

School Admissions Procedure and Policy for entry to school September 2020

The Governing Body of St Mark's Church of England (Voluntary Aided) Primary School is the admission authority for the school. Following consultation with the Diocesan Board of Education and the Local Authority, the Governing Body has set the published admission number for access to the Reception class at **30**.

The Admissions Information Pack for Parents contains an application form for admission to school. It is also possible for an application to be made on the Local Authority's website.

An application for entry in September 2020 must be made subject to the LA Co-ordinated Admissions Scheme and by the LA published closing date.

Parents are encouraged to name three schools in order of preference on the application form. The Governing Body operates a system whereby they consider all preferences equally. So the order of preferences will not be used in considering any application. (It will only be used if a place is available for a child at more than one school.) Places at this school will be allocated according to this Admissions Policy and the Local Authority's Co-ordinated Admissions Scheme. Parents will be notified of the success or otherwise of their allocation by the Local Authority on 16 April 2020. 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 Governing Body will make allocations using the following criteria. These are listed in order of priority.

1. Children looked after and who were previously looked after, i.e. in public care. A child looked after is a child in public care, who is looked after by a local authority within the meaning of Section 22 of the Children Act 1989. Children previously looked after are children who were looked after, but have ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002) or became subject to a Child Arrangements Order or Special Guardianship Order (Children 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 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.
4. Children living in the catchment area.
5. Children living outside the catchment area have 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.
6. Children living outside the catchment area.

Please contact the school office for a map of the catchment area

Exception to Criteria

The criteria outlined above will be strictly followed, there being one exception: If a child has an Education Health and Care Plan (EHCP) naming St Mark's CE Church of England 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.

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. Children living at the addresses closest to the school will have priority.

Address of Pupil

The address on the application form must be the child's current address at the time of application, i.e. the address where the child normally lives. 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 family 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 this school, you should arrange a visit. 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 Governing Body discovers 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 higher priority, then the Governing Body will withdraw the offer of a place. If a place is refused, the Governing Body will reconsider the application and the right of appeal offered.

Deferred Admission

For children beginning school following their fourth birthday admission is normally in September. However, if a parent wishes, entry can be deferred until later in the year or until the term in which a child reaches compulsory school age. For example, if a 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. Parents can also request part-time education until the term in which a child reaches compulsory school age. The Governing Body recommends that it is in most child's interests for full-time education to be deferred no later than the start of the Spring term.

Summer Born Children –delayed entry

Summer born children do not attain compulsory school age until the September after they would normally start in Reception. In line with current government recommendations, the Governing Body will consider admitting these children into a Reception class a year later than usual at their parents' request. These children will remain eligible for their full entitlement to schooling, and will subsequently transfer to secondary school with other children in the same year group in which they have been educated, rather than with their chronological age group.

Appeals Procedure

If the Governing Body is unable to offer a place to a child because of over subscription, parents have a right of appeal under the School Standards and Framework Act 1998, as amended by the Education Act 2002 and subsequent legislation. Parents must notify the Clerk to the Governing Body within 14 days of receiving the letter which will have outlined the grounds for refusing a place. Parents will have an opportunity to submit their case to an appeals panel independent of the Governing Body. Grounds for the appeal must be provided in writing. Parents will receive at least 20 days' notice of the time and venue for an appeal hearing at which they will be able to present their case in person. This right of appeal does not prevent a parent from making an appeal in respect of any other school. The Independent Appeal will be organised on behalf of the Governing Body by the Local Authority Legal and Democratic Services Unit at Carlisle.

Waiting List

Those children who are not offered a place may, if parents so wish, be placed on a waiting list. The names will be placed on the list in the order of the admissions criteria above. Late applicants will be slotted into the list, also 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 school year to which it relates.

Infant Class Size

If a child is refused a place in a Reception or Key Stage 1 class because of Government limits on infant class size, the grounds on which an appeal could be successful are limited. Parents would have to show that

- a) the admission of an additional child would not breach the infant class size limit;
- b) the Governing Body's admissions policy did not comply with admissions law or were not correctly and impartially applied and that the child would have been offered a place if the admissions policy had complied or had been correctly or impartially applied; **or**
- c) the decision was one that no reasonable admissions authority would have made in the circumstances of the case.

Multiple Births

As far as possible, the Governing Body will ensure 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 teacher is to contain more than 30 pupils there can be very limited exceptional circumstances. The admittance of such a child 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 Child Looked After or Previously Looked After or a child of a UK Serviceman to be admitted outside the normal admission period.

Nursery

If a parent has a child in the Natland and Oxenholme Pre-School, parents must still make a separate application for entry to school in the Reception Class. A place at the Pre-School does not guarantee a place in St Mark's CE Primary School Reception Class.

Signed _____
Headteacher

Signed _____
Chair of Governors

Date: 17th December 2018

This policy will be reviewed annually