

# **Patterdale C of E Primary School**

## **Admissions Policy**

**2019 – 2020 (Review annually)**

**Adopted by the School Governing Body on Monday 5<sup>th</sup> March 2018**

**Signed and dated (Chair of governors)**

**Signed and dated Head Teacher Mrs Elizabeth Stewart**

The Governors of Patterdale CE 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 6.

The application procedure and timetable are in line with Cumbria Local Authority's [CLA] co-ordinated admission scheme. Applications must be submitted using Form SA1 which is issued by CLA. It is also possible to make an online application via the Cumbria County Council's website [this is the preferred option].

Further information about the process can be found in the parental information pack published by CLA on the Cumbria County Council's website at:

<http://www.cumbria.gov.uk/childrensservices/schoolsandlearning/lss/admissions.asp>

An application for entry in September 2019 must be made by the closing date which is the 14th January 2019.

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. A letter informing parents of the success or otherwise of their application will be sent out by the Local Authority on 15th April 2019. 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 have previously been in public 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, which extends to children who have been adopted or have become subject to a residence or special guardianship order.
2. Children who have physical and/or medical needs who would be disadvantaged by travelling to another school. See note 1.
3. Children living within the catchment area who have brothers or sisters attending our school at the time of admission. (See notes 2, 3 and 4 below).

4. Other children living in the catchment area. (See notes 3 and 4 below)
5. Children living outside the catchment area who have brothers or sisters in the school at the time of their admission. (See notes 2, 3 and 4 below).
6. Any other children living outside the catchment area. (See notes 3 and 4 below)

The criteria above will be strictly followed, there being one exception. If a child has a statement of special educational needs naming Patterdale CE Primary School, then irrespective of the criteria the child will be admitted as in these circumstances the Governing Body have a statutory duty to admit the child concerned.

**Note 1** – Written evidence from an appropriate professional would be required for the Governors to consider admission in this category.

**Note 2** – If it is necessary to prioritize in categories 3 or 5, priority will be given to those children with the youngest siblings. Brothers and sisters are those living at the same address and includes step, adopted and foster children.

**Note 3** – A copy of the catchment area map can be obtained from the school office.

**Note 4** – Where there are more applicants than places available in any category then distance will act as a 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 Governors will use the Local Authority measuring system to ensure consistency of measurement. The closest address 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 home 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 benefit address.

#### **LATE APPLICATIONS**

If there are extenuating circumstances for an application being received after the closing date, for example a family moving into the area, the Local Authority's co-ordinated admissions scheme will be applied.

#### **WAITING LIST**

Those children who are not offered a place may, if the parents so wish, be placed on a waiting list. The names, including late applicants will be placed on the list in the order of 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 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 academic year to which it relates.

#### **IN YEAR ADMISSIONS**

In year admissions are those which occur outside the 'normal' admission time. Parents who wish their child to attend Patterdale CE Primary School 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 at Patterdale CE 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 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.

### **MULTIPLE BIRTHS**

The Governors of Patterdale CE 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 child born in the same school year, a child with an EHCP, a looked after child or a child of U.K. Service Personnel to be admitted outside the normal admission period.

### **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.

### **NURSERY**

If you have a child in Ullswater Nursery then you must make a separate application for Reception class. A place at Ullswater Nursery does not guarantee a place in our Reception Class. R:\2017 Documents\Admissions\Admissions Policy2018-19.doc

### **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 Patterdale CE Primary 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.

\*Clerk to the governors – Ms Christine Kenyon  
C/o Patterdale C of E Primary School,  
Patterdale

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