



Fir Ends Primary School Admissions Policy 2019-20

Fir Ends Primary School has one intake into the main school in September each year; children are admitted into Reception classes at the beginning of the school year in which they have their fifth birthday.

The Admission Number

The admission number is 15. This is the maximum number of pupils the school will admit into the Reception class in a given year.

The Closing Date for Applications

The closing date for applications for September 2019 entry is the 15th January 2019.

Applications must be submitted using form SA1, which is issued by Cumbria Local Authority.

Form SA1 and more information about the application process are contained in the parental information pack published for parents by Cumbria Local Authority.

Please note – information about the application process can be found on the Cumbria County Council website at www.cumbria.gov.uk/childrenservices/schoolsandlearning/lss/schooladmissions.asp where online applications can also be made.

Applications can be made online, from 12th September 2018.

The Admissions Policy

If there are more applicants than places available, children will be admitted in the following order of priority, which will be applied in conjunction with the notes below:

1. **Children 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 residence order or special guardianship order), giving priority if necessary, to the youngest child(ren). [see note 1 below]
2. Children who have **brothers and sisters in the school at the time** of their admission. [see note 2 below]
3. Other children **living in the catchment area**, giving priority to those living closest to the school measured by the shortest walking route by road from the main school gate to the front door.
4. Children living **outside the catchment area**, giving priority to those who live closest to the school measured by the shortest walking route by road from the main school gate to the front door.

Applications will be prioritised using the above criteria. An exception may be made if a child has a statement of special educational needs naming Fir-Ends School, as in these circumstances the Governing Body would have a statutory duty to admit the child concerned.

The school will maintain a waiting list for at least one term in the academic year of admission. The children will be ranked in the same order as the published oversubscription criteria.

The Catchment Area

A map of the catchment area is available from the school or the Local Authority.

The Right of Appeal

Any parent not offered a place has the right to appeal. Parents wishing to appeal against the school's decision must set out their reasons in writing addressed to the Chair of Governors, within five working days of the receipt of the refusal of a place.

The Appeals Committee, made up of members of the school Governing Body, will then meet at the earliest opportunity to discuss individual cases on a needs basis. The parents will then be informed of the Appeals Committee's judgement within 5 working days of this meeting.

Deferred entry to Reception

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, their place will be held open. The place must be taken up when the child reaches statutory age or by the start of the summer term at the latest.

The Nursery

There are separate arrangements for admission to the Nursery. Admission to the Nursery does not guarantee a place in Reception.

Entry to school during academic year

Pupils at Key Stage 1 will be admitted if the number of KS1 pupils is less than 30. [see note 3]
Decisions about admissions to Key Stage 2 will be made on an individual basis by the headteacher and/or Governing Body.

Signed:



D Spencer - Headteacher

Date: January 2018

Note 1 – 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

Note 2 – Brothers and sisters are those living at the same address and includes step and foster children.

Note 3 – Exceptions will be made for children whose twin or sibling from a multiple birth is admitted.