

### 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 2024/2025, 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 an EHC Plan 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. Looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. 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.
3. Children who live in the geographical parish of Over Wyresdale.
4. 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.
5. Places are awarded by reference to distance from home to the school. See below for more detail.

**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.
- Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where two addresses have the same distance, or the cut-off point is for addresses within the same building, then the Local Authority's system of a random draw will determine which address(es) receive the offer(s).
- 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 / emails advising of an unsuccessful application will also inform parents of their child's position on the waiting list. The waiting list will be kept until 31<sup>st</sup> December in the academic year of admission.

## **Timetable**

### **Making an application**

Applications for admission to the school for September 2024 should be made on-line at <https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/> between **1<sup>st</sup> September 2023 and 15<sup>th</sup> January 2024**. It is not normally possible to change the order of your preferences for schools after the closing date.

Parents **must** complete the Local Authority electronic form, stating three preferences.

The law requires that the governing body sets up an admissions committee to make all decisions about admissions. Letters / emails 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.

### **Waiting lists**

The school will maintain a waiting list in accordance with the schools published oversubscription criteria until 31<sup>st</sup> December 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.

### **In-year admissions**

In-year admission is the process of applying for a school place during the school year. Any applications for the intake made after the start of the autumn term will be treated as an in-year application.

The in-year admission process is managed by the school. Parents are required to complete the in-year application form, which is available from the school website.

Where a place cannot be secured, parents will be offered a legal right of appeal to an independent appeal panel.

Lancashire County Council administers the appeals process on behalf of the school. Parents can complete the school's [appeal form](#) on Lancashire County Council's website.

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.

### **Appeals procedure**

Where the governors are unable to offer a place because the school is over-subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify the clerk to the governors at the school by 30<sup>th</sup> April, 2024.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. **You will normally receive 14 days' notice of the place and time of the hearing. Where possible, the appeals will be heard in person although some are now heard through a digital format.**

**Please use the Local Authority weblink for appeals: [Lancashire County Council Admission Appeals](#)**

Appeals which are received after the deadline will be slotted into the schedule where this is possible. There is no guarantee that this will happen and late appeals may be heard after the stipulated date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venues and the number of appeals for each school (which will vary year on year).

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.