



**CROSBY-ON-EDEN
CHURCH OF ENGLAND PRIMARY SCHOOL**

***“I have come in order that you might have life –
life in all its fullness’ John 10:10***

ADMISSIONS POLICY 2025-26

Date Policy adopted by Governors	November 2023
Review date	October 2024
Review schedule	Annual
Review responsibility	Leadership & Management
Signed (Head) 	Signed (Chair of Governors) 

Review Schedule

Revisions made	By Whom	Date
Revision to point one and note 1 added	As advised by Bert Thomas, Diocese	28.04.15
Supplementary form added	As advised by Bert Thomas, Diocese	28.04.15
New point 7 & point 8 added	The Governors of Crosby on Eden C E Primary School	23.11.15
Updates to reflect new year	Headteacher	25.11.16
Various updates following legal advice	The Governors of Crosby on Eden C E Primary School	10.07.17
Dates changed to reflect the new academic year	Headteacher	26.01.18
Pg 5 Admission of Children of Crown Servants – new section added in line with DFE guidelines	As advised by the Diocese	05.03.18
Removal of faith criteria. Inclusion of point 2 in Diocese Model Admission Policy. Inclusion of LaC outside of England	Headteacher	29.11.18
Front page revised – new vision & Headteacher		Jan 2020
Dates changed to reflect the new academic year	Headteacher	Nov 2020
Dates changed to reflect the new academic year	Headteacher	Nov 2021
Dates changed to reflect the new academic year	Headteacher	Nov 2022
Dates changed to reflect the new academic year	Headteacher	Nov 2023

ADMISSIONS NUMBER

The Governors of Crosby on Eden Church of England Primary School are the Admissions Authority for the school. Following consultation with the Diocesan Board of Education and the Local Authority the Governors have set the published admission number for access to the reception class as **13**.

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 13 to ensure that the restricted accommodation in certain year group classes may not become a barrier to pupils' learning. The admission number may therefore have to be varied from year to year to attain this objective, subject to the proviso that the Governing Body cannot publish an admission number which is less than the Indicated Admission Number for the school.

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 Cumberland Council's website (this is the preferred option).

An application for entry in September 2025 must be made by the closing date stated by the Local Authority.

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 in Public Care or who have been in public care and are now adopted. This also includes children who were previously in Public Care outside of England. A child in public care is defined as a child who is looked after by the Local Authority within the meaning of section 22 of the Children's Act 1989. [see note 1 below]
2. Children who have physical and/or medical needs who would be disadvantaged by travelling to another school. Written evidence from an appropriate professional would be required for the Governors to consider admission in this criteria.
3. Children living within the catchment area who have brothers or sisters in the school at the time of their admission. [see note 2 below]

4. Other children living in the catchment area giving priority to those living closest to the school. The distance is measured from the centre of the pupil's home address to the main entrance door of the school. The Governors will use the Local Authority measuring system (GIS) to ensure consistency of measurement. The closest addresses will have priority.
5. Children living outside the catchment area who have brothers or sisters in the school at the time of their admission. [see note 2 below]
6. Children who attend our pre-school/nursery. [see note 3 below]
7. Children living outside the catchment area, giving priority to those who live closest to the school. The Governors will use the Local Authority measuring system (GIS) to ensure consistency of measurement. The closest addresses will have priority.

Note 1

Highest priority will be given to looked after children and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Note 2

If it is necessary to prioritise in categories 3 or 5, priority will be given to those children with the youngest siblings. Brothers and sisters are those living at the same address and include step, adopted and foster children.

Note 3

If it is necessary to prioritise in categories 3 and 6, the measurement criteria in categories 4 and 7 will be used.

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 Crosby on Eden C E Primary 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. On past experience all pupils living within the catchment area have been successful in gaining a place at the school.

Tie Break

In some categories, where there are more applicants than places available, the determining factor will be distance. The distance is measured from the centre of the pupil's home address to the main entrance door of the school. The distance is determined with a straight line measure.

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 Crosby on Eden Church of England 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.

Admission of Children of Crown Servants

The School Admissions Code requires that for families of Crown servants¹ 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 letter² declaring a relocation date.

If you wish your child to attend Crosby on Eden CE Primary 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 Crosby on Eden CE Primary School is oversubscribed, the Governors need to be satisfied that places are allocated lawfully, in accordance with the oversubscription criteria.

Crosby on Eden CE Primary 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. Crosby on Eden CE Primary School is expected to be flexible in what they would accept as confirmation of address, whilst ensuring statutory duties are met. Crosby on Eden CE Primary School must not refuse a child a place simply because the family does not currently live in the area.

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

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

Fraudulent applications

If the Governors of Crosby on Eden Church of England Primary 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 Clerk to the Governors of Crosby-on-Eden Church of

England Primary 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 and Democratic Services Unit 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 Crosby on Eden Church of England Primary 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.

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.

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.