



## HAYTON CHURCH OF ENGLAND PRIMARY SCHOOL

### 2019/2020 ADMISSIONS ARRANGEMENTS

#### THE ADMISSION NUMBER

The Governors of Hayton Church of England 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 25.

The Governing Body reserves the right both to admit more than the admission number of pupils in a given year group and also, if appropriate, to limit the number of pupils admitted to each year group to a maximum of 25 to ensure that the restricted accommodation in Key Stage 2 classes may not become a barrier to pupils' learning. The admission number may therefore have to be varied from year to year to attain this objective, subject to the proviso that the Governing Body cannot publish an admission number which is less than the Indicated Admission Number for the school.

#### THE CLOSING DATE FOR APPLICATIONS

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)

The closing date for applications for entry in September 2019 is 15<sup>th</sup> January 2019. Further information about the process can be found in the parental information pack published by CLA or the Cumbria County Council's website at:

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

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.) 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.

#### THE ADMISSIONS POLICY

If at any time there are more applicants than places available, children will be admitted in the following order of priority, which will be applied in conjunction with the notes below.

1. Children who are in Public Care or who have been in public care and are now adopted. 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. [see note 1 below]

2. Children living in the catchment area who have brothers or sisters in the school at the time of their admission. [see note 2 below]
3. Children living within the catchment area who with a parent attend at least twice a month, a church in membership of Churches Together in Britain or the Evangelical Alliance. Attendance may be at more than one church but should be for at least two years prior to the application date. [see note 3 below]
4. Other children living in the catchment area giving priority to those living closest to the school. 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 addresses will have priority.
5. Children living outside the catchment area who have brothers or sisters in the school at the time of their admission. [see note 2 below]
6. Children living outside the catchment area who with a parent attend on a regular basis, i.e. at least twice a month, a church in membership of Churches Together in Britain or the Evangelical Alliance. Attendance may be at more than one church but should be for at least two years prior to the application date. [see note 3 below]
7. Children living outside the catchment area, giving priority to those who live closest to the school. 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 addresses will have priority.

**Note 1** – Highest priority will be given to looked after children and previously looked after children (para 1.7) which extends to children who have been adopted or have become subject to a child arrangements order or special guardianship order.

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

**Note 3** - If it is necessary to prioritise in categories 3 or 6 the measurement criteria in categories 4 and 7 respectively will be used.

Applications will be prioritised using the above criteria. An exception will be made if a child has a statement of special educational needs and/or an Education, Health and Care Plan naming Hayton CE Primary School, as in these circumstances the Governing Body would have a statutory duty to admit the child concerned.

## **THE CATCHMENT AREA**

The catchment area is the Ecclesiastical Parish of Hayton. A map of the catchment area is available from the school.

## **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.

## **SUCCESSFUL APPLICATIONS**

Last year the Governors of Hayton C of E Primary School were able to admit all the pupils whose parents applied.

## **THE RIGHT OF APPEAL**

Any parent not offered a place will be informed of the reason and has a right of appeal to an Independent Appeal Panel under the School Standards and Framework Act 1998 as amended by the Education Act 2002. Any parent wishing to appeal should notify the Clerk to the Governors of Hayton Church of England Primary School within 20 school days of having received the letter of refusal. As a parent you will have an opportunity to submit your case to an independent (of the Governors) appeal 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. The 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**

Following the allocation of places in the Reception intake the LA will, in May 2019, re-allocate any places which become available as a result of parents not wishing to take up their offer. After this the parents of any child who has been refused admission can ask at the school for their name to be placed on the waiting list. A waiting list will be maintained for one term in the academic year of admission. Any vacancies which arise will be allocated using the Governing Bodies admissions policy shown above and length of time on the waiting list will not be a factor. A waiting list will also be held for other year groups.

## **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.

## **DEFERRED ENTRY TO RECEPTION**

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.

## **IN YEAR ADMISSIONS**

In year admissions are those which occur outside the 'normal' admission time. Parents who wish to send their child to attend Hayton C of E Primary School should visit our school and admission details will be provided. If your child is refused a place then you will be informed of your right of appeal.

## **FRAUDULENT APPLICATIONS**

If the Governors of Hayton C of E 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.

## **MULTIPLE BIRTHS**

The Governors of Hayton C of E 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 statemented or looked after child or a child of a U.K. Serviceman to be admitted outside the normal admission period.

## **NURSERY**

If you have a child in our Nursery then you must still make an application for admission into the Reception Class as a place at the nursery cannot guarantee a place in our Reception Class.