



ST.OSWALD'S PRIMARY SCHOOL

Admissions Policy 2025/26

Approved by¹:

Gill White – Head Teacher

Date:

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Review Date²:

Feb 2025

¹ The Employer free to determine how to implement

² The Governing Body or Proprietor free to determine review period

St Oswald's Church of England Primary School.

Admissions Policy 2025/2026

The Governors of St Oswald's 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 22.

The 'Starting School in Cumbria' booklet is available to view/download from the Local Authority website (www.westmorlandandfurness.gov.uk/schools-and-education/school-admissions) or a copy will be available in school. It is also possible for an application to be made on the Local Authority's website. This is the preferred option.

An application for entry in September 2025 must be made by the closing date which is the 15th January 2025.

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. Parents will be notified of their child's allocated school place by the Local Authority. Parents of those children not offered a place will be informed of the reason, their right of appeal and offered an alternative school by the Local Authority.

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 and previously looked after children. 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 arrangements order or special guardianship order). Further references to previously looked after children in this policy means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after. (A full definition of Looked After Children can be found on page 5.)
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 including step, adopted and foster children.

4. Children who attend St Oswald's Pre-School/Nursery in our Early Years Foundations Stage Unit.
5. Children living within the catchment area.
6. Children living outside the catchment area. (See attached Appendix 1. Map of catchment)

The criteria outlined above will be strictly followed there being one exception. If a child has a Statement of Special Educational Needs or Education, Health and Care Plan naming St Oswald's Church of England 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.

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 distance is measured from the centre of the child's home 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 School Admissions Departments measuring system 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.

In year admissions are those which occur outside the "normal" admission time. If you wish your child to attend St Oswald's Church of England Primary School you should contact our school and admission details will be provided (telephone 01539 738185). If your child is refused a place you will be informed of your right to appeal.

Fraudulent applications.

If the Governors of St Oswald's Church of England 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.

Deferred admission.

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.

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 School Admissions Appeals Code 2022. You should notify the Clerk to the Governors of St Oswald's Church of England 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. 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 Services Unit at Carlisle.

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 for the whole of the first term 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 St Oswald's Church of England 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 from a multiple birth when one of the siblings is the 30th 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 to be admitted outside the normal admission period.

Nursery.

If you have a child in our Nursery Class then you must make a separate application for the Reception Class. A place in our Nursery Class does not guarantee a place in our Reception Class.

Definition: Looked After Children

A 'looked after child' 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 (Section 22(1) of the Children Act 1989) at the time of making an application to a school.

Previously looked after children includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children's Act 2002. Child arrangements orders are defined in the Children Act 1989, as amended by the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. The Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).