

Name of school: Lowther Endowed School

Address of school: Hackthorpe
Penrith
Cumbria CA10 2HT

Email address: admin@lowther.cumbria.sch.uk

Name of contact: Mrs Carla Tickner

Closing date for responses:

Name and address of person responses should be sent to, if different from above:

N/A

Request the Local Authority to consult the Admissions Forum on behalf of the Governing Body:

Yes



Lowther Endowed School Admissions Policy, 2019-2020

Lowther Endowed School is its own Admission Authority, as a Voluntary Aided School. The Governing Body determine the school's admission arrangements, which are very closely related to those of Cumbria LA. Due to the popularity of the school, and the limited space available, the school's over subscription criteria are particularly important.

The School's General Admissions Policy allocates places when there is over subscription. Lowther Endowed School has a Published Admission Number of 15 per year. This is in line with the Indicated Admission Number set by the School Net Capacity Assessment, carried out by Cumbria County Council using the DfE formula. Places will not normally be allocated over and above 15, to avoid exceeding the infant class size limit.

1. The procedure for making an application for Admissions in 2019 is as follows:

Applications must be made using the Local Authority's common application form SA1 Admission to infant/primary school, and submitted either to the first choice school or online via the Cumbria County Council's website (the web address for this is <http://www.cumbriacc.gov.uk/childrensservices>) by 14 January 2019. Parents will be notified by letter or electronically of the allocation of places by the Local Authority on the 15 April 2019. Parents of children not admitted will be informed of the reason and offered an alternative place and a right of appeal by the Authority.

2. Late Applications:

Late applications will be treated in accordance with the procedures laid out in the Co-ordinated Admissions Scheme of Cumbria County Council

3. Lowther Endowed School Oversubscription Criteria:

PLEASE NOTE: If a child has an EHCP /statement of Special Educational Need, which names Lowther Endowed School, the Governing Body will admit the child, regardless of other applications.

Otherwise, in the event of over subscription, the following criteria will be applied to all applications, to determine priority for the 15 available spaces:

- 1.** Children looked after and previously looked after (1.28 School Admissions Code), i.e. in public care
- 2.** Children from within the catchment area who have brothers or sisters in the school at the time of their admission, priority being given to those with the youngest siblings.
- 3.** Other children from within the catchment area, giving priority to those living closest to the school measured by the shortest walking route by road between the main school gate and their home.
- 4.** Children from outside the catchment area who have brothers or sisters in the school at the time of their admission, giving priority to those children with the youngest siblings.
- 5.** Children from outside the catchment area, giving priority to those who live closest to the school, measured by a straight line on the map between the main school gate and their home.

A Foundation year group is full at 15; a Key Stage 1 class is full at 30. Ideally, a Key Stage 2 Class, or any two adjacent year groups, should not exceed 30.

Parents will appreciate that if the school is over subscribed it will not always be possible to offer a place. If your child is not offered a place at Lowther Endowed School you have the right of appeal to an Independent Appeals Panel. The appeal should be made in writing to the clerk of the governors at Lowther Endowed School within 20 school days of receipt of notification that no place is available for your child. The grounds on which the appeal is based will need to be stated, and the appeal will be heard as soon as possible thereafter.

4. Waiting Lists:

Under the admission process, once places have been allocated, children refused a place will be placed on a waiting list and will continue to be considered for any vacancies that become available. At the point when a vacancy arises, the oversubscription criteria will be applied to all outstanding applicants, including any late ones, to determine priority for the allocation of any places. Length of time on the waiting list will not be a factor. Children will be retained on the waiting list unless the school is advised otherwise.

5. Policy for New Arrivals (In year admissions):

On occasions it may be necessary for a child to move school during the academic year. It is now necessary for a form SA8 to be completed and returned to the Local Authority in all such cases applying for a place at a new school expressing the parents preferred school. Due to the pressure on places, strict guidelines are followed in these cases. This policy will apply to all applications after the initial admissions round in the Reception year. The Policy on New Arrivals is reproduced below.

Extension to Admissions Policy for New Children Arriving in School (In year Applications):

A Foundation year group is full at 15 (School Net Capacity). A Key Stage 1 class is full at 30. Ideally, a Key Stage 2 Class, or any two adjacent year groups, should not exceed 30.

A place is available if...

The existing year group is not full and the child's class is not full, within the foreseeable future*.

The existing year group is full but the child's class is not full, within the foreseeable future.

A place is **not** available if...

The existing year group is not full but the child's class is full, or will be full in the foreseeable future.

Both the existing year group, and the child's class are full, or will be full in the foreseeable future.

*The **foreseeable future**, means any time in the future within the school life of the peer group in question.

The school is full at 105, and until this threshold is reached the Governors reserve the right to admit a pupil in cases where the year group or class is already full, but there is capacity elsewhere in the school. However, the Governors will only admit a child in these circumstances where there is no breach of infant class size legislation, and where they judge that the admission will not have a detrimental effect on the overall quality of teaching and learning.

Any unsuccessful applicants will be offered a place on the waiting list and the right to appeal to an independent appeals panel.