



*We are kind and compassionate to  
another and learn to forgive each other  
God forgave us. We trust each other  
work together, aiming high in all that we*

## **Rosley Church of England Aided Primary School**

### **Admissions Policy 2024/25**

The Governors of Rosley Church of England Aided 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 (PAN) for reception class is 8.

An application can be made on the Local Authority's website, <https://cumbria.gov.uk/schooladmissions>. This is the preferred option.

Alternatively, a parental pack containing information and an application form SA1 for admission to our school can be requested from the School Admissions & Appeals Team, 01228 221582 or by emailing [school.admissions@cumbria.gov.uk](mailto:school.admissions@cumbria.gov.uk).

An application for entry in September 2024 must be made by the closing date which is the **15<sup>th</sup> January 2024**.

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.

An email or letter informing parents of the success or otherwise of their application will be sent out 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. They will be informed of their right to 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. Looked after children and all previously looked after children including those children who appear (to this admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously Looked After Children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).
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.
4. Children living within 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.

The criteria outlined above will be strictly followed but with one exception. If a child has an Education, Health and Care Plan naming Rosley Church of England Aided Primary 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.

*\*Siblings include step siblings, foster siblings, adopted siblings, or other children living permanently at the same address.*

### **Admission of children outside their normal age group**

Parents may seek a place for their child outside their normal age group\*\*, for example, if the child is gifted and talented or has experienced problems such as ill health.

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.

*\*\* The Governors' decision will be based on the circumstances of each 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 been educated out of their normal age group; and whether they may have naturally fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the school's headteacher. The Governors, when informing a parent of their decision on the year group the child should be admitted to, will set out clearly the reasons for their decision.*

### **Fair Access Protocol**

Rosley Church of England Aided Primary School participates in Cumbria County Council's Fair Access Protocol. This helps ensure that all children including those who are vulnerable and Hard to Place pupils, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

### **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 Governors will use the Local Authority's computerised Geographical Information System (GIS) 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 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.

### **In Year Admissions for every age group**

In-year admissions are those which occur outside the "normal" admission time. If you wish your child to attend Rosley Church of England Aided Primary School you should visit our school and admission details will be provided if we have a vacancy in the relevant year. These will be processed by the Admissions Committee as soon as possible, or for children starting a new academic year, no later than 31 August. If your child is refused a place, you will be informed of your right to appeal.

### **Fraudulent applications**

If the Governors of Rosley Church of England Aided 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 reserve the right to 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 Rosley Church of England Aided 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. Where possible, decision letters are sent within 5 working days by the Local Authority. 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 Unit at Carlisle. For more information, see <https://www.gov.uk/schools-admissions/appealing-a-schools-decision>

## **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 until 31st 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 Rosley Church of England Aided 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.

## **Excepted Pupils**

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. It might also include a child with an Education, Health and Care Plan or looked after child or a child of a U.K. Serviceman (with an official Government letter declaring a relocation date) to be admitted outside the normal admission period.

## Nursery

If you have a child in Rosley Pre-School Busy Bees then you must make a separate application for the Reception Class. A place in Rosley Pre-School Busy Bees does not guarantee a place in our Reception Class.

Signed *JTinniswood*

Headteacher

Signed *RBird*

Chair of Governors

Date 24.11.22

This policy will be reviewed

November 2023.