



Admissions Arrangements Policy

Determined by Cheshire West and Chester Council

Status of policy: Statutory

Frequency of review: 7 years

Date of most recent review: July 2026

Date of next review: July 2033

Approved by FGM: 9th July 2026

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE 'School Admissions Code'
- DfE 'School Admission Appeals Code'

This policy operates in conjunction with the following school policies:

- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- SEN Information Report

2. Roles and responsibilities

Cheshire West and Chester Council is responsible for all school admission arrangements.

3. Admissions arrangements

The number of places available is determined by the capacity of the school. The PAN for Parkgate Primary School is 210 new Reception pupils are 30.

Cheshire West and Chester Council will consult with the governing board where it proposes to increase, decrease or keep the same PAN.

Cheshire West and Chester Council is responsible for determining admissions arrangements for the school. The oversubscription criteria is reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation, including equalities legislation.

The school will offer school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the school will make reasonable adjustments for disabled applicants or disabled parents.

4. In-year admissions

For in-year admissions, if there is a waiting list for that year, the child will be placed on a list until a space becomes available. If a child on the waiting list is offered a position at the school, the parents will be notified by telephone or email and will have the option of accepting or rejecting the place within 28 days.

5. Waiting lists

For admissions at the start of the academic year, Cheshire West and Chester Council operate the waiting list.

6. Admissions appeals

In circumstances where a school place is refused, parents, and in some circumstances their children, will have the right to appeal against Cheshire West and Chester Council's decision to refuse admission.

The details of Cheshire West and Chester Council's appeals process is below:

<https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-admissions/school-appeals>