



HENSINGHAM PRIMARY SCHOOL - ADMISSIONS POLICY 2022/2024

School:	Hensingham Primary School
Approved by:	Trust Board
Date:	February 2024
Proposed review date:	February 2025
Owner:	Headteacher

Section 1 – General Principles

Hensingham Primary School is part of the Cumbria Education Trust (the Trust). Cumbria Education Trust is the Admissions Authority for all academies within its family of schools. The Trust participates in the Local Authority Co-Ordinated Admission Scheme.

The published admissions number (PAN) for Reception Year in September 2024 is 30.

The main principle of admission to Hensingham Primary School is to provide a welcoming, safe and supportive learning environment that meets the needs of young persons within the 3-11 age range, who live in the surrounding area.

The Trust will endeavor to provide places for students who wish to attend Hensingham Primary School provided they can be accommodated within the scope of this policy.

The closing date for applications for Reception year in September 2024 is 15th January 2024.

Section 2 - Roles and Responsibilities

It is the responsibility of Cumbria Education Trust to set and publish the admissions criteria for the school as defined in this policy and for ensuring that these criteria meet with the requirements of law.

The Trust will ensure that: -

- Admissions criteria are clear, fair and objective
- Arrangements are as simple as possible
- All parents' preferences are treated on an equal basis

It is the responsibility of the Headteacher to ensure the requirements of the Trust's policy are implemented at all times and reviewed on an annual basis. Where changes are to be made, public consultation will occur as required and outlined in Department for Education's (DfE) Admissions Code (December 2014).

Section 3 – Definitions

The catchment area is in and around the villages of Hensingham. A catchment map is available on request.

By sibling we mean: -

- Children living at the same address who have one or both natural parents in common
- Children living at the same address who are related by parent's marriage
- Children living at the same address whose parents are living as partners at this address
- Children who are adopted or fostered
- We do not include "cousins" within our definition of sibling

Section 4 – Admission Criteria and Oversubscription

In the event of over-subscription, the following criteria will apply: -

1. Places will be offered firstly to Looked After Children i.e. children who are looked after by a public authority and are in public care, and previously looked after 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.
2. where the child lives in the school's catchment area, as defined by the catchment area map, and have a brother or sister (sibling) attending the school at the time of application;
3. applications from within the school's catchment area;
4. where a child lives outside the catchment area and has a brother or sister in the school;
5. where a child attends a Cumbria Education Trust primary school;
6. children of staff members working at a Trust school where the member of staff has been employed at a Trust school for two or more years at the time at which the application for admission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
7. children from outside the catchment area.

The criteria outlined above will be strictly followed with there being one exception. If a child holds an Education health and Care Plan that names Hensingham Primary School then irrespective of the criteria, the child *will* be admitted as in these circumstances the Local Authority Board have a statutory duty to admit the child concerned.

Section 5 - In Year Admissions

In year admissions enables parents to transfer their child between primary schools. To apply for a place in Years 1-6, or Reception year after the first term, applicants should contact the school's Office Manager.

In year admissions will be based on the size of the year group taking into account the size of teaching groups already in the school and the curriculum model that has been implemented that most efficiently provides for the education of the students. If there are places available in the year group within the relevant curriculum model that is in place, then applicants will be admitted. If the year group is full it may not be possible to offer your child a place. If the number of applicants for a year group exceeds the number of places available, the oversubscription criteria detailed in this policy will be applied. Waiting lists will be held by the school.

Section 6 - Waiting Lists

Hensingham Primary School will operate a waiting list for Reception year admissions until 31 December 2022. If places become available during this period places will be allocated in the same priority as the oversubscription criteria detailed in this policy. The waiting list will be re-ordered when anyone leaves or joins the waiting list up until 31 December 2024.

Section 7 - Appeals

If a child is not offered a place at the school, the applicant will be informed of the reason why admission was refused. Applicants have the right to appeal, to an independent panel. The deadline for lodging an appeal is 20 school days of notification of an unsuccessful application. Full details of the appeals process can be obtained from the school's website or by contacting the school.

Please see the agreed timeline below for hearing any admission appeals.

16th April 2024	Parents and careers will be notified of their child's allocated school.
30th April 2024	Parents and careers should notify the school of their intention to appeal and request a Notice of Appeal form. The completed Notice of Appeal form should be submitted to the School Business Administrator
30th April 2024	Deadline for lodging appeals with the school.
7th May 2024	Deadline for appellants to submit further evidence not included with initial appeal.
14th May 2024	Appeal hearings.
21st May 2024	Appellants to receive notification of the Panel's decision

Contact Details

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