



# Admissions Policy 2019-20

**Approved:** Full Governing Body

**Date:** 20<sup>th</sup> March 2018

*Learning From Each Other  
Building Successful Learners*

**Signed (Chair):** .....

## The Admissions Timetable and Application Procedure

The admissions timetable and application process is specified in the co-ordinated admissions scheme. The common application forms issued by the Local Authority (SA3 Secondary transfer, SA2 Junior transfer, SA1 admission to primary/infant and SA8 for all in Year Admissions) must be used for admissions to all schools.

## The Closing Date for Applications

The closing date for September entry in 2019 is 15<sup>th</sup> January 2019. Applications should be submitted using the LA preference form. A waiting list will be maintained and parents may put their child's name on the waiting list for admission to school as early as they wish, but not after 15<sup>th</sup> January 2019. However, if it is necessary for the admissions criteria to be applied, the date of entry on that list will not affect the application of this policy. Entry onto the waiting list does not constitute a valid application.

## Oversubscription Criteria

If at any time there are more applicants than places available, children will be admitted to Hallbankgate Village School in the following order of priority, which will be applied in conjunction with the notes below.

- 1 Looked after Children or previously looked after children (1.28a School Admissions Code) giving priority, if necessary, to the youngest child/children. (see note 1 below).
- 2 Children living in the catchment area who have siblings 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.
- 4 Children living outside the catchment area who have siblings in the school at the time of their admission. (see note 2 below).
- 5 Children living outside the catchment area, giving priority to those who live closest to the school by the shortest route by road.

If a child with a Statement of Special Educational Needs or Education Health Care Plan names Hallbankgate Village School, then irrespective of the criteria the child will be admitted as in these circumstances the Governing Body have a statutory duty to admit the child concerned.

**Note 1** A child in public care or previously in public care is defined as a child accommodated or in care under Section 20 or Part (IV) or (V) or the Children Act 1989, Section 23 of the Children and Young Persons Act 1969, or as a result of Wardship Proceedings.

**Note 2** If it is necessary to prioritise in categories 2 or 4, priority will be given to those children with the youngest siblings. Brothers and sisters are those living at the same address and includes step and foster children.

## Deferred Entry

Where a parent of a child who has not reached statutory school age wishes to defer their child's entry until later in the school year, their place will be held open until the start of the summer term.

## The Admission Number

The published admission number is 8.

## The Catchment Area

A map of the catchment area is available from the Local admissions Authority (in Carlisle).

## Admissions Appeal

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

Any parent not offered a place has a right of appeal to an Independent Appeal Panel. The panel would be entirely independent of the Governing Body. Any parent wishing to appeal should in the first instance contact the Clerk to Governors at the school who will forward the appeal to the Independent Appeal Panel

An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. (Details of appeal arrangements are set out in the School Admissions Appeals Code, which came into force 1 February 2012.) **Section 2.24 of School Admissions Code**