



Kirkoswald CE School
Trust
Admissions policy

Issue No	Author	Date approved	Review date	Name	Position	Authorised signature
	Governing Board	8 th February 2023	February 2024	Mark Bowman	Chair	<i>M M Bowman</i>
	Governing Board	7 th February 2024	February 2025	Natalie Lewis	Chair	<i>N Lewis</i>

Friendship

Forgiveness

Kirkoswald CE School

Policy on School Admissions

In a Community School, the admissions authority is the Local Authority. The Schools Adjudicator deals with complaints about arrangements and the Local Authority are responsible for arranging or providing for an appeal against the refusal of a place at a school. In drawing up their admission arrangements, admission authorities must ensure that the practices and the criteria used to decide the allocation of school places are fair, clear, and objective.

Published Admission Numbers (PAN)

The published admission number is for **Kirkoswald CE School** is **13**

In the normal admissions round parents apply to the local authority in which they live for places at their preferred schools.

- Parents can express a preference for at least three schools.
- The deadline for submitting applications to be allocated on National Offer Day for primary schools is **15 January**.
- All preferences are collated and parents then receive an offer in writing from the local authority.
- The offer is made for primary schools on **National Offer Day – which is 16 April** (or the next working day where 16 April falls on a weekend or bank holiday), in the year in which the child will be admitted.
- 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.
- An application for entry in **September of any year must** be made subject to the LA closing date.

Oversubscription criteria

Kirkoswald CE School set out arrangements for the criteria against which places will be allocated at school when there are more applications than places and the order in which the criteria will be applied.

- 1) **All** schools **must** have oversubscription criteria for each 'relevant age group' and the highest priority must be given, to **looked after children (LAC)** and **all previously looked after children (PLAC)**, including those children who have been in state care outside of England and ceased to be in state care because of being adopted.

- 2) **Address to be used in determining priority for admission**

If a school is oversubscribed, the address of the parent or carer with whom the child normally lives will be used in the allocation process. Where a child's address is difficult to determine, e.g. where shared living arrangements are in place, the address of the parent or carer claiming child benefit will be used.

- 3) **Fraudulent applications**

- Where parents or carers are found to make a fraudulent application for a school place, for example, by providing an incorrect address the LA may withdraw that offer of a school place in accordance with the school admission regulations and the School Admissions Code.
- Where parents or carers are found to make a fraudulent application for a school place and the LA decides not to withdraw that place in the best interest of the child, should a school place be sought for any other sibling or siblings the criteria that provides a higher priority for a school place for siblings will not be applied.

- 4) **Parental disagreement**

The management of school applications may be severely delayed where separated parents or carers of the child each submit a separate application for different schools. The School Admissions Code 2012 states that only one offer per child is made by the LA. In this situation, the LA asks that parents and/or carers attempt to resolve matters between themselves and inform the LA in writing of which application should be processed. It is not appropriate for the LA to become involved in private disputes. The LA does recognise that there may be exceptional situations where parents or carers cannot ultimately reach an agreement between themselves and it is, therefore, necessary for the LA to take a decision. Where this is the case, the LA will try to establish the child's permanent address and prioritise the application made by the parent living at this address in accordance with the published admission arrangements.

5) Late applications

For oversubscribed schools' applications, which are received or changed after the published closing date will only be considered in exceptional circumstances. This is only likely to be where a family was living outside of England and Wales and was, therefore, unable to submit an application by the closing date. Parent and carers moving within England and Wales must have submitted an application by the closing date to have grounds for a late change of preference. Even if there are exceptional circumstances, applications submitted after the published date will not be considered until after allocations for those parents and carers who applied on time have been made. Any evidence submitted after this date to support a late application or change of preference will not be considered.

6) Waiting lists

Once places have been allocated, children refused a place will continue to be considered for any vacancies, which become available. Vacancies will always be allocated by applying the admissions policy and length of time on the waiting list will not be a consideration.

7) Deferred entry to and part time attendance at primary schools

If a child, who has not reached statutory school age, has been allocated a place in Reception Year and their parent or carer wishes to delay their child's entry to school, the place will be held open. The place must be taken up once the child reaches statutory school age, but by the start of the **summer term** at the latest. It would not be held open beyond the beginning of the summer term and would, at that point, be available for another applicant.

A parent carer of a child, who has not reached statutory school age, who has been allocated a place in Reception Year may ask the appropriate headteacher to make arrangements for their child to attend school on a part time basis.

8) Twins and siblings of multiple births

Where places are available for some but not all children from multiple births (including twins) the Local Authority will exercise the discretion offered by the Admissions Code to offer all of the children a place. Where this results in an infant class exceeding 30 pupils, additional children admitted under these arrangements will be treated as 'excepted pupils' for the duration of their infant education and will not constitute a breach of legislative requirements.

9) Children of UK service personnel and crown servants

For families of service personnel with a confirmed posting, or crown servants returning from overseas, **Kirkoswald CE School** must allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date.

10) Admissions to nursery schools and primary schools offering nursery education

These arrangements do not apply to the admission of nursery pupils. The nursery admission arrangements will be determined separately. Attendance at a school's nursery does not guarantee admission to the school's Reception group nor is it a factor in allocating places.

11) Catchment areas

Cumbria County Council operates a 'catchment area' approach to school admissions. Most schools have a defined catchment area. Details of the arrangements for each school can be made available on request. Where an area is not included within an agreed catchment area, the "catchment area school" will be the nearest appropriate school to the parental home.

12) In year admissions

Where a parent or carer wishes to change school for any reason that is not caused by a change of address, the Local Authority will not offer a place at a community or voluntary controlled school before the first day of the term following receipt of form SA8 (request for an in-year school place).

The criteria outlined above will be strictly followed there being two exceptions:

- 1) All children whose **Education, Health and Care Plan (EHCP)** names **Kirkoswald CE School** must be admitted.
- 2) If a child has a statement of **Special Educational Needs** naming **Kirkoswald CE 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.

All children will be admitted unless there are more applicants than places in which case the Local Authority will make allocations using the following criteria. These are listed in order of priority.

- 1) Any child “looked after” or previously “looked after” (i.e., in public care) including those children who have been in state care outside of England and ceased to be in state care because of being adopted, giving priority, if necessary, to the youngest child.
- 2) Children from within the catchment area who have siblings in the school at the time of their admission, giving priority to those with the youngest siblings. (*Siblings are brothers and sisters living at the same address including step, adopted and foster children.*)
- 3) Children from outside the catchment area who have siblings in the school at the time of their admission who were directed by the LA in the absence of a place being available in their catchment school. (*If parents feel they qualify under this criterion, they should be prepared to provide evidence.*)
- 4) Children from within the catchment area with exceptional social, medical, or educational needs. (*If parents feel there is exceptional social, medical, or educational need they must provide full details at the time of application. We would be justified in seeking verification from medical, social work or other agencies. Priority can only be given on these grounds if we are satisfied that the child’s needs can **only** be met at **Kirkoswald CE School**.*)
- 5) Other children from within the catchment area, giving priority to those for whom access to an alternative school is the most problematic.
- 6) Children from outside the catchment area who have siblings in the school at the time of their admission, giving priority to those with the youngest siblings. (*Siblings are brothers and sisters living at the same address including step, adopted and foster children.*)
- 7) Children from outside the catchment area with exceptional social, medical, or educational needs. (*If parents feel there is exceptional social, medical, or educational need they must provide full details at the time of application. We would be justified in seeking verification from medical, social work or other agencies. Priority can only be given on these grounds if we are satisfied that the child’s needs can **only** be met at **Kirkoswald CE School**.*)
- 8) Children from outside the catchment area, giving priority to those who live closest to the school, measured in a straight line on the map. **A map of the catchment area is available on the school website for parents to view.**

Monitoring and review

This policy will be reviewed annually.