



# STAINTON C of E PRIMARY SCHOOL

## ADMISSIONS POLICY 2025 - 2026

**APPROVED BY :**

**Name:** Rachael Wilson

**Position:** Headteacher

**Signed:** *R. Wilson*

**Date:** 10/02/2024

**Review Date :** Autumn 2024

The Governors of Stainton CE Primary School are the Admissions Authority. 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 27 pupils.

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

Further information about the process can be found in the parental information pack published on the Westmorland & Furness Council's website at: <https://legacy.westmorlandandfurness.gov.uk/childrenservices/schoolsandlearning/lss/applyforaninfantorprimaryschoolplaceforsept2017/startingschoolinseptember2019.asp>

An application for entry in September 2025 must be made by the closing date which is the 15<sup>th</sup> January 2025.

Parents are encouraged to state three preferences in their application. The Governors operate a system whereby they consider all preferences equally. Places are allocated according to this Admissions Policy and the Local Authority's Coordinated Admissions Scheme. Parents will be notified of the outcome of their application by the Local Authority. Parents of those children not offered a place will be informed of the reason and offered an alternative school by the Local Authority.

In the event that there are more applicants than places the Governors will allocate places using the following criteria. These are listed in order of priority.

1. Looked after Children and previously looked after Children.

A looked after child 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).

Previously looked after children are children who were looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear 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 living within the catchment area having brothers and 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.
4. Other children living within the catchment area.
5. Children living outside the catchment area having 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.

## 6. Other children living outside the catchment area.

The criteria outlined above will be strictly followed there being only one exception. If a child has an Education, Health and Care Plan naming Stainton CE Primary School as the school they should attend 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 is specified to act as the determining factor. In the remaining categories the determining factor will be distance. The distance is measured in a straight line from the centre of the pupil's home address to the school's main entrance door. The Governors will use the Local Authority measuring system to ensure consistency of measurement. The closest addresses 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 lives 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 co-ordinated admission time. If you wish your child to attend Stainton Church of England Primary School, you should contact our school and admission details will be provided. If your child is refused a place you will be informed of your right to appeal.

### **Fraudulent applications**

If the Governors of Stainton Church of England 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 the 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 recommended that in your child's interests full time education is deferred no later than the start of the Spring Term.

### **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. You should notify the Clerk to the Governors of Stainton Church of England Primary School within 20 school 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 10 school 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 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 sometime. 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 – until 31<sup>st</sup> December in the year to which it relates.

### **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.

### **Multiple births**

The Governors of Stainton Church of England 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 from a multiple birth when one of the siblings is the 30<sup>th</sup> child admitted. A child with an EHCP and possibly looked after children or a child of U.K. Serviceman posted to the area.

### **Nursery**

If you have a child in our Nursery Class then you must make a separate application for the Reception Class. A place in our Nursery Class does not guarantee a place in our Reception Class.

### **Looked After Child**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child 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).