



St Herbert's CofE (VA) Primary and Nursery School

Admissions Policy

Introduction

1. This document sets out the admission arrangements of St Herbert's CofE (VA) Primary and Nursery School. For the purposes of this policy, the Governing Body is the admission authority.

Ethos Statement

1. As a Voluntary Aided Church of England School, we follow the principles of the Church of England. We aim to enable all children to achieve their full potential by: 1. Helping them to seek the understanding needed to shape life well, through learning and persevering in a just and creative environment (Wisdom) 2. Instilling a sense of hope and opening up horizons for everyone, to enable personal fulfilment (Hope) 3. Creating a sense of belonging so that everyone can flourish together, for the common good, through friendship and service (Community) 4. Enabling them to value themselves and others with humility, compassion, forgiveness and reverence (Dignity) Our children will thrive through experiencing: A safe learning environment High expectations for academic and personal achievement A team based ethos throughout the school A supportive, passionate teaching team Opportunities for adventure Strong partnerships with families Very strong links with the Keswick community An exciting and engaging curriculum, providing adventurous opportunities for children and staff to take risks and feel challenged within a supportive framework A clear understanding of where they are in their learning and what they need to do next A World class local environment, which enables a regular, developmental programme of residential and outdoor learning opportunities

Process

1. Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of 15th January.
2. The Local Authority will inform parents of the offer of a place on behalf of the Governing Body

on the national offer date 16th April or the next working day.

3. The St Herbert's CofE (VA) Primary and Nursery School has an admission number of 50 pupils for entry into Reception. The school will accordingly admit at least 50 each year if sufficient applications are received. All applicants will be admitted if 50 or fewer apply. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below.

Oversubscription Criteria

Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)

1. The first oversubscription criterion must always be Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children. As this is a legal requirement, it automatically appears as the first of the school's oversubscription criteria.

A "Looked After Child" (LAC) 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) at the time of making an application to a school.

A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Social and Medical need

2. Priority will be given in exceptional circumstances to a small number of children (or in some cases a close relative of the child) whose mental or physical impairment means they have a demonstrable and significant need to attend this school over any other.

Supporting evidence in the form of a letter from a doctor or social worker or other relevant qualified, independent professional, would be required. Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations and does not guarantee that a child will be given priority as each decision will be made on the merits of the individual case.

Pupil Premium

3. Children eligible for the pupil premium including the Early Years pupil premium and the service premium. Parents/guardians will be required to provide evidence of eligibility and the school may request confirmation from the applicant's home local authority. Children given priority under this criterion fall into the following categories:
 - Children eligible to be registered for free school meals and children who have been registered as eligible for free school meals at any point in the last six years;

- Children eligible to receive the Early Years premium; and
- Children whose parent(s) are serving in the regular UK armed forces, the children of regular armed forces personnel who were serving in the past 3 years, or children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.

Siblings

4. Siblings of pupils attending the school at the time of application who live within the catchment area/parish. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

Distance from school

6. Proximity to the school with those living closest to the school having priority calculated by:

those living closest to the school measured by the shortest walking route by road from the centre of the pupil's home address to the front entrance of the school. The Governors will use the local authority's computerised Geographical Information System (GIS) to ensure consistency of measurement. the closest addresses will have priority..

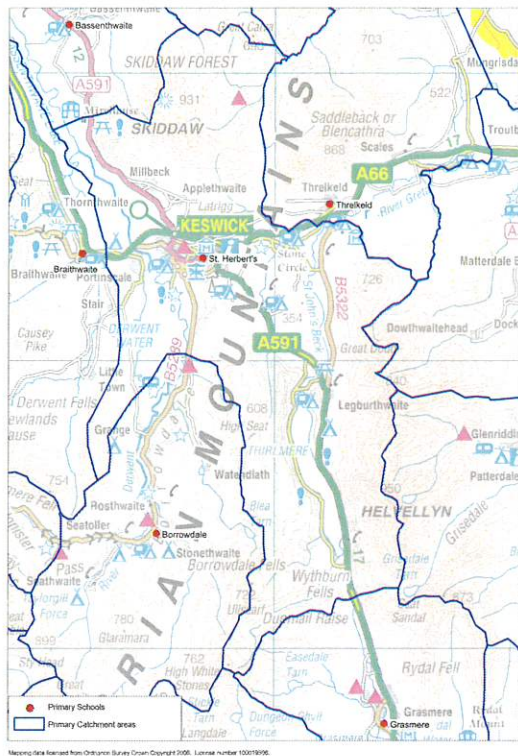
The child's home address will be determined by:

proof of residency by a recognised formal document.

Catchment area

7. Children living in the catchment area of the school.

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Tie-breaker

1. Proximity to the school. This will be measured by the shortest walking distance by road or maintained footpath or other public rights of way from the pupil's home, to the main entrance point of the school using a GIS computerised mapping system.

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

Late applications

1. Applications received after the closing date and before the [Admissions Authority] admission meeting will be placed last in the criteria in which they fall unless the [Admissions Authority] is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time. Supporting evidence, including that provided by the required Supplementary Information Form, must also be supplied by the closing date for applications, unless it is satisfied that there are exceptional circumstances which reasonably prevented it being submitted on time. In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

In-Year admissions

1. From time to time a place becomes available further up the school. The allocation of places is in accordance with the admissions criteria. Preference will be given to children moving into the area from outside the Local Authority area who do not have a school place. Evidence will need to be provided that the child has recently moved in.

Admission of children outside their normal age group

1. Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- 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 previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 8 child for a year 7 place will be considered alongside applications for year 7.

Waiting Lists

1. The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the admission authority and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

Appeals Procedure

1. All applicants refused a place have a right of appeal to an independent appeal panel constituted

and operated in accordance with the School Admission Appeals Code. Appellants should contact The Head Teacher at St Herbert's CofE (VA) Primary and Nursery School at Trinity Way, Keswick, Cumbria, CA12 4HZ within 20 days of the date of the letter refusing your child a place at the school for information on how to appeal. Information on the timetable for the appeals process is on our website at <https://www.stherberts.cumbria.sch.uk>.

School age

1. A full-time school place in the Reception class is available for children from the September following their 4th birthday, etc.

Deferred entry for infants

1. Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age of 4. However, places cannot be deferred until the next academic year.

Address definition

1. The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child.

Enquiries

1. Should be to The Head Teacher at Trinity Way, Keswick, Cumbria, CA12 4HZ.