



St Martin and St Mary Church of England Primary School

Admissions Policy Academic Year 2023 - 2024

School, Nursery and Pre-School

Our School Vision and Values

As a Christian school, St Martin and St Mary is an inclusive and happy community; nurturing confidence, a thirst for learning and resilience in a safe loving environment. Our priority is developing the whole child spiritually, emotionally, physically and academically to live the most rewarding life.

'Life in all its fullness' John 10.10

Our school values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils as confident, happy citizens. The aim of this school is to provide a rich, broad and balanced education within a caring and stimulating Christian environment, serving the whole school community. To create an environment in which learners are encouraged to fulfil their potential and make a positive contribution to their society.

At St Martin and St Mary these are the Christian values that are the most important for our school. These values will help make our school a great place to be.

Friendship Love Forgiveness Trust Honesty Faith

Our Christian vision and values lead us to be an inclusive school. We welcome children (and their families) from different faiths and from diverse backgrounds. We welcome children with disabilities and learning difficulties; all are welcome to become members of the St Martin and St Mary's Church of England Primary School family.

The Governors of St Martin and St Mary Church of England VA 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 60.

The parental pack contains information about our school and information about how to make an application to our school. Applications can be made online via the Local Authority's website or by completing form SA1, which is also available on the website.

An application for entry in September 2023 must be made by the closing date which is 15th 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 notified by the Local Authority of the success, or otherwise, of their application. 16th April 2023 will be a Sunday; offers of Reception and Year 3 places for September 2023 will therefore be made on Monday 17th April 2023 (the next working day after 16 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 over subscription criteria. These are listed in order of priority.

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

A "Looked After Child" (LAC) 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 arrangements order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child (IAPLAC) 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. Children who have physical and/or medical needs who would be disadvantaged by travelling to another school. Written evidence from an appropriate professional would be required for the Governors to consider admission in this category.

3. Children in receipt of pupil premium or early years' pupil premium.

4. Children living within the 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.

5. Children living in the catchment area* who attend our Nursery.

6. Children living in the catchment area*.

7. Children living outside the catchment area* who, at the time of their admission, 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.

8. Children living outside the catchment area* who attend our Nursery.
9. Children living outside the catchment area. *

**The catchment area map is available on our school website.*

The criteria outlined above will be strictly followed with one exception. If a child has a statement of Special Educational Needs naming St Martin and St Mary Church of England VA 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 child's address to a common point on the school site as determined by the LA. The Governors will use the Local Authority's computerised Geographical Information System (GIS) to ensure consistency of measurement. The addresses closest to the school i.e.: the address where the child normally lives 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 Martin and St Mary Church of England VA School, you should visit our school and admission details will be provided if we have a vacancy in the relevant year. If your child is refused a place you will be informed of your right to appeal.

Fraudulent applications:

If the Governors of St Martin and St Mary Church of England VA 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.

Places for children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Parents are asked to contact the Headteacher to make this request. All requests will be considered by the School Leadership Team and a decision with a rationale provided to parents in a timely manner.

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 (January). If your child is summer born (April – August) and you wish to defer entry 'out of year group' please contact the headteacher to discuss this. A deferred entry does not mean that a child can stay in nursery (refer to the nursery admission information on page 5).

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 St Martin and St Mary Church of England VA School within 14 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 20 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 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 until 31st December 2022.

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 a) the admission of an additional child would not breach the infant class size limit; or b) the admissions arrangements did not comply with admissions law or were not correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or c) the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

Multiple births:

The Governors of St Martin and St Mary Church of England VA 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.

Excepted pupils:

While no infant class (with one full time teacher) 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 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.

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.

Nursery Admissions Policy 2023 - 2024

Children can start in Nursery the term following their third birthday. The Nursery place is open until the end of the summer term following their fourth birthday. It is expected that children will transfer to a Reception class at the school of their choice in the September following their fourth birthday.

Children born between 01.09.19 -31.12.19 are eligible to apply for January 2023 entry to St Martin and St Mary Church of England Nursery.

Children born between 01.01.20 - 31.03.20 are eligible to apply for April 2023 entry.

Children born between 01.04.20 - 31.08.20 are eligible to apply for September 2023 entry.

Children born between 01.09.20 - 31.12.20 are eligible to apply for January 2024 entry.

Children born between 01.01.21 - 31.03.21 are eligible to apply for April 2024 entry.

The application procedure for the nursery will be as follows:

Our Nursery has places for up to 60 children (across 2 classes) per session. Children can have up to 15 hours or 30 hours per week, depending on eligibility. The nursery offers ten sessions per week (each is 3 hours long). All parents can request up to five sessions as part of universal provision. If parents are eligible for 30 hours per week and are registered with a DERN number they can apply for up to ten sessions per week.

Applications will be made on the application form; session requests are made at the time of application.

The admissions timetable and process will match that published by Cumbria County Council.

If at any time it is not possible to offer a place to all children, applications will be prioritised on the following basis:

1. A “Looked After Child” (LAC) s 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 arrangements order or special guardianship order immediately following having been looked after. An "Internationally Adopted Previously Looked After Child (IAPLAC) 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. Children from families who are eligible for Early Years' Pupil Premium.
3. Children living within the catchment area who have brothers or sisters in St Martin and St Mary Church of England Primary School at the time of admission giving priority to those with the youngest siblings.
4. Children living within the catchment area.
5. Children living outside the catchment area who have brothers or sisters in St Martin and St Mary Church of England Primary School at the time of admission giving priority to those with the youngest siblings.
6. Children living outside the catchment area.

The criteria outlined above will be strictly followed there being one exception. If a child has a statement of Special Educational Needs naming St Martin and St Mary Church of England VA 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.

Notes

The closing date for applications is;

For a place starting in January (at the start of the spring term) the closing date is 28th September the previous year.

For a place starting in April (at the start of the summer term) the closing date is 15th January the same year.

For a place starting in September (at the start of the autumn term) the closing date is 31st March the same year.

Applications should be submitted to the Headteacher of the nursery along with proof of date of birth and address.

Brothers and sisters are those living at the same address.

Children from families who would be eligible for early years' pupil premium are defined as those families in receipt of Income Support or Income Based Job Seekers Allowance.

The catchment area is the same for both the nursery and the school, the map is on our website. Parents can request a split placement e.g. 3/5 sessions. Priority is given to children applying for the greater number of hours/sessions.

A child looked after, i.e. in public care, is defined as a child looked after by a local authority within

the meaning of Section 22 of the Children's Act 1989.

Admission to Pre-School

Children can start Pre-School from their second birthday and can stay until they transfer to Nursery (some children who access Nursery for 15 hours may continue to use Pre-School for additional childcare on receipt of payment for place). Places can either be funded by the two-year-old grant or parents can pay.

Places are allocated on a first come, first served basis. Applications must be made to Pre-School directly by parents.