

## **Calthwaite C of E Primary School Admissions Policy for 2022/2023**

Calthwaite Voluntary Aided Primary School caters for boys and girls aged between 4 and 11 years. The Governing Body is the Admissions Authority for the school.

### **Admissions timetable and applications**

There is one intake each year and children are usually admitted into the Reception Class in the September following their fourth birthday. Children may be admitted into any year group at other times of year if transferring from other schools. Applications for admissions must use the Common Application form issued by the Local Authority – SA1. The current deadline for applications for September 2022 is 15<sup>th</sup> January 2022 (see Late Applications, below).

The Standard Number for this school is 78, with the proviso that the school has three full time teachers. The Standard Number refers to the total number of children in school during a full school year.

Following consultation with the Diocesan Board of Education and the Local Authority the Governors have set the Published Admission Number at 9.

### **Over-subscription criteria**

Should the school receive more applications than there are places available, the applications will be prioritised using the over-subscription criteria set out below.

1. Children looked after, or previously looked after by a Local Authority, including those previously looked after outside of England which extends to children who have been adopted or have become subject to child arrangements or a special guardianship order. Giving priority, if necessary, to the youngest children. (see note 2)
2. Children living in the catchment area who have brothers or sisters in the school at the time of their admission, giving priority to those children with the youngest siblings. (see note 3)
3. Children whose home address is in the catchment area served by the school. (A map of the catchment area is available within the school). Priority will be given to those children who live closest to

the school as measured in a straight line on the map, from the main gate of school to the centre of your home address.

4. Children living outside the catchment area who, at the time of their admission, have brothers or sisters in the school, giving priority to those children with the youngest siblings. (see note 3)
5. Priority will be given to those children living outside the catchment area who live closest to the school as measured in a straight line on the map from the main gate of school to the centre of your home address.

Distances will be measured using the Local Authority GIS system.

### **Note 1**

The criteria above will be strictly adhered to, there being one exception. If a child has an Education, Health, Care Plan, naming Calthwaite C E Primary School, then irrespective of the criteria the child will be admitted as the Governing Body have a statutory duty to do so.

### **Note 2**

A child looked after, i.e. in public care, is defined as a child who is looked after by a local authority within the meaning of Section 22 of the Children Act 1989(para 1.7)

### **Note 3**

Brothers and sisters are those living at the same address, and include step, adopted and foster children. The brothers and sisters must be attending the school at the time of admission.

### **NB**

Admission to the nursery at First Class Kids does not imply an automatic right of admission to Calthwaite C of E 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 GP or 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 Calthwaite 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.

### **Fraudulent applications.**

If the Governors of Calthwaite 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. If your child is born in the summer term they can be admitted to the reception class at the age of 5 (ie a full school year later than they would be entitled to start) if it is your wish. These children are able to remain with their cohort as they progress through the school, including through to secondary school. 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 and subsequent legislation. You should notify the Clerk to the Governors of Calthwaite 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 Local Authority 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 sometime. 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 Calthwaite 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 from a multiple birth when one of the siblings is the 30<sup>th</sup> child admitted. 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.

*This policy will be reviewed in Autumn2021 and has been subject to public consultation.*

