



ADMISSION ARRANGEMENTS FOR 2023/2024

**This policy was approved by the Local Governing Board on the 7th February
2022**

1 MAKING AN APPLICATION

- 1.1 Arlecdon Primary School is part of West Lakes Multi-Academy Trust. Arlecdon and Thornhill Local Governing Board is the admissions authority for Arlecdon Primary School, 'the school'. During the normal admissions round, Cumbria County Council operates the co-ordinated admissions scheme which includes the school.

The application procedure and timetable are in line with Cumbria County Council's co-ordinated admission scheme. Parents wishing to apply for a place should put the school down as a preference on the common application form either online at:

<http://www.cumbria.gov.uk/childrensservices/schoolsandlearning/lss/schooladmissions.asp>

or by post to: School Admissions and Appeals, People, Parkhouse Building, Kingmoor Business Park, Carlisle CA6 4SJ

- 1.2 Outside of the normal admission round the school manages these directly. Further details on how to apply can be found below.

2 PUBLISHED ADMISSIONS NUMBER (PAN)

- 2.1 Arlecdon Primary School has a PAN of 15 for entry into Reception for 2023-2024. If the number of applications exceeds the PAN then the oversubscription criteria (below) will be used to determine which applicants will be provided with a place.
- 2.2 All children who have an EHCP that name the school will be provided with a place.

3 OVERSUBSCRIPTION CRITERIA

Where more applications are received than the number of places, then the school will rank applications in accordance with the following oversubscription criteria, in order:

- (1) Children who are looked after or are previously looked after child.
- (2) Children resident within the school catchment area who have a sibling who attends the school at the date of admission.
- (3) Children whose home address is within the catchment area of the school. A link to the catchment area is available on the school's website.
- (4) Children of staff of the school who have been employed for two or more years at the time of the application or are recruited to fill a vacant post for which there is a demonstrable skill shortage. To qualify under this criterion, the staff member must be a 'direct employee'. This includes any member of staff (teaching or non-teaching) with two years continuous employment with the school. Staff contracted in to provide services to the school do not count as 'direct employees'. For the purposes of this criterion, 'children of staff' is taken to include a son, daughter or step-son/daughter, or child who is adopted or fostered or for whom a special guardianship order is in place, in all cases providing they are living at the same address as the parent who is employed by the school.
- (5) Children living outside of the catchment area who have a sibling attending the school at the time of admission.

- (6) Children who attended Arlecdon Primary School Nursery.
- (7) Other children living outside of the catchment area.

Where there is a need to prioritise places within criteria 3 (2), (3), (4), (5), (6) and (7) prioritisation will be given to those pupils who live nearest to the school by distance.

4 DEFINITIONS

- 4.1 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.
- 4.2 A 'previously looked after child' is a child that ceased to be looked after because they were adopted, became subject to a child arrangements order or special guardianship order. This includes children who appear to the school to have been in state care outside of England but ceased to be so because they were adopted.
- 4.3 A map of the catchment area can be found on the school website. One can also be obtained from the school office.
- 4.4 'Sibling' means a brother or sister, half brother or sister, step brother or sister or legally adopted child being regarded as a brother or sister.
- 4.5 The 'home address' is the address at which the child spends the majority of their week during term time. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date where multiple applications are made will result in a random number generator to determine which application to process.
- 4.6 'Distance' means the distance drawn in a straight line between the front door of the home address to the school's main entrance using the local authority's GIS system.

5 TIE BREAKER

Where there are two or more applicants in a criterion who have equal priority for admission and there are insufficient places available, random allocation will be used to determine which child shall be given a place. The use of random allocation will be supervised by someone independent of the school.

6 NURSERY

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

7 MULTIPLE BIRTHS

The Governors of Arlecdon Primary School will ensure, as far as possible, that twins or triplets are not separated. Such children will be given priority in any particular category.

8 LIMITED EXCEPTIONAL CIRCUMSTANCES

While no infant class is to contain more than 30 pupils there can be very limited exceptional circumstances. The admittance of such a child/children will be known as an 'expected' pupil for the time they are in the infant class or until the numbers fall back to the size limit. The definition of an 'expected' pupil is defined in section 2.16 of the School Admissions Code.

9 CHILDREN OF UK SERVICE PERSONNEL

The School Admissions Code requires that families of Crown servants returning from overseas to live in that area, the Admissions Authority must allocate a school place in advance of the family arriving in the area, provided their application is accompanied by an official letter declaring a relocation date. If you wish your child to attend the school, and spaces are available, these would be allocated to the family in advance of their move, even if they do not yet have a confirmed address.

If the school is oversubscribed the governors need to be satisfied that places are allocated lawfully, in accordance with the oversubscription criteria. The school will use the address at which the child will live as long as the parents provide some evidence of their intended address.

10 DEFERRED ADMISSION

For children beginning school following their fourth birthday admission is normally September. However 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 summer term. You can also request part-time education until the term in which your child reaches compulsory school age. It is recommended that in your child's interests full-time education is deferred no later than the start of the spring term.

11 APPLYING FOR A YEAR GROUP OUTSIDE OF CHRONOLOGICAL AGE GROUP

Where parents want their child to be educated outside of their chronological age group, an application should be made in writing to the Clerk of Arlecdon and Thornhill Local Governing Board, at the same time as the application for a place. This should explain why the parents wish for their child to be educated outside of their chronological age group and enclosing any evidence that supports it. The views of the Head teacher will also be considered. Parents will be notified of the decision on the application, which will be based on the circumstances of the case and what is in the best interests of the child, in writing once it has been made. This decision is separate from the decision on whether a place is granted.

12 APPEALS

Where a child is not offered a place, the parent(s) will be entitled to an appeal against the decision to refuse admission. The letter of refusal will contain details of how to go about appealing the decision, including the deadline for lodging the appeal and who to contact. Parents must set out their grounds for appeal as part of their application. Where an appeal is successful, the school must admit the child.

14 WAITING LIST

The school will maintain a waiting list until the 31st December in the academic year of admission. Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.

15 IN-YEAR APPLICATIONS

Details on how to apply for place outside of the normal admissions round can be found on the school's website. Where multiple applications are received and the school does not have sufficient places for every child that has applied for one, places will be allocated on the basis of the oversubscription criteria.

16 WITHDRAWING PLACES

In certain circumstances the school may decide to withdraw a place offered if one of the following circumstances occurs:

- Where a parent has not responded to the offer of a place, even after chasing;
- Where fraudulent or intentionally misleading information is used as part of the application; or
- Where the offer has been made in error.