20 school days from the date of notification of the decision not to offer a place. Appeal forms can be requested from and should be returned to the academy.

Where an in year application and subsequent appeal are unsuccessful the admission authority will not consider a repeat application within the same academic year unless there has been a relevant and significant change of circumstances relating to the application, or a place has become available in school.

## **6. Waiting Lists**

For reception September 2025 entry, a waiting list is held until the end of the autumn term and parents are asked to keep in touch to find out if a place has become available.

## **7. Further Information**

Further information detailing the key dates for 2025-2026 admission can be found on the Cheshire East website in the Schools admissions section.