



## STANWIX SCHOOL

Value the Individual. Inspire, enjoy, excel.

# ADMISSIONS POLICY 2019-2020

Date Policy adopted by Governors	January 2018
Review date	September 2018
Review schedule	Annually
Review responsibility	Leadership & Management Sub-Committee
Signed (Head) <i>K. McMullan</i>	Signed (Chair of Governors) <i>R. Kelly</i>



## **ADMISSIONS NUMBER**

The Governors of Stanwix School are the Admissions Authority for the school. Following consultation with the Local Authority the Governors have set the published admission number for access to the reception class as **60**.

The Governing Body reserves the right both to admit more than the admission number of pupils in a given year group and also, if appropriate, to limit the number of pupils admitted to each year group to a maximum of 60 for infant year groups and a maximum of 62 for Junior year groups. Children are admitted to school in Reception in September each year, prior to their fifth birthday.

## **CLOSING DATE FOR APPLICATIONS**

The application procedure and timetable are in line with Cumbria Local Authority's (CLA) co-ordinated admission scheme. Applications must be submitted using Form SA1 which is issued by CLA. It is also possible to make an online application via the Cumbria County Council's website (this is the preferred option).

**An application for entry in September 2019 must be made by the closing date stated by the Local Authority. *The closing date for applications is 15<sup>th</sup> January 2019.***

Parents are encouraged to name three schools in order of preference on the application form. The Governors 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 notified of the outcome of their application by the Local Authority. Parents of those children not offered a place will be informed of the reason and offered an alternative school by the Local Authority.

## **ADMISSION CRITERIA**

If at any time 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 who are looked after and previously looked after children. Previously looked after children are children who were looked after, but cease to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Children living in the catchment area who have brothers or sisters in the school at the time of the admission, giving priority to those with the youngest siblings.
3. Children from outside the catchment area who have brothers or sisters in the school at the time of the admission, giving priority to those with the youngest siblings.
4. Other children living in the catchment area, giving priority to those living nearest the school, measured in a straight line on a map.
5. Children living outside the catchment area, giving priority to those who live closest to school, measured in a straight line on a map.

Notes:

- To prioritise in categories 2 and 3 priority will be given to those children with the youngest siblings. Brothers and sisters are those living at the same address and include step and foster children.

- Priority will be given where it is known at the time of allocating places that a sibling will be attending the school at the time of admission.
- Distance will be measured in a straight line from the centre of the child's house to the school gate. This will be done by the local authority using software which will measure to three decimal places.

Applications will be prioritised using the above criteria. An exception will be made if a child has a statement of special educational needs and/or an Education, Health and Care Plan naming Stanwix School as in these circumstances the Governing Body would have a statutory duty to admit the child concerned.

\* A catchment area map is available in school.

### **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(s), for example, through 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 Stanwix 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.

### **Admission of Children of Crown Servants**

The School Admissions Code requires that for families of Crown servants<sup>1</sup> returning from overseas to live in that area, the Admissions Authority must allocate a school place in advance of the family arriving in the area, provided their application is accompanied by an official letter<sup>2</sup> declaring a relocation date.

If you wish your child to attend Stanwix School, and spaces are available, these would be allocated to the family in advance of their move, even if they do not yet have a confirmed address.

If Stanwix School is oversubscribed, the Governors need to be satisfied that places are allocated lawfully, in accordance with the oversubscription criteria.

Stanwix School may expect to have some level of certainty about a family's intended new address, so that they can make sure they allocate a place lawfully. Stanwix School is expected to be flexible in what they would accept as confirmation of address, whilst ensuring statutory duties are met. Stanwix School must not refuse a child a place simply because the family does not currently live in the area.

<sup>1</sup> Officers employed by departments of the United Kingdom Government, such as FCO, DFID, UKVi, UKTi.

<sup>2</sup> Official Government letter issued by a Government department e.g. FCO, DFID, UKVi, UKTi.

### **Fraudulent applications**

If the Governors of Stanwix 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 Governors will 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 child reaches compulsory school age. The Governors recommend that in your child's interests full time education is deferred no later than the start of the Spring Term.

### **Appeals Procedure**

If the Governors 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 Chair to the Governors of Stanwix 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 Governors) 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 Governors by the Legal Services at Carlisle.

### **Waiting List**

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 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 to which it relates.

### **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 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 governors' admissions policy had been properly implemented.

### **Multiple births**

The Governors of Stanwix School will ensure as far as possible that twins, triplets or those children born in the same year are not separated unless parents request.

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 whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil. It might also include a statemented or looked after child or a child of a U.K. Serviceman to be admitted outside the normal admission period.