



CHURCH WALK C.E. PRIMARY SCHOOL

## **Admissions Policy 2024/2025**

## Introduction

This document sets out the admission arrangements of Church Walk C.E. Primary School. For the purposes of this policy, the Governing Body is the Admission Authority.

## Process

Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of 15th January 2024.

The Local Authority will inform parents of the offer of a place on behalf of the Governing Body on the national offer date 16th April 2024 or the next working day.

Church Walk C.E. Primary School has a published admission number of 15 pupils for entry into Reception. The school will accordingly admit at least 15 each year if sufficient applications are received. All applicants will be admitted if 15 or fewer apply.

The school will admit any pupils with an Education, Health and Care plan naming the school.

Priority will then be given to those children who meet the criteria set out below.

## Oversubscription Criteria

### **1. Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children**

Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children.

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

A “Previously Looked After Child” (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately following having been looked after.

An “Internationally Adopted Previously Looked After Child” is a child who appears (to the Admission Authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

### **2. Siblings living within the catchment area**

Siblings of pupils attending the school at the time of the application who live within the catchment area.

“Sibling” means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

### **3. Catchment area**

Children living within the catchment area (historically identified as the Parish Boundary of St Mary with Holy Trinity Ulverston Parish Church), identified on a separate map which can be seen on the school website and in the school office.

#### **4. Siblings living outside the catchment area**

Siblings of pupils attending the school at the time of the application who live outside the catchment area.

#### **5. Children living outside the catchment area.**

### **Tiebreaker**

Proximity to the school.

This will be measured by the shortest walking distance by road, from the pupil's home to the main entrance point of the school using a GIS computerised mapping system.

In the event that two or more children live the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code 2021).

### **Late applications**

Applications received after the closing date and before the Admission Authority's admission meeting will be placed last in the criteria in which they fall unless the Admission Authority is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time. Supporting evidence should be provided to explain the late application. In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

### **In-Year admissions**

From time to time a place becomes available further up the school. The allocation of places is in accordance with the admissions criteria. Preference will be given to children moving into the area from outside the Local Authority area who do not have a school place. Evidence will need to be provided that the child has recently moved in.

## Infant class size

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) children admitted outside the normal admissions round with Education, Health and Care Plans specifying the school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

## Waiting Lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of 31<sup>st</sup> December 2024. This will be maintained by the Admission Authority, and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

## School age

A full-time school place in the Reception class is available for children from the September following their 4th birthday, etc.

## Deferred entry for infants

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age. However, places cannot be deferred until the next academic year.

## Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows.

With the application, parents should request that the child is admitted to another year group (stating which one), and the reasons for that request. Parents should submit any evidence in support of their case with the application, for instance from a medical practitioner, head teacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

### **Children of UK service personnel and crown servants**

For families of service personnel with a confirmed posting, or crown servants returning from overseas, we will:

- a) allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date.
- b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address.
- c) not reserve blocks of places for these children.
- d) ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children.

### **Address definition**

The address is the place where a child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week).

### **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, constituted and operated in accordance with the School Admissions Appeals Code. Appellants should notify the Clerk to the Governors of Church Walk Church of England Primary School within at least 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.

### **Enquiries**

Please address any enquiries to The Head teacher, Church Walk C.E Primary School.

Signed \_\_\_\_\_ S Davies \_\_\_\_\_

Headteacher

Signed \_\_\_\_\_ K. Wilson \_\_\_\_\_

Chair of Governors

Date \_\_\_\_\_ 4/11/2022 \_\_\_\_\_

This policy will be reviewed

Date \_\_\_\_\_ 6/10/2023 \_\_\_\_\_