



Crosscrake Policy on School Admissions, 2023-24

The Governors of Crosscrake Church of England VA Nursery & 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 Governors are able to accept additional pupils with the proviso that no two consecutive year groups exceed 30 and no single year group exceeds 17. Please note, a separate Admissions policy operates for our Nursery; admission to Crosscrake Nursery does not guarantee admission to the Reception class. If you have a child in our Nursery, then a separate application must be made for entry into the Reception class.

The school website contains admissions information and a link to the application form. Applications are made online via the on the Local Authority's website, however please contact the School Office if you require help with this. An application for entry in September 2023 must be made subject to the LA closing date of 15 January, 2023.

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 advised of their allocated place by the Local Authority on Monday 17th April 2023.

Parents of those children not offered a place will be informed of the reason and offered an alternative school by the Local Authority. They will be informed of their right of appeal.

All children will be admitted unless there are more applicants than places in which case the Governors will make allocations using the following criteria. These are listed in order of priority.

1. Children who are in Public Care or who have been adopted (or became subject to a child arrangements order or special guardianship order). 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.
2. Children living within the LA transport catchment area having a brother or sister attending our school at the time of their admission giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address including step, adopted and foster children.
3. Children living in the LA transport catchment area
4. Children living outside the LA transport catchment area who, at the time of their admission, have brothers or sisters in the school, giving priority, if necessary, to

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those children with the youngest siblings. Brothers and sisters are those living at the same address including step, adopted and foster children.

5. Children living outside the LA transport catchment area.

The map of the LA transport catchment area is available from school or from the LA Transport Team.

Explanatory Notes

1. Looked after children.

A child looked after is a child in public care, who is looked after by a local authority within the meaning of Section 22 of the Children Act 1989. Children previously looked after are children who were looked after, but have ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002) or became subject to a Child Arrangements Order or Special Guardianship Order (Children Act 1989). The provision to give the highest priority to looked after and previously looked after children applies to all children who have been adopted from local authority care. Advice issued by the Department for Education (DfE) in August 2018 states that a child previously looked after outside of England is one that was looked after, outside England, by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. For a previously looked after child to be considered under criteria 1 or 2, the parent or carer must provide appropriate written evidence to support the application.

2. EHCP

The criteria outlined above will be strictly followed there being one exception. If a child has an Education Health Care Plan (SEN statement) naming Crosscrake Church of England Voluntary Aided School, then irrespective of the criteria the child *will* be admitted as in these circumstances the Governors have a statutory duty to admit the child concerned.

3 Tie Break:

In some categories, where there are more applicants than places available, age will act as a determining factor but unless specified it will be distance. The measurement is based on the route mileage as calculated by postcode using the AA Route Planner. The closest addresses will have priority.

4. 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.

5. In Year Admissions.

In year admissions are those which occur outside the "normal" admission time. If you wish your child to attend Crosscrake Church of England Nursery & Primary School,

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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.

6. Fraudulent applications:

If the Governors of Crosscrake Church of England Nursery & 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.

7. Parental Disagreement

The management of school applications may be severely delayed during the main admissions round where separated parents or carers of the child each submit a separate application for different schools. The School Admissions Code 2021 states that only one offer per child can be made. In this situation the Governing Body asks that parents or carers attempt to resolve matters between themselves and inform the school in writing of which application should be processed. The school will not become involved in private disputes. In a situation where parents or carers are unable to reach an agreement the school will contact the LA for advice to help decide which application should be processed. In most circumstances the LA will process the application submitted by the parent or carer who is in receipt of child benefit for the child to whom the application relates. In some circumstances, the LA may also suggest that parents or carers seek independent legal advice and ask that they provide copies of any relevant court order relating to child arrangements.

8. Early, Deferred or Delayed Entry to all Schools and Part Time Attendance

Children are entitled to a full-time place in the September following their fourth birthday but if a child who has not reached compulsory school age has been allocated a Reception place and their parent or carer wishes to defer entry to school, the place will be held open. Entry cannot be deferred beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the place was allocated. Parents or carers can request that their child takes up the place part-time until the child reaches compulsory school age.

Summer-born children (children born between 1 April and 31 August) do not attain compulsory school age until the September after they would normally start school in Reception. In line with government recommendation, school will admit these children into a Reception class a year later than usual at their parents' or carers request. These children will remain eligible for their full entitlement to schooling, and will subsequently transfer to junior (where applicable) and secondary school with other children in the year group in which they have been educated, rather than with their 'chronological cohort'.

Where a summer-born child is allocated, and takes up a September Reception place, in the normal year of admission (i.e. the beginning of the academic year in which they turn 5) then subsequently attends school beyond the end of the autumn term of the admission year, an application for a Reception place the following

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September will not be considered as a 'summer-born' application. In this situation the child has already commenced school and any request to be admitted out of the normal year group will be considered on its individual merits.

9.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 Crosscrake Church of England Nursery & 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.

10.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, until 31st December.

11.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.

12.Multiple births:

The Governors of Crosscrake Church of England Nursery & 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.

13.Excepted pupils:

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

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child born in the same school year, a statemented or looked after child or a child of a UK Serviceman to be admitted outside the normal admission period.

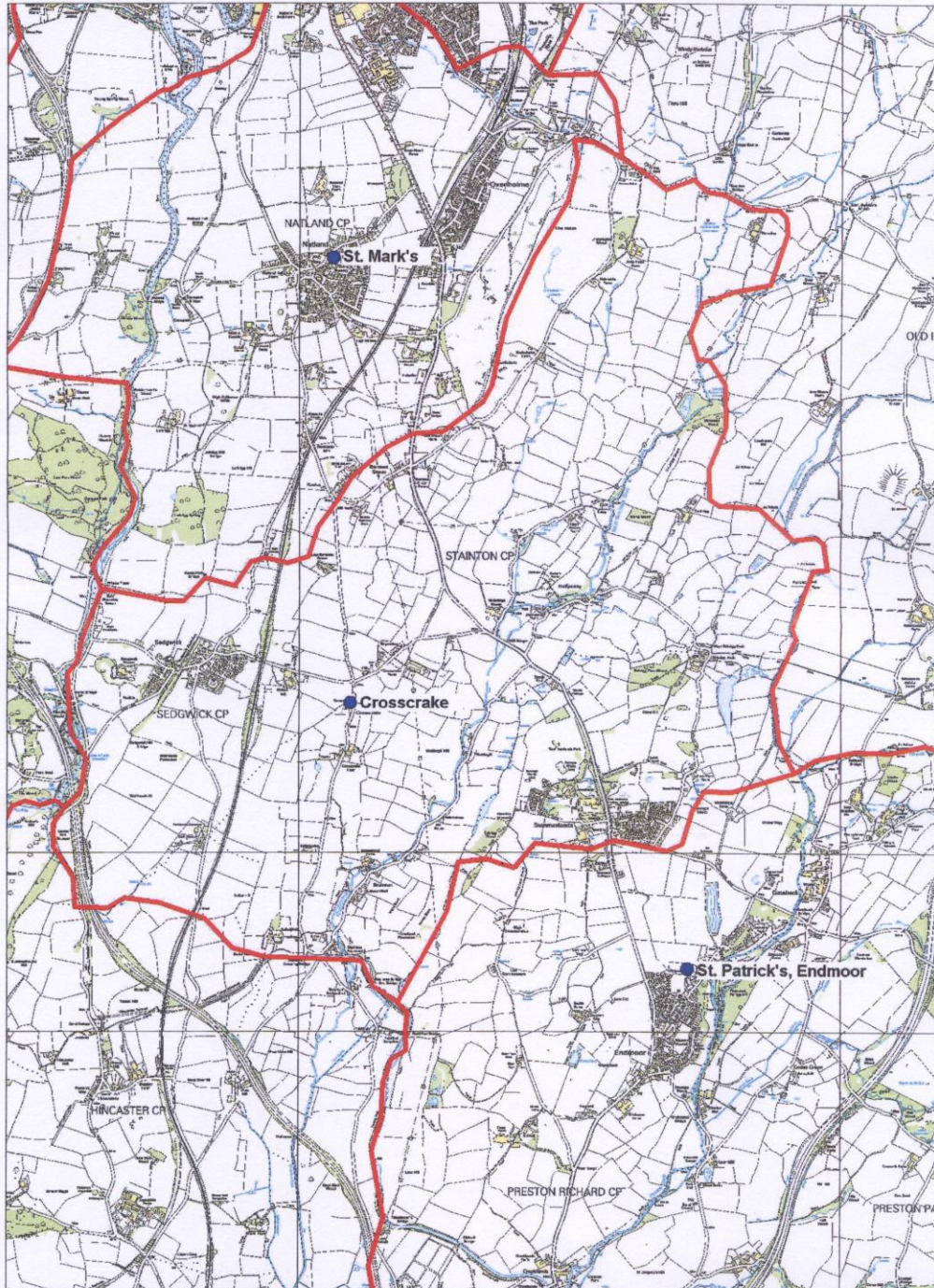
Signed L Fletcher
Headteacher

Signed C Field
Acting Chair of Governors

This policy will be reviewed annually.

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Crosscrake Catchment



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