



PETTERIL BANK COMMUNITY SCHOOL **Admissions Policy 2015**



Petteril Bank School admissions are co-ordinated by the local authority and the school complies with the published information from the Local authority. Visits to the school are encouraged before making an application.

The following information is published by Cumbria County Council. For further information please access Cumbria County Council website

www.cumbria.gov.uk/childrensservices/schoolsandlearning

Determined Policy for the Admission Arrangements to Community and Voluntary Controlled Schools for 2016-2017.

1. Introduction

These are the 2016-2017 admission arrangements for community and voluntary controlled primary and secondary schools, i.e. those schools where the Local Authority (LA) is the admission authority

2. Co-ordinated Admission Arrangements

In line with current legislation, the LA has drawn up a separate scheme to coordinate admissions to maintained schools and academies within Cumbria for the main admissions round.

3. Published Admission Numbers

The admission number the LA will publish for each community and voluntary controlled school is shown in Appendix 1. (Available on the website)

4. The General Admissions Policy for 2016-2017

The General Admissions Policy will be used to allocate places at those schools which are oversubscribed. This is attached as Appendix 2 for entry to Reception, Year 3 and Year 7 and as Appendix 3 for entry to Year 12. (Available on the website)

5. Address to be Used in Determining Priority for Admission

If a school is oversubscribed, the address of the parent or carer with whom the child normally lives will be used in the allocation process. Where a child's address is difficult to determine, for example where shared living arrangements are in place, the address of the parent or carer claiming child benefit will be used.

6. Fraudulent Applications and Withdrawal of a School Place

The LA will not withdraw an offer of a place unless it has been made in error or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where an offer is withdrawn on the basis of fraudulent or misleading information, the application will be considered on the basis of the correct information, and parents or carers will have a right of appeal where no place can be offered.

Where parents or carers are found to make a fraudulent application for a school place and the LA decides not to withdraw that place in the best interest of the child, should a school place be sought for any other sibling or siblings the criteria that provide a higher priority for a school place for siblings will not be applied.

7. Parental disagreement

The management of school applications may be severely delayed during the main admissions round where separated parents or carers of the child each submit a separate application for different schools. The School Admissions Code 2012 states that only one offer per child is made by the LA. In this situation the LA asks that parents and/or carers attempt to resolve matters between themselves and inform the LA in writing of which application should be processed. The LA will not become involved in private disputes.

8. The Admissions Timetable

The timetable for the September 2016 application and allocation processes will be in line with the co-ordinated admissions schemes with the exception of entry to Year 12. This will be in accordance with the timetable detailed in Appendix 4.

(Available on the website)

9. Late Applications

For oversubscribed schools, applications which are received or changed after the published closing date will only be considered in exceptional circumstances. Even if there are exceptional circumstances, applications submitted after the relevant published date will not be considered until after allocations for those parents and carers who applied on time have been made. Any evidence submitted after the relevant date to support a late application or change of preference will not be considered. Affected applicants will not receive an offer with other parents on national offer day, instead receiving one on 'reallocation day'.

10. Waiting Lists

Once places have been allocated, children refused a place will continue to be considered for any vacancies which become available up until the end of the Autumn Term 2016. Vacancies will always be allocated by applying the admissions policy and length of time on the waiting list will not be a consideration.

11. Early, Deferred or Delayed Entry to all schools and Part Time Attendance at Infant/Primary Schools

If a child who has not reached compulsory school age has been allocated a Reception place and their parent or carer wishes to delay their child's entry to school, the place will be held open. The place must be taken up in the term in which the child reaches compulsory school age. Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

Some parents, particularly of summer-born children, may seek places in Reception classes a year after their child becomes eligible for a place, i.e. they may seek a Reception place for the September after their child's 5th birthday rather than after the child's 4th birthday. We do not expect there to be a large number of such applications, but each will be assessed with input from the Headteacher of the school in question, and a decision made based on the circumstances of each child concerned as to whether the application should be treated as one for Reception, or as an 'in-year' application for a place in Year 1, the child's 'correct' chronological year group. In some cases, an assessment of the child by an

Educational Psychologist may be requested to inform the decision. Where it is decided that the application is for a Reception place, it will be considered alongside all others for the Reception class(es) in question, and ranked using the oversubscription criteria set out above.

As with early or delayed entry to primary schools, each such application for secondary school places will be assessed and a decision taken on the circumstances of each child. Again, the expectation is that the number of applications will be relatively small, but each will be considered with input from the Headteacher of the child's primary school, the Headteacher of the prospective and, potentially, an Educational Psychologist.

12. Twins and siblings of multiple births

Where places are available for some but not all children from multiple births (including twins) the Local Authority will exercise the discretion offered by the Admissions Code to offer all of the children a place. Where this results in an infant class exceeding 30 pupils, additional children admitted under these arrangements will be treated as 'excepted pupils' for the duration of their infant education and will not constitute a breach of legislative requirements.

13. Admissions to Nursery Schools and Infant/Primary Schools Offering Nursery Education

These arrangements do not apply to the admission of nursery pupils. Nursery admission arrangements will be determined separately. **Attendance at a school's nursery does not guarantee admission to the school's Reception group.**

14. Admission to School Sixth Forms

These arrangements apply to the admission of students to school sixth forms (Year 12).

Energy Coast UTC will process their own applications for admission to Year 12 in September 2016.

15. Catchment Areas

Cumbria County Council operates a 'catchment area' approach to school admissions. Most schools have a defined catchment area. Details of the arrangements for each school can be made available on request. Where an area is not included within an agreed catchment area, the "catchment area school" will be the nearest appropriate school to the parental home.

16. In Year Admissions

Where a parent or carer wishes to change school for any reason that is not caused by a change of address, the Local Authority will not offer a place at a community or voluntary controlled school before the first day of the term following receipt of form SA8 (request for an in year school place).

Agreed by Governing body on 13th October 2015

Signed _____ (On behalf Governing Body)