

# BASSENTHWAITE SCHOOL ADMISSION POLICY 2019-2020

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Issue Date: November 2017

<b>Committee Responsible:</b>	Directors of Keswick School Multi-Academy Trust/ Bassenthwaite LGB
<b>Date of Review:</b>	November 2017
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<b>Signed:</b>	M Taylor
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# ADMISSION POLICY

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Ref:	Admissions Policy 2019-2020	Type:	Policy
Version:	06	Owner:	Head teacher
Date:	October 2017	Status:	Board of Directors

# ADMISSION POLICY

## 1.0 ADMISSION NUMBER

- 1.1 The admission number is 7. This is the number of children who will be admitted to Bassenthwaite School in the Reception intake of September 2019.

The school PAN is 7. It is understood that in a small school there will be undersubscriptions for certain intakes. If this is the case, the LGB will allow a higher intake than the PAN. For the avoidance of doubt, intake above PAN is subject to lower class numbers higher up the school.

## 2.0 ADMISSION

### 2.1 Closing Date for Applications

- 2.1.1 The closing date for applications for September 2019 entry is 15 January 2019. Parents are requested to make an application via Cumbria County Council's on-line system. Information can be obtained by accessing their website: <http://www.cumbria.gov.uk/land-page/schoolsand learning.asp> (correct Oct 2017) and click on the box 'school admissions' – how to apply for a school place in Cumbria. Alternatively parents can complete a paper form of the application (Form SA3) which can be returned to the primary school for onward dispatch or can be sent directly to School Admissions and Appeals, Children's Services, Lower East Wing, Parkhouse Building, Baron Way, Kingmoor Business Park, Carlisle CA6 4SJ.

### 2.2 Oversubscription Criteria

- 2.2.1 Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which children to admit:
1. Looked after children or previously looked after children, giving priority if necessary to the youngest children<sup>1</sup>.
  2. Pupils living within the catchment of the school. In the event of oversubscription at this stage distances will be measured in a straight line using the GIS mapping system operated by the Local Authority, from the front door of the school to the front door of the child's home, the shorter distance having the higher priority.
  3. Where the out of catchment child has a brother or sister attending the school at the time of application<sup>2</sup>.
  4. Where there are exceptional social, medical or educational reasons for admitting the out of catchment child, based on information supplied by the applicant. The supporting evidence should clearly state why Bassenthwaite School is the most suitable school and the difficulties that would be caused if the child had to attend another school. The evidence will be assessed by the Head and Governors in consultation as necessary.

1. A "looked after child" is one who is looked after by a local authority in accordance with section 22 of the Children Act 1989 at the time of application and who the local authority confirms will still be looked after at the time of admission. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).

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2. A “brother” or “sister” means the sister, brother, twin, half brother or sister, adopted brother or sister, or child of the parent or partner, residing in the same house at the time of application.

5. Where the child of a member of staff:

(a) who has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or

(b) who is recruited to fill a vacant post for which there is a demonstrable skill shortage.

6. Proximity of the child’s home to the school outside of catchment, with those living nearer being accorded the higher priority. Distance will be measured in a straight line using the Local Authority GIS plotting system, from the front door of the school to the front door of the child’s home.

2.2.3 Any child who has a statement of educational need and/or education health and care plan, naming Bassenthwaite School, will be admitted into the new Reception intake.

### 2.3 The Right to Appeal

2.3.1 Any parent not offered a place has a right of appeal to an Independent Appeal Panel. The panel would be entirely independent of the Directors. Any parent wishing to appeal should write to the Admissions Secretary, Mrs Tracey Troman at Keswick School, Vicarage Hill, Keswick, Cumbria CA12 5QB.

### 2.4 Waiting List

2.4.1 Following the allocation of places in the Reception intake the Local Authority will, at the end of March, re-allocate any places which become available as a result of parents not wishing to take up their offer. The school will then re-allocate any places which become available until the start of the academic year.

### 2.5 In year transfers/admissions

2.5.1 Where a parent wishes to change school for any reason Bassenthwaite School will only offer a place if there is space available. In year admissions will commence on the first day of term following receipt of form SA8 (request for an in year admission) unless the application is due to a change of address.

2.5.2 Governors will operate a practice relating to in year admissions which reflects the physical and operational capacity of the school as well as considering the best interests of children. For this reason transfers into school will be subject to PAN/recruitments and pupils transferring in at the start of Key Stage 1 , Key Stage 2 and Year 5 will be given preference.

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