

Bassenthwaite Primary School

Part of Keswick MAT

Committee Responsible:	Directors of Keswick School Multi-Academy Trust
Lead Officer:	Executive Principle
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Signed:	<i>M Taylor</i> <i>D Hammond</i>
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ADMISSION POLICY

Contents

Bassenthwaite Primary School – Admission Policy 2025/26

- 1.0 Admission number
Page 3

- 2.0 Day admission
Page 3
 - 2.1 Closing date for applications
 - 2.2 Oversubscription criteria
 - 2.3 The right of appeal
 - 2.4 Waiting list
 - 2.5 In year admissions

ADMISSION POLICY 2025/26

Bassenthwaite Primary School

1.0 ADMISSION NUMBER

- 1.1 The Pupil Admission Number (PAN) for Bassenthwaite School is 7. This is the number of children who will be admitted into reception at Bassenthwaite School in September 2025.

2.0 DAY ADMISSION

2.1 Closing Date for Applications

- 2.1.1 The closing date for reception applications for September 2025 entry is 15 January 2025. Parents are requested to make an application via Cumberland Council's on-line system through their website at (correct as of Oct 2023):

<https://legacy.cumberland.gov.uk/childrensservices/schoolsandlearning/lss/schooladmissions.asp>

- 2.1.2 Alternatively parents can complete a paper form of the application (Form SA1). This form can also be downloaded from the website, along with other parental information. Form SA1 can be returned to Bassenthwaite School or sent directly to School Admissions and Appeals at the following address:

School Admissions and Appeals
PO Box 415
Carlisle
CA1 9GU

- 2.1.3 The national offer day for reception admission into primary schools for September 2025 is 16 April 2025. The Local Authority will advise parents of their allocated school place by either e-mail or letter on that day.

2.2 Oversubscription Criteria

- 2.2.1 Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below in order to decide which children to admit:

1. Looked after children or previously looked after children, giving priority if necessary to the youngest children¹.
2. Pupils living in the catchment of the school. In the event of oversubscription at this stage, distances will be measured in a straight line using the GIS mapping system operated by the Local Authority. This is from the front door of the school to the centre of the pupil's home address, with the shorter distance having a higher priority.

1. A "looked after child" is one who is looked after by a local authority in accordance with section 22 of the Children Act 1989 at the time of application and who the local authority confirms will still be looked after at the time of admission. 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 arrangement order or special guardianship order).
 3. Where the child has a brother or sister attending the school at the time of application².
 4. Where there are exceptional social, medical or educational reasons for admitting the child, based on information supplied by the applicant. The supporting evidence should clearly state why Bassenthwaite School is the most suitable school and the difficulties that would be caused if the child had to attend another school. The Head and the Local Governing Body in consultation will assess the evidence.
 5. A child of a member of staff in the following circumstances:
 - (a) where the member of staff has been employed at the school for two or more years at the time at which the application is made, or
 - (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
 6. Pupils living outside the catchment area of the school. In the event of oversubscription at this stage, distances will be measured in a straight line using the GIS mapping system operated by the Local Authority. This is from the front door of the school to the centre of the pupil's home address, with the shorter distance having a higher priority.
- 2.2.2 Any child who has an Education Health and Care Plan (EHCP), naming Bassenthwaite School, will be admitted into the reception intake.
- 2.2.3 If Bassenthwaite School is oversubscribed the address of the parent with whom the child lives will be used. Where this is difficult, the address of the parents claiming child benefit will be used. Keswick School Multi Academy Trust reserves the right to ask for confirmation that the address used is not of a temporary nature, for example by asking for suitable documentation.
- 2.2.4 In the event of a tiebreak under Criteria 2 and 6, when all other factors were equal, random allocation will apply.
- 2.2.5 In small schools there may be an undersubscription in some year groups. If this is the case, the LGB may allow a higher intake than the PAN. For the avoidance of doubt, an intake above the PAN in reception is subject to numbers below the PAN in other year groups.
- 2.2.6 Most children will enter Reception in the September after their fourth birthday. However, where a parent of a child who has not reached statutory school age wishes to defer their child's entry until later in the school year or until the term in which the child reaches compulsory school age, their place will be held open for them. 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.

- 2.2.7 Parents can also request that their child take up the place part time until the child reaches compulsory school age. The place must be taken up when the child reaches statutory school age.
- 2.2.8 Summer-born children do not attain compulsory school age until the September after they would normally start in Reception. In line with government recommendation, the school will admit these children into Reception a year later than usual at their parents' request. These children will remain eligible for their full entitlement to schooling, and will subsequently transfer to secondary school with other children in the year group in which they have been educated, rather than with their 'chronological cohort'.
2. A "brother" or "sister" means the sister, brother, twin, half brother or sister, adopted brother or sister, or child of the parent or partner, residing in the same house at the time of application.
- 2.2.9 Parents seeking delayed entry/transfer should submit their request by the same dates in the year in which they would apply if their child were transferring at the usual age. This will allow consideration of the request prior to the closing date for preferences to be submitted, allowing parents' sufficient time to submit preferences in the event their request is denied.

2.3 **The Right to Appeal**

- 2.3.1 Any parent not offered a place in Bassenthwaite School has a right of appeal to an Independent Appeal Panel. The panel would be entirely independent of Keswick School Multi Academy Trust. Any parent wishing to appeal should write to the address below within 20 school days of receiving notification that a place has not been offered.

Office Administrator
Bassenthwaite Primary School
School Road
Bassenthwaite
Cumbria
CA12 4QH

2.4 **Waiting List**

- 2.4.1 Following the allocation of reception places the Local Authority will, at the end of May, re-allocate any places that become available because of parents not wishing to take up their offer.
- 2.4.2 Bassenthwaite School will operate a waiting list from the end of the re-allocation process until Christmas 2025. If places become available during this period, they will be allocated in the same priority as the published oversubscription criteria. Looked after children, previously looked after children and those allocated a place at the

school in accordance with the local Fair Access Protocol will take precedence over those on the waiting list.

2.5 In Year Admissions

- 2.5.1 Where a parent wishes to change school for any reason Bassenthwaite School will only offer a place if there is space available. In year admissions will commence on the first day of term following receipt of Form SA8 (request for an in year admission), unless the application is due to a change of address.

- 2.5.2 Keswick School Multi Academy Trust will operate a practice relating to in year admissions, which reflects the physical and operational capacity of Bassenthwaite School, as well as considering the best interests of children.