

## ADMISSIONS POLICY

### Over Wyresdale Abbeystead Cawthorne's Endowed School

The school provides places for a total of not more than 42 children. The number of places for the year 2018/2019, after consultation with the Local Authority, will be a maximum of 10. The Governors will not place any restriction on admissions for Reception unless they are advised that the number of children for whom admission is sought is likely to exceed this number. By law, no infant class may contain more than thirty children.

**In the event that there are more applications than places, after admitting all children with a statement of educational need naming the school, the governing body will allocate places using the criteria below which are listed in order of priority:**

1. Looked After Children and previously looked after children. This includes any "looked after child" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.
2. Children who live in the geographical parish of Over Wyresdale.
3. Children who have a brother or sister already attending the school at the time of the request. This will include step, half, foster and adopted siblings living at the same address.
4. Children who are not resident in the geographical parish of Over Wyresdale but whose parents have involvement in work in the community of Over Wyresdale. (Parental involvement to be stated on the supplementary information form available from school. Please note that Cawthorne's Endowed has a Christian ethos, but is not a faith-based school.)
5. Children/ families with special medical or other circumstances. Professional supporting evidence from e.g. doctor, psychologist, social work or clergyman, will be essential if admission under this criterion is to be considered.
6. Places are awarded by reference to walking distance from home front door to the school's main entrance.

#### NOTES:

- All applications will be considered at the same time, and after the closing date, by the Admissions Committee of the Governing Body.
- "Parent" is defined as the person with "parental responsibility".
- The address used on the application form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Where there is a dispute about the correct address, the Governors reserve the right to ask any relevant third parties.
- In the event of a two applicants having equal priority, the place will be awarded on the walking distance from the child's home from door to the main entrance of the school. In the event of a tied distance measurement between address points the Local Authority's system of a random draw will determine which addresses receive offers.

- A waiting list for children who have not been offered a place will be kept and ranked according to the admissions criteria (points 1-6 above). Letters advising of an unsuccessful application will also inform parents of their child's position on the waiting list. The waiting list will be kept for one full term.

### **Timetable**

Applications for admission to the school should be made on the form enclosed in the booklet "Primary School Admissions in Lancashire, Information for Parents". The law requires that the governing body sets up an admissions committee to make all decisions about admissions. Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority. Parents of children not admitted will be informed of the reason and offered an alternative place by the Local Authority. Last year the school was able to admit all pupils whose parents applied.

### **Deferred admissions**

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then if you wish it, admission may be deferred until January. If it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January. You may also request that your child attend school part time until he/she reaches his/her fifth birthday.

### **Late admission applications**

Where there are extenuating circumstances and before the governors have established their list, late admissions will be considered alongside all the others. Otherwise applications received after the last date will be considered after all the others and placed on the waiting list in order according to criteria.

### **Non-routine admissions**

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

Please note that you cannot re-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

### **Waiting lists**

The school will maintain a waiting list in accordance with the schools published oversubscription criteria for the full autumn term in the academic year of admission.

### **Twins**

Where there are twins or multiple siblings in one year, wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances cases we can offer places for both twins and all triplets, even when this means breaching infant class size limits. This may also apply to siblings who are in the same year group.

### **Pupil address**

The address used on the school's admission form must be the current one at the time of application. Enquiries may be made by the Governing Body to establish authenticity.

### **Fraudulent applications**

When governor's award a place and then discover that an application has been intentionally misleading, the offer of that place will be withdrawn. The application will then be reconsidered and a right of appeal offered if a place is refused.

### **Appeals procedure**

Parents may appeal if an admission place is not offered (an independent admission appeal panel is set up under the School Standards and Framework Act 1998 - amended Education Act 2002). The clerk to the governors should be notified within 14 days. Parents will have the opportunity to submit their case to a panel in writing and they will be able to attend the hearing to present their case. If a child is refused because of Government limits on infant class size (30) the success of an appeal would be limited.



**SUPPLEMENTARY INFORMATION FORM FOR  
CAWTHORNES ENDOWED SCHOOL ABBEYSTEAD**

**APPLICANT INFORMATION:**

This form is provided to enable children who live outside the Parish of Over Wyresdale to submit to the school about their family involvement in Over Wyresdale (point 4 on the Admission Policy)

Name of parent(s)/guardian(s): -

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

**CHILD INFORMATION:**

Name of child:

\_\_\_\_\_

Address of child:

\_\_\_\_\_

\_\_\_\_\_

(if different from above)

Are you applying for a place because of: (You may tick more than one box)

Living in local area  Special social/medical needs  Sibling in school

Parental involvement in parish and/or local community

Outline your involvement : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

