



The Good Shepherd  
Multi Academy Trust



# Lazonby C of E School

**Dream, Believe, Achieve**

## **ADMISSIONS POLICY**

Adopted by Lazonby C of E Primary School Governing Body

Signed ..... (Chair of Local Governing Body)

Adopted: Spring 2018 (for 2019-2020 policy)

*Due for Review: Autumn 2018 (for 2020-2021 polic*

## Lazonby Church of England School.

### Admissions Policy 2019/2020

#### Introduction

1. The Local Governing Body of Lazonby Church of England School are the Admissions Authority for the school. Following consultation with the Diocesan Board of Education and the Local Authority the Local Governing Body have set the published admission number for access to the reception class as 15

2. Applications are to be made online on the Cumbria County Council's website <https://www.cumbria.gov.uk/childrensservices/schoolsandlearning/lss/schooladmissions.asp>. The 'Starting School in Cumbria' booklet is available to view/download from their website and a copy will also be in the school. An application for entry in September 2019 must be made by the closing date which is the **14<sup>th</sup> January 2019**.

3. Parents are encouraged to name three schools in order of preference on the application form. The Local Governing Body 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. Parents will be informed of their child's allocated school place by the Local Authority. Parents of those children not offered a place will be informed of the reason, their right of appeal and offered an alternative school by the Local Authority.

#### Admissions Criteria

**4. All children will be admitted unless there are more applicants than places in which case the Local Governing Body will make allocations using the following criteria. These are listed in order of priority.**

1. Children who are looked after, or were previously looked after by a Local Authority within the meaning of section 22 of the Children's Action 1989. This provision extends to children who have been adopted or have become subject to a child arrangements order or special guardianship order.
2. Children who have physical and/or medical needs who would be disadvantaged by travelling to another school, for example, difficulty in completing the journey to school, need to maintain the company of peers, need to use a specially adapted vehicle for the journey. Each case will be treated on its merits and full information should be provided with the application in a supplementary note. Written evidence from an appropriate professional would be required for the Local Governing Body to consider admission in this category.
3. Children living within the catchment area having a brother or sister 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

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.
5. Children living within the catchment area. The catchment area is defined as the parishes of Lazonby and Great Salkeld in the District of Eden. A map of the catchment area is available for inspection at the school.
6. Children who have attended as nursery aged children in the Early Years unit.
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, adopted and foster children.
8. Children living outside the 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.
9. Children living outside the catchment area. The catchment area is defined as the parishes of Lazonby and Great Salkeld in the District of Eden. A map of the catchment area is available for inspection at the school.

5. The criteria outlined above will be strictly followed there being one exception. If a child has a statement of Special Educational Needs or Education, Health and Care Plan naming Lazonby Church of England School then irrespective of the criteria the child will be admitted as in these circumstances the Local Governing Body have a statutory duty to admit the child concerned.

### **Tie Break.**

6. 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 child's home address to the main entrance door of the school. The distance is determined by the shortest walking route by road. The Local Governing Body will use the Local Authority measuring system to ensure consistency of measurement. The closest addresses will have priority.

### **Address of Pupil.**

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

### **In Year Admissions.**

8. In year admissions are those which occur outside the “normal” admission time. If you wish your child to attend Lazonby Church of England School you should visit our school and admission details will be provided. If your child is refused a place you will be informed of your right to appeal.

### **Fraudulent applications.**

9. If the Local Governing Body of Lazonby Church of England 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 Local Governing Body will withdraw the offer of a place. The Local Governing Body will reconsider the application and the right of appeal offered if a place is refused.

### **Deferred admission.**

10. 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 Local Governing Body recommended that in your child’s interests full time education is deferred no later than the start of the Spring Term.

### **Appeals Procedure.**

11. If the Local Governing Body 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 of Lazonby Church of England 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 Local Governing Body) 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 Local Governing Body by the Legal and Democratic Services Unit at Carlisle.

### **Waiting List.**

12. 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 sometime. 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.

### **Infant Class Size.**

13. 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 Local Governing Bodys' admissions policy had been properly implemented.

### **Multiple births.**

14. The Local Governing Body of Lazonby Church of England 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.

15. 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 from a multiple birth when one of the siblings is the 30<sup>th</sup> child admitted. It might also include a statemented or looked after child or a child of a U.K. Service personnel to be admitted outside the normal admission period.

### **Nursery.**

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

**Lazonby Church of England Voluntary Aided Primary School.**

Supplementary form to be used if applying for admission  
to our School 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:

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) \_\_\_\_\_