



St Mary's Church of England Primary School,  
Kendal Road, Kirkby Lonsdale, Cumbria, LA6 2DN  
Tel: 015242 71334

## St Mary's Church of England Primary School

### ADMISSIONS POLICY 2023 – 2024

Jo Gill, Chair of Governors, Dec 2022

Signed



## 2023-24 ADMISSIONS ARRANGEMENTS

### ADMISSIONS PROCEDURE

The Governing Body of St Mary's CE Primary School is the Admissions Authority. 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 at 30.

This means that 30 places are available in each class (except Nursery). An application for admission to our school is to be made on form SA1 which is included in the parent information pack or online. The application closing date for entry in September 2023 is 15<sup>th</sup> 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 child's allocated school place 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

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:

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 looked after or who have previously been in care. (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). This also extends to children who have been adopted or have become subject to child arrangements order or special guardianship order.**
- 2) **Children who were previously looked after outside of England – see note 1.**
- 3) **Children living in the catchment area who have brothers or sisters 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**
- 4) **Children living within the catchment area.**
- 5) **Children living outside the catchment area who have brothers or sisters in the 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.**
- 6) **Children living outside the catchment area, giving priority to those who live 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 determined by the shortest route by road**

The criteria outlined above will be strictly followed there being one exception. If a child has an Education, Health and Care Plan naming St Mary's Church of England Primary 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.

#### **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 distance is measured from the centre of the pupil's home address to the main entrance door of the school using the LA computerised GIS system. The distance is determined by the shortest route by road. The closest addresses will have priority.

#### **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 St Mary’s CE 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 St Mary’s 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 St Mary’s 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 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 until Dec 31<sup>st</sup>.

**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 St Mary’s 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 stated 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.

**Summer Born Children – Delayed Entry**

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

**Note 1**

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.

## **ADMISSIONS PROCEDURE FOR NURSERY**

The Governing Body of St Mary's CE Primary School is the Admissions Authority. 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 at 30.

Where possible all children will be admitted to the Nursery class. However, if there are more applicants than places the Governors will make allocations using the following criteria. These are listed in order of priority:

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 looked after or who have previously been in care. (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). This also extends to children who have been adopted or have become subject to child arrangements order or special guardianship order.**
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- 3) Children living in the catchment area who have brothers or sisters 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**
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### **Tie Break:**

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