



Romiley Primary School Admissions Policy
2027/28

**ADMISSION ARRANGEMENTS FOR STOCKPORT COMMUNITY
AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS
2027/28 ACADEMIC YEAR**

1 INTRODUCTION

- 1.1 The following is in compliance with the Department for Education's School Admissions Code 2021 and School Admission Appeals Code 2022 and constitutes the admission arrangements for admission to Reception for September 2027 and in year admissions for the academic year 2027/2028 for all community and voluntary controlled primary schools. Stockport Council is the admission authority for all community and voluntary controlled schools in the borough.
- 1.2 These arrangements do not apply to those being admitted for nursery provision including nursery provision being delivered in primary schools. Parents of children who are admitted for nursery provision must apply for a place at the school if they want their child to transfer to Reception class. Attendance in a school nursery does not guarantee admission to the school.
- 1.3 All policies and admission numbers have been determined through the statutory consultation process with schools, Governing Bodies, parents, other Local Authorities and Diocesan Bodies and approved by the Place Planning Board.
- 1.4 A list of the published admission numbers for all community and voluntary controlled schools can be found on the school admissions pages of Stockport Council's website here <https://www.stockport.gov.uk/documents/school-admissions>. The admission authority will admit up to the Published Admission Number if there are sufficient applications. Where there are fewer applications than the Published Admission Number, all applicants will be offered a place.
- 1.5 Admissions during the normal admissions round (entry to Reception and Year 7) and all in-year admissions to primary and secondary schools are administered by Stockport Council's School Places, Admissions and Transport Team based at: Stopford House, Piccadilly, Stockport, SK1 3XE.
- 1.6 The frontline team at Stockport Council's Contact Centre should be contacted in the first instance by: telephone 0161 217 6022, more complex enquiries may be referred to the School Places, Admissions and Transport Team. Admissions information can also be accessed via Stockport Council's website: <http://www.stockport.gov.uk/schooladmissions>

**2 ADMISSIONS TO RECEPTION (THE NORMAL ADMISSION ROUNDS)
SEPTEMBER 2027**

- 2.1 If you are a Stockport resident, you must make an application to Stockport Council even if you want your child to attend a school in another Council area.
- 2.2 Stockport operates a co-ordinated admissions scheme. This means parents only have to complete one application. There is co-ordination between the council and other admissions authorities, and every parent who lives in Stockport receives one offer of a school place on national offer day which is normally 16 April.
- 2.3 Parents can express a preference for up to six schools. These schools can be in or out of Stockport.

- 2.4 If you live outside Stockport, you should follow your home Council's application process, even if you wish to apply for a Stockport school.
- 2.5 Children in Stockport are eligible for a Reception place from the beginning of the school year in which they become 5 years old. However, they do not become of compulsory school until the start of the term after their fifth birthday. Parents may therefore request that their school place be deferred until later in the school year and if they do this the place will be held for the child. However, they cannot defer entry beyond the beginning of the term after the child's fifth birthday or for children born between 1st April and 31st August, not beyond the beginning of the final term of the school year for which the offer is made. Parents can also request that their child attend on a part time basis until the child reaches compulsory school age.
- 2.6 Parents of summer born children can request that their child is placed outside their age range if they feel that their child will not be ready for school.

3 THE PROCESS

- 3.1 The statutory equal preference system is used to allocate school places. This means that all preferences are initially looked at individually, regardless of the order in which they have been ranked. Up to six preferences can be expressed on the application form, in ranked order, which must be received by the published closing date of 15th January 2027.
- 3.2 If you live in Stockport and your child is due to start Reception in September 2027, you must apply using the online system available at www.stockport.gov.uk/schooladmissions. The online system is available from 15 August 2026 and closes at midnight on 15 January 2027.

3 APPLYING ONLINE

- 3.1 If you do not already have a parent portal account, you will need to register online at: <https://education.stockport.gov.uk/Synergy/>. If you don't already have an email address, you will need to create one before you can register
- 3.2 When completing the online application, you will need to answer questions about your child including their name, address, date of birth. You will need to provide your contact details, including your email address and phone number as well confirmation of your relationship to the child
- 3.3 You will need to decide which six schools you would most like your child to attend and decide your order of preference. You are able to give reasons for each of your preferences. We need you to give us this information so that the Council can correctly apply their oversubscription criteria. Admission authorities can only use their published admission criteria to decide which children qualify for a place. This means it may not be possible to consider some of your reasons for your preference.
- 3.4 You should include details of any exceptional medical and social needs on the online form. Supporting documents should be uploaded to your application or you can send them to the School Places, Admissions and Transport Team. If your child will have a sibling on roll at a school at the time of admission you should include the sibling details to ensure that your application is placed in the correct oversubscription criteria.

4 OVERSUBSCRIPTION CRITERIA

4.1 When a community or voluntary controlled school is oversubscribed, after placement of pupils who have an Education, Health and Care (EHC) Plan which names the school, places will be allocated in the following order up to the Published Admission Number (PAN) of the school for all on time applications:

- A. Looked after children and previously looked after children
- B. Children considered to have 'highly exceptional medical/social reasons'
- C. Children of staff who have been employed at the school for a minimum of two years or are offering a shortage subject/area
- D. Children who live in the catchment area of the school and will have a sibling at the school at the time of admission
- E. Children who live in the catchment area of the school
- F. Children who live outside the catchment area of the school and will have a sibling at the school at the time of admission
- G. Any other applicants, in order of straight line distance measured between home and the school
- H. Applications received after the closing date ordered by the criteria detailed at A-G above

5 HOME ADDRESS

5.1 For the purpose of allocating school places in Stockport, only one address can be used and the address to be used should be the principal parental home address. Parents/ carers cannot, for example use:

- a child minder's address, the address of a grandparent or anyone else who may provide childcare
- a property they own but do not live in as the principal parental home, this would include business properties with living accommodation

6 DETERMINING A CHILD'S PRINCIPAL PARENTAL ADDRESS

6.1 Where parents have shared responsibility for a child, the place of residency will be determined as the address where the child lives for the majority of the week (e.g., where the child wakes up the majority of mornings each week). Full details must be submitted in writing to enable the Council to determine which address will be used for the purpose of admission.

6.2 Where care is shared jointly, and it is not possible to determine which parent is the principal carer the LA will consider the following information to decide on a main address for the child:

- Address to which child benefit is claimed
- Address held by child's current School or Nursery
- Child's registered GP address
- Child's registered dentist address
- Any other documentation indicating the child's registered address

6.3 In the instance that further information is received regarding a conflict to the principal parental address of a child which has been provided, the Local Authority have the right to request both parent/ carers to provide proof of the child's residency at the address.

- 6.4 If you move address after you have applied, you must notify the School Places, Admissions and Transport Team as soon as possible as this may have an impact on your application.

7 LOOKED AFTER CHILDREN (LAC) AND PREVIOUSLY LOOKED AFTER CHILDREN (PLAC) – KNOWN AS CARED FOR CHILDREN IN STOCKPORT

- 7.1 The School Admissions Code 2021 requires that schools' oversubscription criteria must give priority to looked after children and all previously looked after children, including those children who appear 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). (See Section 1.7 of the School Admission Code). Parents/carers of all previously looked after children will need to provide a photocopy of the relevant order or proof of adoption with the application form. You can upload proof with your online application if you wish to be considered under this criterion.

8 HIGHLY EXCEPTIONAL MEDICAL AND / OR SOCIAL REASONS

- 8.1 Stockport Council has included an oversubscription criteria for highly exceptional medical/reasons and in very limited circumstances, some applications may be considered as having highly exceptional medical/social reasons. In such instances, successful applications would be placed higher in the admissions oversubscription criteria for a particular school.

- 8.2 Where applicants feel this may be the case, they must indicate this by ticking the boxes provided on the application form and state the nature of the condition and/or circumstances. The applicant must provide written evidence from a recognised professional such as, but not limited to a consultant, doctor or social worker in support of their application. The supporting evidence must relate specifically to the child or family and the school for which the application is being made and must clearly demonstrate why it is the only school that could cater for the child's specific requirements/needs.

- 8.3 It should also explain any difficulties that would arise if the child had to attend an alternative school. Any supporting evidence you have must be submitted to the School Places, Admissions and Transport Team by the closing date 15 January 2027. If you do not provide evidence by this date, it will not be considered.

- 8.4 A panel of Officers will consider the evidence given in the application and whether this is appropriate/ relevant for the particular school (and not just why a child shouldn't attend a different school). The panel does not have to accept any recommendations made in the evidence.

9 CHILDREN OF STAFF

- 9.1 Children of staff at the school are defined by either or both of the following circumstances:
- a. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

At the point of application, the Headteacher of the school will be asked to verify the circumstances of the child/member of staff.

10 CATCHMENT AREAS

- 10.1 Most schools in Stockport have a geographical area around it called the catchment area and every address in Stockport falls within the catchment area of one primary and one secondary school. The catchment area in which the parent lives will determine which is the catchment area school. Residence in the catchment area does not guarantee a place at the school.
- 10.2 Maps of these catchment areas can be obtained upon request by emailing admissions.support@stockport.gov.uk. You can also use your postcode to find out which school's catchment area you live in by searching School catchment areas - Stockport Council.
- 10.3 The catchment area school may not always be the nearest school (although it will be in your locality). The law says that parents are not guaranteed a place in their catchment school, but that their application will be ranked in one of the higher oversubscription criteria of that school.

11 SIBLINGS (BROTHERS AND SISTERS)

- 11.1 A sibling for the purpose of allocating a school place means one who is still attending the school at the time the younger child starts. The sibling must be of statutory school age (Reception to Year 5)
- 11.2 Sibling refers to brother or sister, half brother or sister, adopted brother or sister or the child of the parent/carer's partner, where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. This means that step or half brothers and sisters will be treated as siblings if they are living together, but full brothers and sisters living apart will not qualify.
- 11.3 Where there are applications for twins, triplets or other multiple births and there are not enough places for all of the children together within the Published Admission Number of the school, the Admissions Authority will exceed the PAN to provide a place for all the children of the multiple birth.

12 DISTANCE MEASUREMENT

- 12.1 For the purpose of allocating school places, distances will be measured consistently and will be measured to three decimal places as a straight line (as the crow flies) between the Council's Local Land and Property Gazetteer (LLPG) address points for the respective home address and the school, using the Easting and Northing for each address point. The Easting and Northing gives an approximate centre point of a site and everybody is measured to the same point of the school.
- 12.2 Applicants will be ordered starting with those living closer to the school within each of the appropriate oversubscription criteria.

13 MULTIPLE BIRTHS

- 13.1 Where there are applications for twins, triplets or other multiple births and there are not enough places for all of the children together within the Published Admission

Number (PAN) of the school, the Admission Authority will exceed the PAN to provide a place for all the children of the multiple birth.

- 13.2 The names of applicants whose preferences have not been met when the PAN of the school is reached will be retained on a waiting list based on the admissions oversubscription criteria and distance.

14 TIEBREAKER

- 14.1 If there are two or more applications with distances which are exactly the same competing for a final place random allocation will be used to determine which applicant will be allocated the final place. The random allocation will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.

15 DEFERRED ENTRY TO PRIMARY SCHOOL

- 15.1 Deferring entry cannot be done without first applying and being allocated the school place within the normal timescale appropriate to the child's date of birth.
- 15.2 A child's entry to primary education as described above may be deferred if the child is under compulsory school age, without loss of the allocated place.
- 15.3 A place can be deferred up to the term following the child's fifth birthday, however, not beyond the academic year for which the original application was accepted. Parents can also request that their child attend on a part time basis until the child reaches compulsory school age.
- 15.4 Application to defer entry should be made in writing at the time of application and in conjunction with the Headteacher.

16 SUMMER BORN CHILDREN

- 16.1 If your child was born between 1 April and 31 August, you can request to delay their reception start date until the September after their fifth birthday.
- 16.2 For Stockport Council schools, the request is considered by the Council. If the school is an academy or has Voluntary Aided status, they will make the decision on the request, but you should still apply to us so that we can coordinate the request.
- 16.3 A summer-born child request is different to deferred entry which allows you to delay starting until the first term after their fifth birthday, which is either January or Easter. Such requests should be submitted directly to the school the child has been offered a place at, after offer day.
- 16.4 Before making a summer-born child request, you must apply for a reception place for the child's chronological year group.

17 ADMISSION OF CHILDREN OF UK SERVICE PERSONNEL AND CROWN SERVANTS

- 17.1 Stockport Council acknowledges that service families are subject to movement within the UK and from abroad. The Council is not able to reserve places but will consider requests and allocate places in advance of the move provided the application is accompanied by an official letter declaring a relocation date. A Unit or quartering

address can be used if evidence of the intended address is not provided. For in year admissions, places will be allocated, subject to a place being available in the relevant year group, prior to moving. If we are unable to allocate a place at that time, parents will be offered the right to appeal.

18 LATE APPLICATIONS

- 18.1 Applications received after the closing date of 15 January 2027, even by one day, will be treated as a late application. The Council will only accept applications received after the deadline if there is an exceptional circumstance for doing so. Late applications made without a genuine and good reason will be considered until at least two weeks after national offer day, 16 April 2027. Applications received after the closing date will be in the last oversubscription criteria and placed on waiting lists for each school, regardless of whether you live in the catchment area of the school and/ or have siblings at the school.
- 18.2 Parents or carers who apply late may miss out on a place at their preferred school. Applications received after the closing date without a genuine reason can only be considered for any of the remaining places available after the on-time applications had been processed. This designation as being 'received after the closing date' will remain up to and including 14 calendar days follow the relevant national offer day after which point the designation will be removed resulting in a reassessment according to the published oversubscription criteria.
- 18.3 If your preferred school has any places remaining, your child will be considered for these places along with any other late applications. Otherwise, your child's name will be added to the school's waiting list until 31 December 2027, along with those unsuccessful applications considered in the initial allocation round.

19 IN YEAR APPLICATIONS

- 19.1 Stockport Council administers all applications for school places in Stockport. Where the Academy Trust of a school is responsible for admission arrangements this is done in conjunction with the Headteacher.
- 19.2 If you live in Stockport and wish to change school during the school year, all applications for Stockport school places must be made to our School Places, Admissions and Transport Team.
- 19.3 If you are moving into Stockport from another area or moving house within Stockport, you may be asked to provide evidence that you live at the address indicated on your application.
- 19.4 If you're applying to transfer to a school in another Council's area, you'll need to contact the Council that the school is located in to discuss their process for changing schools during the year.
- 19.5 Please visit our website for further information on changing schools during the school year: <https://www.stockport.gov.uk/changing-schools-during-school-year>
- 19.6 All applications are considered in relation to the normal year group for the child's chronological age. All maintained schools, and academies, including schools designated with a religious character, that have places available must offer a place to every child who has applied for one, without condition or the use of any

oversubscription criteria, unless admitting the child would prejudice the efficient provision of education or use of resources.

- 19.7 An in-year transfer application can only be refused on the following grounds:
- When the admission of an additional child would cause Infant Class Prejudice (for primary school applications only)
 - When the admission of an additional child would cause prejudice to the provision of efficient education and to the efficient use of resources. To determine this the LA will take into account:
 - The number of children on roll and the original Published Admissions Number from when that year group entered the school
 - The current circumstances at the school being applied for such as a significant proportion of the site being out of use due to Reinforced Autoclaved Aerated Concrete
 - The pupil has been permanently excluded from two schools
- 19.8 In the case of multiple applications for a particular year group, places will be allocated, or names placed on the waiting list in accordance with the published admissions criteria for the school as determined for 2027/28 admissions.
- 19.9 Where an application is refused the parent will be notified, in writing, advising them of the reason for the refusal and their right of appeal to the Independent Appeal Panel.
- 19.10 Parents/ carers and pupils should be aware that a request to transfer primary school will be subject to Stockport Council's Transfer Process and Fair Access Protocol. This can be viewed at <https://www.stockport.gov.uk/changing-schools-during-school-year>.

20 WAITING LISTS

- 20.1 If a parent is not offered a place at their preferred school, their child's name will be included in the school's waiting list. The list will be ordered by the published oversubscription criteria. Waiting lists for Nursery, Reception and Year 7 will be maintained until the 31 December of the normal admissions round.
- 20.2 Should a vacancy occur in that school before the 31 December, then it will be offered to the parent whose child is ranked at the top of the waiting list. If that parent does not accept the vacancy, it will be offered to the next child on the waiting list. This procedure will be followed until the vacancy is accepted or the waiting list is exhausted.
- 20.3 After 31 December in the normal admissions year, the normal in-year admissions process will take over and any parents wishing to have their child's name included on the waiting list for the remainder of the academic year will need to re-apply.
- 20.4 A child granted a place at a school by the Independent Appeal Panel or other permitted exception under the School Admissions Code will count as an allocated place above the PAN of the school. This will influence the availability of places accordingly i.e. places will not be offered from the waiting list of a particular school until the number of children allocated falls below the PAN.
- 20.5 Parents / carers wishing to have their child's name included in the waiting list the following academic year must make a new application for the relevant year group.

21 APPEALS

- 21.1 Parents/ carers of children refused a place at any of their preferred schools have the right to appeal against the decision to an Independent Appeal Panel. A parent cannot appeal more than once for the same school place in the same academic year, unless significant and material changes in the case have taken place which the previous Independent Appeal Panel could not have been aware of at the time of the hearing. More details about our appeal process can be found on our website <https://www.stockport.gov.uk/admission-appeals/school-admissions-how-to-appeal> .
- 21.2 If your request for a place at a particular school has been turned down, you will be offered an alternative. If, however, you wish to appeal against the decision, you can do so by completing an appeal form online at www.stockport.gov.uk/admissionappeals .
- 21.3 If you would like a PDF copy of the appeal form to return via email or post, please contact the appeals team in Democratic Services at admission.appeals@stockport.gov.uk .
- 21.4 Appeals for admission to Reception in September will be heard from May to July. Appeals cannot be heard over the summer holidays. Where possible, the Panel will hear all appeals for the same school before coming to any decisions. If you are appealing before your child is due to start primary school, it is important that you register your appeal as soon as possible to ensure that a decision is made well before the start of the new school year in September. The deadline to submit an appeal that is guaranteed to be heard before the summer holiday is 16 May 2027. Late appeal applications will be received up to the end of June 2027. Any appeal application submitted after this date may not be allocated a hearing until September 2027.
- 21.5 The date of the hearing will be arranged by the Secretary to the Independent Appeals Panel who will give you at least fourteen calendar days' notice via email of the date and time of the appeal.
- 21.6 Approximately seven school days before the appeal, the Admissions Authority will provide the parent with a statement of the reasons why a place has not been offered.
- 21.7 Your appeal will be heard by an Independent Appeals Panel consisting of three volunteers including at least one 'lay person', in an informal atmosphere and will be conducted in such a way as to put you at ease. The meeting is held remotely via Microsoft Teams and all information is treated in confidence. A representative of the Admissions Authority will attend to explain why a place has not been allocated at your preferred school. All appeals are determined on their individual merits.
- 21.8 A parent cannot appeal more than once for the same school place in the same academic year, unless significant and material changes in the case have taken place which the previous Independent Appeal Panel could not have been aware of at the time of the hearing.
- 21.9 The decision of the independent appeal panel is binding on the school and the Admissions Authority.