



# ALSTON MOOR FEDERATION

## Admissions Policy

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The Alston Moor Federation's Schools are committed to being a fully accessible and inclusive organisation welcoming and respecting the diversity of its students, staff, community and visitors to the school.

### Admission Numbers:

Samuel King's School – 22

Alston Primary School – 17

Nenthead Primary School - 4

Where there are more applications than places available at The Alston Moor Federation's Schools, applications will be prioritised using the criteria below. They will be applied in conjunction with explanatory notes 1 - 4 which form part of the policy. The Alston Moor Federation's Schools will maintain a waiting list for at least one term in the academic year of admission. This will be done when the school admissions number is oversubscribed and will be ranked in the same order using the criteria below.

1. Children looked after/subject to a child arrangements order, ie in public care, giving priority, if necessary, to the youngest child(ren) - see note 1 overleaf.
2. Children living in the catchment area who have brothers or sisters in the school at the time of their admission
3. Other children living in the catchment area giving priority to those living closest to the school, measured by the shortest walking route by road - see note 4 overleaf.
4. Children living outside the catchment area who, at the time of their admission, have brothers or sisters in the school who were directed to that school by the Local Authority either (a) in the absence of a place being available in the catchment area school due to oversubscription and the school was identified by the Local Authority as the next nearest with a place available or (b) in their Education, Health and Care Plan - see notes 2, 3 and 4 overleaf.

5. Children living outside the catchment area who have brothers or sisters in the school at the time of their admission.
6. Children living outside the catchment area, giving priority to those who live closest to the school, measured by the shortest walking route by road - see note 4 overleaf.

A copy of the catchment area map can be obtained from the school.

Applications will be prioritised on the above basis. An exception will be made under the Authority's policy for the education of children with special needs (i) where a child holds an Education, Health and Care Plan, or (ii) is currently undergoing a statutory assessment, and in either case it is considered that attendance at a particular school is necessary to meet the identified needs of that child.

Within the terms of the Coordinated Admissions Scheme the local authority will handle late applications to ensure consistency.

The Alston Moor Federation's schools have an independent appeals committee in place. For parents to contact this committee they must do so in writing to the Local Authority. Parents will be given 10 school days from the date of notification that their application was unsuccessful to prepare and submit their written appeal to the admission appeals committee. Further details will be given about the appeals procedure will be given at this time. The Alston Moor Federation's schools are not obliged to accept somebody just because they meet the criteria.

### **Review**

The Admissions Policy will be subject to annual review or in accordance with any revisions made by Cumbria County Council.

### **Explanatory Notes**

[These notes are part of the policy]

#### **Note 1**

A child looked after/subject to a child arrangements order, 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.

#### **Note 2**

To prioritise in criteria 2, 3 and 6, priority will be given to those children with the youngest siblings. Brothers and sisters are those living at the same address and includes step and foster children. Priority will only be given where

it is known at the time of allocating places that a sibling will be attending the school at the time of admission.

In circumstances where there is an application for more than one child in the family, and it is not possible to offer a place to all of the children concerned, it will be up to the parents/carers to decide whether they wish to accept the place[s] offered. This will also be the case in relation to twins, etc.

### **Note 3**

If parents/carers believe they qualify for consideration under criterion 3, they should indicate this on their preference form in the place provided for this purpose. In relation to a child with an Educational, Health and Care Plan, the Educational, Health and Care Plan must state that the child is **directed** by the Local Authority to attend a particular school which is necessary to meet his or her identified needs. It does not include those situations where the Educational, Health and Care Plan, indicates that the Local Authority considers a mainstream school of parental choice to be appropriate.

### **Note 4**

Distance measurements will be undertaken using the Local Authority's computerised Geographical Information System [GIS] and will be to the nearest entrance on the school site which is available to pupils at the time of undertaking the assessment. The route used will be the shortest walking route by road as identified by GIS at that time. A copy of the School catchment area map can be obtained from the school office.

## **Monitoring Arrangements**

This policy will be reviewed annually by the Governing Board.

<b>Version Control</b>	
Created by:	Sally Timmons
Approved by:	Curriculum and Pastoral Committee
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