

**Northside Primary School**  
**Admission Policy 2019 / 2020**

The Governors of Northside School are the Admissions Authority for the school. The Local Authority. The Governors have set the published admission number for access to the reception class as 15. Additional children may be admitted under limited circumstances in line with the School Admissions Code (SAC) paragraphs 2.15

Applications for a place at the school should be made on the Local Authority Common Application Form (SA1), either online at:-

<http://www.cumbria.gov.uk/childrensservices/schoolsandlearning/lss/schooladmissions.asp> or by post to:

School Admissions and Appeals  
Children and Families Services  
Cumbria House  
117 Botchergate  
Carlisle  
CA1 1RD

All applications for entry in September 2019 should be made by the closing date of the 15<sup>th</sup> January 2019.

Parents/carers are encouraged to name three schools in order of preference on the application form. The Governors operate a system whereby they consider all applications equally. So the order of your preference will not be used in considering your application. Places will be allocated according to this admissions policy and the Local Authority's Co-ordinated Admissions Scheme. The Local Authority will send an e-mail or letter informing parents/carers of their allocated school on the 16<sup>th</sup> April 2019. Parents/carers of those children not offered a place at the preferred schools will be informed of the reasons, allocated an alternative school by the Local Authority and offered a right of appeal against the decision made.

**All children will be admitted unless there are more applicants than places, in which case the governors will consider applications using the following criteria. These are listed in order of priority.**

1. “Looked after children” or “previously looked after children”.
2. Children living within the catchment area having a sibling attending our school at the time of their admission.
3. Children living within the catchment area giving priority to those living closest to the school, measured by a GIS from the centre of a pupil’s home and the school.
4. Children living outside the catchment area, giving priority to those who live closest to the school, measured as above.

**The criteria outlined above will be strictly followed there being one exception. If a child has a Statement of Special Educational Needs and/or Education, Health and Care plan naming Northside Primary School, then irrespective of the criteria the child will be admitted as in these circumstances the governors have a statutory duty to admit the child concerned.**

### **Looked After and Previously Looked After Children**

“Looked after children” are children who are (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22(1) of the Children Act 1989) at the time of making an application to a school.

“Previously looked after children” are children we were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Further references to “previously looked after children” means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after. “Previously looked after children” includes children who were adopted under the

Adoption Act 1976 and children who were adopted under the Adoption and Children's Act 2002.

Child arrangement orders are defined in the Children Act 1989, as amended by the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. The Children's Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Nursery**

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

### **Multiple Births**

The Governors of Northside Primary 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.

### **Limited Exceptional Circumstances**

Whilst no infant class is to contain more than 30 pupils there can be very limited exceptional circumstances. The admittance of such a child/children will be known as an "exceptional pupil" for the time they are in an infant class or until the numbers fall back to the size limit.

### **Address of Pupil**

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 governors reserve the right to verify the information provided by the parent/carer(s), for example, through the GP or the child benefit address.

### **In year Admissions**

In year admissions are those which occur outside the "normal" admission time. If you wish your child to attend Northside Primary 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**

If the Governors of Northside Primary School discover that a child has been awarded a place as a result of an intentionally misleading application from a parent/carer, for example, an incorrect address, and as a result it effectively denies a place to a child with a stronger claim, then the Governors may withdraw the offer of a place. The Governors will reconsider the application and the right of appeal offered if a place is refused.

### **Deferred Admission**

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 children reaches compulsory school age. The Governors recommended that in your child's interest full time education is deferred no later than the start of the Spring Term.

### **Waiting List**

Those children who are not offered a place may, if the parent/carers who wish, be placed on a waiting list. The names will be placed on the list in the order of the admissions criteria. Late applications 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 some time, 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 in which it relates.

### **Appeals Procedure**

If the Governors are unable to offer your child a place because of over subscription, you as a parent/carer 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 Governors of Northside Primary School within 20 school days of receiving the letter which will give the grounds for refusing a place. The clerk - Mrs S Rossin can be contacted in writing to the school address. As a parent/carer you will have an opportunity to submit your case to an independent (of the Governors) appeals panel. You must set out your grounds for the appeal in writing. You will normally receive at least 10 days' notice of the time and venue of 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 Governors by the Legal and Democratic Services Unit of the local authority at Carlisle.

### **Infant Class Size\***

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 would be successful are extremely limited. The following text explains this in detail

The Schools Standards and Framework Act 1998 places a statutory duty on local authorities, governing bodies and academy trusts to ensure that infant classes\* with one teacher do not contained more than 30 pupils (except in limited exceptional circumstances).

\*infant classes: Reception or Key Stage one (Years 1 & 2).