



2019/20 SCHOOL ADMISSION POLICY

The Governors of Crosscrake CE Nursery & Primary VA School are the Admissions Authority for the school.

Following consultation with the Diocesan Board of Education and the Local Authority, the Governors have set the published admission number for the YR class as 13. This is the number of children who can be admitted to the Reception intake group in September. The Governors are able to accept additional pupils with the proviso that no two consecutive year groups exceed 30 and no single year group exceeds 17. Please note admission to Crosscrake Nursery does not guarantee admission to the reception class. A separate admissions policy operates for Nursery. If you have a child in our Nursery, then a separate application must be made for YR.

Making an Application

Information about the application process and form SA/1, are contained in the parental information pack 'Information for Parents; Starting School in Cumbria' published by the LA, and are available online at www.cumbria.gov.uk/schooladmissions.

Applications can be made online or by submitting the form SA/1 via the School. If any parents need help or access to a computer, please ask at the School Office. Parents wishing their application to be considered under the faith criteria (4), please complete the supplementary form which is included here as an appendix and send it to school.

An application for entry in September 2019 must be made by the closing date which is the 15th January 2019.

Parents are encouraged to name three schools in order of preference on the application form. The Governors operate a system whereby they consider all preferences equally. So the order of your preferences will not be used in considering your application. (It will only be used if a place is available for your child at more than one school.) Places at this school will be allocated according to this Admissions Policy and the Local Authority's Coordinated Admissions Scheme. A letter informing parents of the success or otherwise of their application will be sent out by the Local Authority on 16th April 2019. Parents of those children not offered a place will be informed of the reason and offered an alternative school by the Local Authority. They will be informed of their right of appeal.

The Admissions Policy

All children will be admitted unless there are more applicants than places in which case the Governors will make allocations using the following criteria. The criteria are listed in order of priority and will be applied in conjunction with the notes below.

1. Children who are looked after and previously looked after children. 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).
2. Children whose main residence is within the ecclesiastical parish and in the transport catchment area who have brothers or sisters, including adopted siblings, step and foster children, in the school at the time of their admission, on the first day of the new school year.
3. Children whose main residence is within the ecclesiastical parish and transport catchment 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.
4. Other children whose main residence is in the ecclesiastical parish and transport catchment area giving priority to those living closest to the school measured by the shortest route by

road, as measured by a GIS mapping system. The measurement is based on the route mileage as calculated by postcode using the AA Route Planner.

5. Children living outside the ecclesiastical parish and transport 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, adopted and foster children.
6. Children living outside the ecclesiastical parish and transport catchment area who with a parent attend on a regular basis, i.e. 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.
7. Children living outside the ecclesiastical parish and transport catchment area, giving priority to those who live closest to the school, as measured by the shortest route by road, as measured by a GIS mapping system. The measurement is based on the route mileage as calculated by postcode using the AA Route Planner. The map of the catchment area is attached and can be viewed on our website.
8. The criteria outlined above will be strictly followed there being one exception. If a child has a statement of Special Educational Needs or EHCP naming Crosscrake Church of England Aided Primary School then irrespective of the criteria the child *will* be admitted as in these circumstances the Governors have a statutory duty to admit the child concerned.

The Catchment Area

Please see the attached map at the end of this policy showing our catchment area.

As a CE Voluntary Aided School a map of the ecclesiastical parish is available from the Diocese. The School benefits from 'safe routes' transport funded by the LA. The map for the transport catchment area for the purposes of home/school transport is available from the Local Authority School Admissions Team.

Address of Pupil.

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 governors reserve the right to verify the information provided by the parent(s), for example, through the GP or the child benefit address.

Tie Break.

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 on the route mileage as calculated by postcode using the AA Route Planner, due to lack of safe walking routes to school, to ensure consistency of measurement. The closest addresses will have priority.

Late Applications for Admission

Where there are extenuating circumstances for an application being received after the last date for applications, it will be considered under the terms of the Local Authority Co-ordinated Admissions Scheme.

Appeals Procedure

If the Governors 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 and subsequent legislation. You should notify the Clerk to the Governors of Crosscrake Church of England Primary School within 20 school days of receiving the letter which

will give the grounds for refusing a place. As a parent you will have an opportunity to submit your case to an independent (of the Governors) appeals panel. You must set out your grounds for the appeal in writing. You will normally receive at least 10 school days notice of the time and venue for the appeal hearing where you will be able to present your case in person. This right of appeal does not prevent you from making an appeal in respect of any other school. The Independent Appeal will be organised on behalf of the Governors by the Local Authority Legal and Democratic Services Unit at Carlisle.

Infant Class Size.

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 governors' admissions policy had been properly implemented.

Waiting List

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. Following the allocation of places in the Reception intake the LA will, at the end of May, re-allocate any places which become available as a result of parents not wishing to take up their offer. A waiting list will also be held for other year groups. School will contact parents if a vacancy arises.

Admissions During the School Year.

It sometimes happens that a child needs to change school other than at the start of the academic year; such admissions are known as in year admissions. Parents wishing their child to attend this school should arrange to visit the school and admissions details will be provided. If there is a place in the appropriate class, once an application form has been received, the governors will offer a place and inform the LA. If there is no place, then the admissions committee will consider the application, and information about how to appeal against the refusal will be provided.

Fraudulent applications.

If the Governors of Crosscrake Church of England 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 Governors will withdraw the offer of a place. The Governors will reconsider the application and the right of appeal offered if a place is refused.

Deferred Admission to Reception

For children beginning School following their fourth birthday admission is normally in September. However, if you wish entry can be deferred until later in the year or until the term in which your child reaches compulsory school age. For example 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. You can also request part time education until the term in which your child reaches compulsory school age. The Governors recommend that in your child's interests full time education is deferred no later than the start of the Spring Term.

If a child who has not reached statutory school age has been allocated a place in Reception and their parent wishes to delay their entry, they need to inform the School so the place can be held open. The child's education can be part time until they reach statutory school age. The place must be taken up when the child reaches statutory school age and entry cannot be deferred beyond the academic year for which the original application was accepted.

Multiple births.

The Governors of Crosscrake Church of England 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.

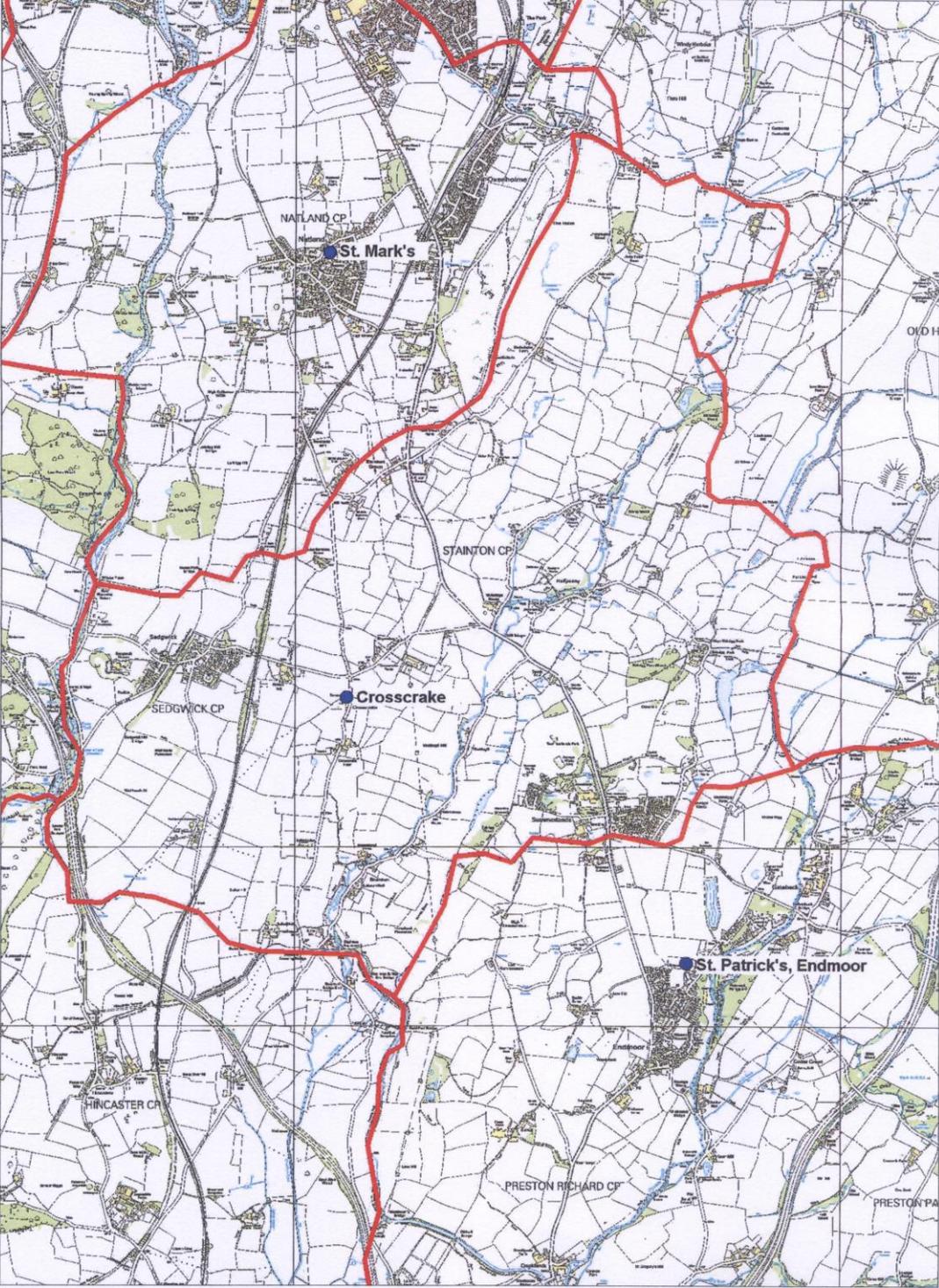
While no infant class is to contain more than 30 pupils there can be very limited exceptional circumstances. The admittance of such a child(ren) will be known as an "excepted pupil" for the time they are in an infant class or until the numbers fall back to the size limit. An excepted child would be one whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil. It might also include a child born in the same school year, a statemented or looked after child or a child of a UK Serviceman to be admitted outside the normal admission period.

Nursery.

If you have a child in our Nursery School/Class then you must make a separate application for the Reception Class. A place in our Nursery School/Class does not guarantee a place in our Reception Class.

This policy will be reviewed annually by the Governing Body.

Crosscrake Catchment



Crosscrake Church of England Voluntary Aided Primary School.



Supplementary form to be used if you wish your application for admission to be considered on faith grounds.

Name of your child:-

Surname _____ Forenames _____

Date of Birth _____ Boy Girl

Name of parent(s)/carer(s)/guardian(s) _____

Address _____

Post Code _____ Telephone Number (daytime contact) _____

The name of an older sibling who will still be attending our School at the date of the proposed admission. _____

The place(s) of Worship attended by at least one parent and the named child.

The name of the place(s) of Worship. _____

Address _____

The name of the Vicar/Priest/Minister/Faith Leader _____

Address + Postcode _____

Worship Attendance: Please circle response

How frequently do you attend worship with your child? _____ Weekly / Fortnightly

For how long have you been so attending? One Year / Two Years / Three Years or more.

Your Church leader will be contacted to confirm the details on this form.

Signed (Parent/Carer/Guardian) _____