



Admissions Policy 2023/24

CPS is committed to its Christian values being reflected in all aspects of its work to the benefit of its school community.

Wherever the term 'parent' is used, this includes any person with parental authority over the child concerned, eg carers, legal guardians etc.

Last reviewed: October 2021

Approved by Steering – November 2021

Date of Next Review: October 2022

For students transferring from primary to secondary school through the Cumbria co-ordinated admissions scheme for 2023/2024. The following timetable and procedures apply:

Information for parents is sent out to primary schools in early September 2022. An application for entry in September 2023 must be made by the closing date which is 31 October 2022.

Applications are made using the common application form issued by the Local Authority. It is also possible for an application to be made on the Local Authority's website.

The Local Authority will notify parents/carers of their allocation 1 March 2023.

Parents/carers 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.

The Governors of Cartmel Priory Church of England School Academy Trust are the Admissions Authority for the school. **The published admission number for Year 7 is 76.**

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 were previously in Public Care but who have been adopted or became the subject of 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 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 living within the catchment area having a brother or sister attending Cartmel Priory CE 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 in the catchment area.

5. Children living outside the catchment area who, at the time of their admission, have brothers or sisters in the school.

6. Children living outside the catchment area.

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

The criteria outlined above will be strictly followed there being one exception. If a child has a statement of Special Educational Needs naming Cartmel Priory Church of England 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

Where there are more applicants than places available, distance from school will be the determining factor. The distance is measured from the child's home front door to the main entrance door of the school. The distance is determined by the shortest walking route by road. The closest addresses will have priority. Distances will be measured using the relevant Ordnance Survey map(s).

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.

Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

Fair Access Protocol

We participate in the South Lakes Federation Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

In Year Admissions.

In year admissions are those which occur outside the “normal” admission time. If you wish your child to attend Cartmel Priory Church of England School you should contact 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 Cartmel Priory Church of England 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.

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 Cartmel Priory Church of England 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 for the whole of the first term in the year to which it relates.

Multiple Births:

The Governors of Cartmel Priory Church of England 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.

Admission of Children Outside Their Normal Age Group

When considering whether to admit a child into a year group outside their normal age, the Governing Body will make a decision on the basis of the circumstances of the individual case and in the best interests of the child concerned. This will include taking account of the parent(s)’ views; information about the child’s academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Governing Body will also take into account the views of the head teacher. If the Governing Body agrees to admit a child out of their normal age group, the school will process the application in the same way as other applications for school admission. Parents have a statutory right to appeal if they are refused a place at the school. There is no right of appeal if a child is offered a place at the school but it is not in the parent(s)’ preferred age group.