



## **Dean Gibson Catholic Primary School, Kendal**

### **Admission Policy**

Determined Admissions Policy for September 2019 to August 2020

Dean Gibson is a Catholic Primary School provided by the diocese of Lancaster and is maintained by Cumbria Local Authority as a voluntary aided primary school. The school's governing body is the admission authority and is responsible for taking decisions on applicants for admission.

The Governors welcome applications from Catholic and non-Catholic parents who would like their children educated within the aims and ethos of Dean Gibson Catholic Primary School.

1. Dean Gibson does not have a designated catchment area. All children, Catholic and Non-Catholic, who are admitted, become full members of the School Family. Applications are welcomed for children with Special Educational Needs.

2. The Governing Body has set the planned admission number at 30.

3. If any parent wishes to view Dean Gibson School in session, prior to making an application, they would be most welcome. To arrange a convenient time they should telephone the School. If more information is needed about the school they should visit the website: [www.deangibson.cumbria.sch.uk](http://www.deangibson.cumbria.sch.uk) or e-mail the School at [admin@deangibson.cumbria.sch.uk](mailto:admin@deangibson.cumbria.sch.uk)

How to apply

4. Applications for a place at the school should be made on the appropriate Local Authority Application Form, allowing them to express three preferences, either by hard copy or online and returned to the school by no later than **15<sup>th</sup> January 2019**.

#### **Supplementary Information Form**

**Parents are asked to complete this form and return it directly to the school.**

**This form is available from the school office.**

**If the school is oversubscribed with admissions failure to complete the Supplementary Information Form may result in your application for a place in this school being considered against lower priority criteria.**

5. Parents or guardians will be informed by letter of the outcome of their application on a common date designated by the Local Authority. Where an application has been

successful, parents must tell the school of their intention to accept the place within 10 working days.

6. For unsuccessful applications the letter will give the reason for the decision and will tell parents of their right to appeal. Guidance on how to appeal will also be included.

## Over-subscription criteria

If the number of applications for admission exceeds the places available, children will be admitted in the order of priority set out below.

1. Baptised Catholic looked after and previously looked after children.
2. Baptised Catholic children who live in the parishes of Kendal and Milnthorpe with a sibling in the school at the time of expected admission.
3. Other Baptised Catholic children with a sibling in the school at the time of expected admission.
4. Other Baptised Catholic children.
5. Other looked after and previously looked after children.
6. Other children with a sibling in school at the time of expected admission.
7. Other children who currently attend Little Deanies nursery will be considered subject to PAN
8. Other children.

If the number of children in any of the categories 1 – 7 is greater than the places available, applications will be further ranked as follows:

- a) Children living nearest to the school. The distance between an applicant's home and school is the shortest available walking route by road to the nearest entrance on the school site as defined and measured by the Local Authority's computerised Geographical Information System.
- b) In the event of a child living with parents with shared responsibility, each for part of the week, the home address will be determined to be the address at which the child lives and sleeps for the greater amount of time.
- c) Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step 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.
- d) In the event of twins, triplets, children in the same year group wanting admission and there is only a single place left within the admission number then the Governing Body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits. This may also apply to siblings who are in the same year group.

- e) A waiting list must be maintained by each admissions authority for the full autumn term in the academic year of admission. Children will be ranked and admitted in the same order as above.
  
- f) Where there are extenuating circumstances for an application being received after the last date for admissions (backed up with evidence) and it is before the governors have established their list of pupils to be admitted, then it may be considered alongside all the others. Otherwise applicants which are received after the last date will be considered after all the others and placed on the waiting list in order according to the criteria.
  
- g) Applications will be prioritised using the above criteria. An exception will be made if a child has a statement of special educational needs naming Dean Gibson Catholic Primary School, irrespective of the criteria; the Governors have a statutory duty to admit the child.

### **In Year Admissions**

It sometimes happens that a pupil needs to change school other than at the normal time, such admissions are known as in-year admissions. Parents wishing their child to attend the school should arrange to visit the school. They will be provided with an application form once they have a definite local address.

If there is a place in the appropriate class then the governors will arrange for the admission to take place. If there is no place then the governor's admission committee will consider the application and information about how to appeal against the refusal will be provided. Please note that you can not reappeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

### **Deferred Admission**

If your child is due to start school during the next academic year it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then if you wish it, admission may be deferred until January. If your child's fifth birthday is between January and April then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January.

### **Part time attendance**

Parents can request that their child attends part time until the child reaches compulsory school age.

Chair of Governors: \_\_\_\_\_

Date: \_\_\_\_\_