



THE BISHOP HARVEY GOODWIN SCHOOL (Church of England Voluntary Aided)

Policy for Admission of Children into School

Academic Year September 2025 to August 2026

The Bishop Harvey Goodwin CE Voluntary Aided School is in the ecclesiastical parish of St John's Upperby, and is also associated with St Herbert's parish in Currock.

The Bishop Harvey Goodwin CE Voluntary Aided School is for children from three to eleven years of age. We welcome new pupils throughout the year providing there is room in the relevant class.

The Governors of The Bishop Harvey Goodwin CE Voluntary Aided School are the Admissions Authority. 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 30.

Admission to Reception

Applications for admission to our School are encouraged to be made online wherever possible and information is provided in the "Starting School in Cumbria" booklet, which is available on the Local Authority's website at www.cumbria.gov.uk/schooladmissions. A copy is available to see in school. However, written applications can be made on the form SA1 that is available from the Local Authority office and also on their website. Only one SA1 form should be completed for each child. Any prospective parent wishing to look around the school should telephone the Headteacher for an appointment or call into school. If you wish your application to be considered under the faith criteria then please also complete the supplementary form, which should then be handed in to school. The application closing date for entry in September 2025 is the 15th January 2025. Forms should be returned to your preferred School.

Parents are encouraged to state three preferences on the application form and are entitled to give their reasons for the preferences. The Governors operate a system whereby they consider all preferences equally. Places at this school are allocated according to this Admissions Policy and the Local Authority's Coordinated Admissions Scheme. Parents will be notified of the outcome of their application by the Local Authority. Parents of those children not offered a place would 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. Children looked after and who were previously looked after. A child looked after is a child in public care, who is looked after by a local authority within the meaning of Section 22 of the Children Act 1989. Children previously looked after are children who were looked after, but have ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002) or became subject to a Child Arrangements Order or Special Guardianship Order (Children Act 1989).

"A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of

England and ceased to be in state care as a result of being adopted. 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 (see the definition in Section 22(1) of the Children Act 1989)."

2. Children eligible for the pupil premium including the Early Years pupil premium and the service premium. Parents/guardians will be required to provide evidence of eligibility and the school may request confirmation from the applicant's home local authority. Children given priority under this criterion fall into the following categories:
 - Children eligible to be registered for free school meals and children who have been registered as eligible for free school meals at any point in the last six years;
 - Children eligible to receive the Early Years premium; and
 - Children whose parent(s) are serving in the regular UK armed forces, the children of regular armed forces personnel who were serving in the past 3 years, or children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces
3. 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 (e.g. a letter from a doctor or social worker)
4. Children living within the catchment area having brothers and sisters 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 and foster children
5. Other children from within the catchment area giving priority to those who live closest to the school measured by the shortest walking route by road from the child's home address, to the school main entrance
6. Children living outside the catchment area having brothers and sisters 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 and foster children
7. Children from outside the catchment area, giving priority to those who live closest to the school, measured by the shortest walking route walking route by road from the child's home address, to the school main entrance

A map of the school's catchment area is available at the school or on the school website.

The criteria outlined above will be strictly followed there being one exception. If a child has an Educational Health and Care Plan naming The Bishop Harvey Goodwin CE Voluntary Aided 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 child's home front door 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 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 address 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. With regards to Crown servants and Services Personnel, Governors will consider not their current address but the address that they are being posted to even if they have not yet taken up residence. A copy of the posting letter will be required as confirmation of the posting. Governors will apply the same admission criteria to these children as to all others and they will base any distance on a reasonable expectation of what the address will be.

Successful Applications

Last year the Governors of The Bishop Harvey Goodwin CE Voluntary Aided School were able to admit all the pupils whose parents applied.

Late Applications

At the initial offer stage of the admissions process, the Governors will not consider applications which are either submitted or changed after the closing date of 15 January 2025, until they have dealt with all applications received on time. If there are exceptional reasons that prevented a parent from submitting the form on time and they can provide independent proof to confirm these circumstances by 12 February 2025, their application may be considered along with the timely applications. Any application received after 12 February 2025 will not be considered until after places have been allocated to timely applicants, even if there were exceptional circumstances for the application being late

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 sometime. 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 until 31st December 2025.

In Year Admissions

In Year admissions are those, which occur outside the “normal” admission round. Should parents wish their child to attend The Bishop Harvey Goodwin CE Voluntary Aided School they should visit our School and admission details will be provided. If their child is refused a place parents will be informed of their right to appeal.

Fraudulent applications

If the Governors of The Bishop Harvey Goodwin CE Voluntary Aided 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 to School or Accelerated Entry to School

Parents may seek a place for their child outside their normal age group. When this happens, admissions will be made on each individual circumstance and place the best interests of the child at the centre. This will include taking account of the parents’ views; information about the child’s academic, social and emotional development; where relevant their medical history and the views of medical professionals; whether they have previously been educated out of their normal age group; and whether they may have naturally fallen into a lower age group if it were not for being born prematurely. The views of the Headteacher will also be taken into account. Advice may be sought from the county Psychological Service, The Early Years Team and the Learning Improvement Service.

When informing a parent of our decision on the year group the child should be admitted to, we will set out clearly the reasons for our decision.

When we agree to a parent’s request for their child to be admitted out of their normal age group, and as a consequence of that decision, the child is to be admitted to a relevant age group we will process the application as part of our normal admissions round, unless the parental request is made too late for this to be possible, and on the basis of our determined admission arrangements only, including the application of oversubscription criteria where applicable. We will not give the application lower priority on the basis of them being admitted out of their normal age group. Parents have the statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Early, Deferred or Delayed Entry to All schools and Part Time Attendance at Primary School

If a child who has not reached compulsory school age has been allocated a Reception place and their parent wishes to defer entry to school, the place will be held open. Entry cannot be deferred beyond the point at which the child reaches compulsory school age, beyond the beginning of the final term of the

school year for which the place was allocated. Parents can request that their child take up the place part-time until the child reaches compulsory school age.

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 at the latest though it is recommended in your child's interests that deferment is no later than the start of the Spring Term. You can also request part-time education until the term in which your child reaches compulsory school age.

Summer-born children do not attain compulsory school age until the September after they would normally start in Reception. In line with government recommendation, we will admit these children into a Reception class 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'.

Other requests, for early or delayed transfer to secondary school will be considered on their individual merits. Unlike delayed entry for summer-born children, others have no automatic right to education outside of their chronological age group, although there is no legal bar to this.

Parents seeking early transfer should submit their requests to the school admissions by 31st October in the year before that in which they would usually apply. This will allow time for the application to be considered prior to the closing date for applications. Parents will need to submit preferences by the appropriate closing date.

Parents seeking delayed entry/transfer should submit their requests 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.

Where a summer-born child is allocated, and takes up a September Reception place, in the normal year of admission (i.e. the academic year in which they turn 5) and subsequently attends school beyond the end of the autumn term of the admission year, an application for a Reception place the following September will not be considered as a 'summer-born' application. In this situation, the child has already commenced school and any request to move year groups will be considered on individual merits.

Children of UK Service Personnel and Crown Servants

For families of service personnel with a confirmed posting, or crown servants returning from overseas, we will:

- a) allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date.
- b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address.
- c) not reserve blocks of places for these children.
- d) ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children.

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 Education Act 2002. You should notify the Clerk to the Governors at The Bishop Harvey Goodwin CE Voluntary Aided School within 20 school days of receiving the letter refusing a place. As a parent, you will have an opportunity to submit your case to an independent (of the Governors) appeals panel both in writing and in person. You will normally receive 10 school days' notice of the time and venue for the appeal hearing. An independent appeal will be organised on behalf of the Governors by the Legal and Democratic Services Unit at Carlisle.

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.

This right of appeal does not prevent you from making an appeal in respect of any other school.

Multiple births

The Governors of The Bishop Harvey Goodwin CE Voluntary Aided 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 pupil with an Educational Health Care Plan, child looked after or previously looked after or a child of a UK Serviceman to be admitted outside the normal admission period.

Admission to Nursery

Parents wishing to enrol their children for the Nursery class beginning in September 2025 i.e. children aged 3 on 1 September 2025 (born before 1 September 2022) should do so in December 2024 to March 2025, or later if they move into the area. The closing date for the main intake enrolment is normally 30th March 2025.

Children enter the Nursery Unit on a part-time basis, i.e. five half days per week, at the beginning of the academic year in which they reach the age of four years.

Places are allocated by the Governing Body's Admission Committee. Admission to the Nursery is not a pre-requisite of admission to or a guarantee of an available place in the Infant Department of the school.

In the event of there being excess demand for nursery places priority is given using the identical criteria as used in Admissions to Reception.

Parents do not have a right of appeal with regard to nursery admission.

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To be reviewed October 2024

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