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*Executive Headteacher:*  
Mrs Cate Floyd  
  
*Head of School:*  
Mrs Helen Wright

*"Be The Best You Can Be"*

## TEBAY PRIMARY SCHOOL. ADMISSIONS POLICY 2024/2025

**Approved by:** LAB **Date:**  
**Review Date:** Annually  
**Owner:** Admissions Officer, Tebay Primary School.

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### Section 1 – General Principles

Tebay Primary School is part of Cumbria Education Trust (The Trust). Cumbria Education Trust is the Admissions Authority for all academies within its family of schools. The Trust participates in the Local Authority Co-ordinated Admission Scheme.

The published admission number (PAN) for Reception Year in September 2024 is 8.

The main principle of admission to Tebay Primary School is to provide a welcoming, safe and supportive learning environment that meets the needs of young persons within the 3 – 11 age range, who live in the surrounding area.

The Trust will endeavour to provide places for students who wish to attend Tebay Primary School provided they can be accommodated within the scope of this policy.

The closing date for applications for Reception year in September 2024 is 15<sup>th</sup> January 2024.

### Section 2 – Roles and Responsibilities

It is the responsibility of Cumbria Education Trust to set and publish the admissions criteria for the school as defined in this policy and for ensuring that these criteria meet with the requirements of law.

The Trust will ensure that:-

- Admissions criteria are clear, fair and objective.
- Arrangements are as simple as possible.
- All parents preferences are treated on an equal basis

It is the responsibility of the Headteacher to ensure the requirements of the Trust's policy are implemented at all times and reviewed on an annual basis. Where changes are made, public consultation will occur as required and outlined in Department of Education (Dfe) Admissions Code (December 2014).



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### Section 3 – Definitions

The catchment area is in and around the village of Tebay. A catchment map is available on request.

By siblings we mean:-

- Children living at the same address who have one or both natural parent's in common.
- Children living at the same address who are related by parent's marriage.
- Children living at the same address whose parents are living as partners at this address.
- Children who are adopted or fostered.
- We do not include "cousins" within our definition of sibling.

### Section 4 – Admission Criteria and Oversubscription.

Places will be offered firstly to Looked After Children i.e children who are looked after by a public authority and are in public care, and previously looked after children who were adopted, or subject to a residence order, or a special guardianship order, immediately following having been looked after.

Children with Statements of Special Educational Needs (SEN) or Education Health Care (EHC) Plan naming the school will also be admitted.

In the event of over-subscription the following criteria will apply:-

1. Children living in the catchment area who have brothers and sisters in the school at the time of admission.
2. Children living outside the catchment area who, at the time of their admission, have brothers or sisters in the school who a) have a statement of special educational need, or children who have an Educational Health Care Plan that names that school or b) were directed to the school by the LA in the absence of a place being available in the catchment area school due to oversubscription and the school was identified by the LA as the next nearest with a place available.
3. Children living in the catchment area who are attending Tebay Primary School Pre-school Nursery at the closing date for applications for a school place.
4. Children of staff employed by Tebay Primary School, where the member of staff has been employed at the school for two years or more years at the time at which the application for admission to the school is made and the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Other children living in the catchment area giving priority to those living closest to the school, measured by the shortest walking route by road.



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6. Children living outside the catchment area who have brothers or sisters in the school at the time of their admission.
7. Children living outside the catchment area who are attending Tebay Primary School Pre-school Nursery at the closing date for applications for a school place.
8. Children living outside the catchment area, giving priority to those who live closest to the school, measured by the shortest walking route by road.

In the event of oversubscription in any category, priority will be determined by the proximity of the child's home to Tebay Primary School using the shortest walking distance by the road from the main entrance of Tebay Primary School. In the event of oversubscription in any category above, priority will be determined by the proximity of the child's home to Tebay Primary School using the shortest walking distance by road from the main entrance of Tebay Primary School to the main door of the residence, with those living nearest being given priority. The child's home address is defined as the child's permanent residence. In situations where a child spends equal time between two addresses, the permanent address is defined as the address at which the child is registered with a GP.

(The distance would be determined by using a distance measuring tool – such as AA route planner or Datamap). Apartments/flats will be treated equally with the measurement taken to the main entrance of the block. If after applying the distance tie-breaker there are more applications than places available from the apartment/flat block furthest away, a further tie-breaker of Random Allocation will be used for the applications from this block. This will be overseen by someone independent of the school.

### **Section 5 - In Year Admissions**

In year admissions enables parents to transfer their child between primary schools. To apply for a place in Years 1-6, or Reception year after the first term, applicants should contact the school's Admission Officer.

In year admissions will be based on the size of the year group taking into account the size of teaching groups already in the school and the curriculum model that has been implemented that most efficiently provides for the education of the students. If there are places available in the year group within the relevant curriculum model that is in place, then applicants will be admitted. If the year group is full it may not be possible to offer your child a place. If the number of applicants for a year group exceeds the number of places available, the oversubscription criteria detailed in this policy will be applied. Waiting lists will be held by the school.

### **Section 6 - Waiting Lists**

Tebay Primary School will operate a waiting list for Reception year admissions until 31 December 2024. If places become available during this period places will be allocated in the same priority as the oversubscription criteria detailed in this policy. The waiting list will be re-ordered when anyone leaves or joins the waiting list up until 31 December 2024.



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### **Section 7 - Appeals**

If a child is not offered a place at the school, the applicant will be informed of the reason why admission was refused. Applicants have the right to appeal, to an independent panel. The deadline for lodging an appeal is 20 school days of notification of an unsuccessful application. Full details of the appeals process can be obtained from the school's website or by contacting the school.

Please see the agreed timeline below for hearing any admission appeals.

<b>16<sup>th</sup> April 2024</b>	Parents and careers will be notified of their child's allocated school.
<b>30<sup>th</sup> April 2024</b>	Parents and careers should notify the school of their intention to appeal and request a Notice of Appeal form. The completed Notice of Appeal form should be submitted to the School Business Administrator
<b>30<sup>th</sup> April 2024</b>	Deadline for lodging appeals with the school.
<b>7<sup>th</sup> May 2024</b>	Deadline for appellants to submit further evidence not included with initial appeal.
<b>14<sup>th</sup> May 2024</b>	Appeal hearings.
<b>21<sup>st</sup> May 2024</b>	Appellants to receive notification of the Panel's decision

### **Contact Details**

Tebay's Admissions Officer – Mrs Cate Floyd  
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