

Ambleside CE Primary School

Part of the Good Shepherd Multi Academy Trust

Company Number 9341374



Admissions Policy

2019-2020

Originated: Local Governing Body

Date of adoption/review: Spring 2018

Date when next review due: Autumn 2018



1. Admissions Authority

- 1.1 The Local Governing Body (LGB) of Ambleside CE Primary School are the Admissions Authority. Following consultation with the Diocesan Board of Education and the Good Shepherd Multi Academy Trust, the LGB have set the published admission number for access to the reception class as 20.
- 1.2 An application for admission to our School is to be made on the form SA1 which is included in the parental information pack. If you wish your application to be considered under the faith criteria then please also complete the supplementary form. It is also possible for an application to be made on the Local Authority's website. The application closing date for entry in September 2019 is the 15th January 2019. The parental information pack contains additional information.
- 1.3 Parents are encouraged to state three preferences on the application form. The LGB operate a system whereby they consider all preferences equally. Places are allocated according to this Admissions Policy and the Local Authority's Coordinated Admissions Scheme. Parents will be advised of their allocated school place by the Local Authority. Parents of those children not offered a place will be informed of the reason and offered an alternative school by the Local Authority.
- 1.4 In the event that there are more applicants than places the LGB will allocate places using the following criteria. These are listed in order of priority.
- 1.4.1 Children who are looked after. This also applies to those who have previously been looked after. A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22(1) of the Children Act 1989) at the time of making an application to a school. 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). Further references to previously looked after children in this Code means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after.
- Previously looked after children includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children's Act 2002. Child arrangements orders are defined in the Children Act 1989, as amended by the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is

deemed to be a child arrangements order. 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).

- 1.4.2 Children who have physical and/or medical needs who would be disadvantaged by travelling to another school. Written evidence from an appropriate professional would be required for the LGB to consider admission in this category.
 - 1.4.3 Children living within the catchment area having brothers and sisters attending our School at the time of their admission giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address including step and foster children.
 - 1.4.4 Children living within the catchment area who with a parent attend at least twice a month, a church in membership of Churches Together in Britain or the Evangelical Alliance. Attendance may be at more than one church but should be for at least two years prior to the application date.
 - 1.4.5 Children living within the catchment area.
 - 1.4.6 Children who have attended as nursery aged children in the Early Years Unit.
 - 1.4.7 Children living outside the catchment area having brothers and sisters attending our School at the time of their admission giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address including step and foster children.
 - 1.4.8 Children living outside the catchment area who with a parent attend at least twice a month, a church in membership of Churches Together in Britain or the Evangelical Alliance. Attendance may be at more than one church but should be for at least two years prior to the application date.
 - 1.4.9 Children living outside the catchment area.
- 1.5 The criteria outlined above will be strictly followed there being one exception. If a child has a statement of Special Educational Needs or an Educational Health Care Plan naming Ambleside CE Primary School then irrespective of the criteria the child will be admitted as in these circumstances the LGB have a statutory duty to admit the child concerned.

2 Tie Break.

2.1 In some categories, where there are more applicants than places available, age will act as a determining factor but unless specified it will be distance. The distance is measured from the centre of the pupil's home address to the main entrance door of the school. The distance is determined by the shortest walking route by road. The LGB will use the Local Authority measuring system to ensure consistency of measurement. The closest addresses will have priority.

3 Address of Pupil.

3.1 The address on the application form must be the current one at the time of application. Where a child can live at more than one address the home address is to be the one where the child sleeps and thus wakes up for all or the majority of the school week. Where there is any doubt the LGB reserve the right to verify the information provided by the parent(s), for example, through the GP or the child benefit address.

4 Waiting List.

4.1 Those children who are not offered a place may, if the parents so wish, be placed on a waiting list. The names will be placed on the list in the order of the admissions criteria. Late applicants will be slotted into the list according to the admissions criteria. It is thus possible for a child recently arrived in the area to have a higher priority than a child who has been on the waiting list for some time. Irrespective of whether an appeal has been submitted, if a place becomes available it will be offered to the child at the top of the list. The waiting list will remain open for the whole of the first term in the year to which it relates.

5 In Year Admissions.

5.1 In Year admissions are those which occur outside the "normal" admission time. Parents who wish their child to attend Ambleside CE Primary School should visit our School and admission details will be provided. If a place is refused you will be offered a right of appeal.

6 Fraudulent applications.

6.1 If the LGB of Ambleside CE Primary School discover that a child has been awarded a place as a result of an intentionally misleading application from a

parent, for example, an incorrect address and as a result it effectively denies a place to a child with a stronger claim then the LGB will withdraw the offer of a place. The LGB will reconsider the application and the right of appeal offered if a place is refused.

7 Deferred admission.

7.1 If your child's fifth birthday is between September and December then if you wish, admission may be deferred until the beginning of the Spring Term. If it is between January and April admission may be deferred until the beginning of the Summer Term at the latest though it is recommended in your child's interests that deferment is no later than the start of the Spring Term. You can also request part time education until the term in which your child reaches compulsory school age.

8 Appeals Procedure.

8.1 If the LGB are unable to offer your child a place because of over subscription you as a parent have a right of appeal under the School Standards and Framework Act 1998 as amended by the Education Act 2002. You should notify the Clerk to the Local Governing Body at Ambleside CE Primary School within 20 school days of receiving the letter refusing a place. As a parent you will have an opportunity to submit your case to an independent (of the LGB) appeals panel both in writing and in person. You will normally receive 10 school days notice of the time and venue for the appeal hearing. An independent appeal will be organised on behalf of the LGB by the Legal and Democratic services unit at Carlisle.

8.2 If your child was refused a place in a reception or key stage one class because of Government limits on infant class size the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which no reasonable governing body would have made or that your child would have been offered a place if the LGB admissions policy had been properly implemented. This right of appeal does not prevent you from making an appeal in respect of any other school.

9 Multiple births.

9.1 The Local Governing Body of Ambleside CE Primary School will ensure as far as possible that twins, triplets or those children born in the same year are not separated. Such children will be given priority in any particular category. While no infant class is to contain more than 30 pupils there can be very limited

exceptional circumstances. The admittance of such child(ren) will be known as an "excepted pupil" for the time they are in an infant class or until the numbers fall back to the size limit. An excepted child would be one whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil. It might also include a statemented or looked after child or a child of a U.K. Serviceman to be admitted outside the normal admission period.

10 Nursery.

10.1 If you have a nursery aged child in our Early Years Unit then you must make a separate application for the Reception Class. **A place in our nursery age group does not guarantee a place in our Reception Class.**

10.2 The admission of your child to our School is not dependent on your ability or willingness to make financial contributions.

10.3 Ambleside CE Primary School encourages children to walk to school but for those living further away information can be provided about bus services.

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