



# ADMISSIONS POLICY

Fir Ends School, Smithfield, Carlisle, Cumbria CA6 6AY  
☎ 01228 675 283  
✉ [contact@fir-ends.cumbria.sch.uk](mailto:contact@fir-ends.cumbria.sch.uk)

2025-26 ACADEMIC YEAR

## Be the best you can be...

### Fir Ends Primary School Admissions Policy 2025-26 Academic Year

Fir Ends Primary School has one intake into the main school in September each year; children are admitted into Reception classes at the beginning of the school year in which they have their fifth birthday.

#### The Admission Number

The admission number is 15. This is the maximum number of pupils the school will admit into the Reception class in a given year.

#### The Closing Date for Applications

Applications for entry to Reception in 2025-26 can be made online from September 2024.

The closing date for applications for September 2025 entry is the **15<sup>th</sup> January 2025**.

Applications must be submitted using form SA1, which is issued by Cumberland Local Authority, or online.

Form SA1 and more information about the application process are contained in the parental information pack published for parents by Cumberland Local Authority on their website.

Detailed information about the application process can be found on the Cumberland Council website at <https://www.cumberland.gov.uk/schools-and-education/school-admissions> where online applications can also be made.

#### The Admissions Policy

If there are more applicants than places available, children will be admitted in the following order of priority, which will be applied in conjunction with the notes below:

- 1. Children looked after and previously looked after children.** Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order), giving priority if necessary, to the youngest child(ren). [see note 1 below]
- 2. Children living in the catchment area who have brothers and sisters in the school at the time of their admission.** [see note 2 below]
- 3. Children living outside the catchment area who have brothers or sisters in the school at the time of their admission** [see note 2 below]
- 4. Other children living in the catchment area,** giving priority to those living closest to the school measured by the shortest route by road from the main school gate to the front door.
- 5. Children living outside the catchment area,** giving priority to those who live closest to the school measured by the shortest route by road from the main school gate to the front door.

Headteacher:

Mr Daryl Spencer

[head@fir-ends.cumbria.sch.uk](mailto:head@fir-ends.cumbria.sch.uk)



Business Manager:

Mrs Louise Docherty

[sbm@fir-ends.cumbria.sch.uk](mailto:sbm@fir-ends.cumbria.sch.uk)

Applications will be prioritised using the above criteria. An exception may be made if a child has a statement of special educational needs naming Fir-Ends School, as in these circumstances the Governing Body would have a statutory duty to admit the child concerned.

The school will maintain a waiting list of unsuccessful applicants for at least one term in the year of admission. The list will be ranked in the same order as the published oversubscription criteria.

### **The Catchment Area**

A map of the catchment area is available from the school or the Local Authority.

### **The Right of Appeal (Main Admissions round)**

Any parent not offered a place in the main admissions round has the right to appeal. Parents wishing to appeal against the school's decision must set out their reasons in writing, addressed to the Headteacher. All appeals will be heard by an independent panel, in line with the published timetable (see page 3). Ordinarily, all appeals will be heard within 40 days of the appeals deadline.

### **Delayed entry to Reception**

If a child who has not reached statutory school age (five years old) has been allocated a place in Reception and their parent wishes to delay their entry, their place will be held open. The place must be taken up when the child reaches statutory age or by the start of the summer term, whichever comes first. This should be discussed with the headteacher after the offer of a place has been made.

### **The Nursery**

There are separate arrangements for admission to the Nursery. Please contact the school directly to discuss nursery admissions.

Admission to/attendance of the Nursery does **not** guarantee a place in Reception.

### **Entry to school during an academic year (In-year transfers)**

Pupils in **Reception & Key Stage 1** will typically only be admitted if pupil numbers in their year group are less than 15. [see note 3]

Decisions about admissions to **Key Stage 2** cohorts will be made on an individual basis by the Headteacher, in consultation with the Governing Body as appropriate, and may exceed the published admissions number.

Applications for in-year transfers may also be referred to a Fair Access Coordinator and reviewed by a panel of local schools to determine if a place can/will be offered.

### **Right of Appeal – in-year transfers**

Parents may appeal a decision not to offer an in-year place, within 10 school days of the decision, by submitting their reasons for the appeal in writing, addressed to the Headteacher. In the event of such an appeal, the Governing Body will arrange for an independent appeals panel to review the case within 30 school days (see appeals schedule on page 3).

Signed: *D Spencer*

**D Spencer – Headteacher**

**Date: March 2024**

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**Note 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

**Note 2** – Brothers and sisters are those living at the same address and include step and foster children.

**Note 3** – KS1 classes cannot exceed 30 pupils. As Fir Ends has a mixed Year 1/2 class, the maximum number of pupils in the Reception, Year 1 and Year 2 cohorts in a given year should not exceed 15 per cohort. Exceptions may be made for children whose twin/siblings from a multiple birth is admitted, or for in-year applications when a KS1 space is available due to undersubscription in the year 1 or 2 cohorts (i.e where the total is less than 30 across both cohorts).



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### APPEALING AN ADMISSIONS DECISION

*All appeals should be made, in writing, to the Headteacher, explaining the reasons for your appeal. An independent panel will be arranged to hear all appeals.*

### MAIN ADMISSIONS ROUND APPEALS SCHEDULE

Dates will be adopted from the published Cumberland appeals timetable <sup>1</sup>

see: <https://legacy.cumberland.gov.uk/childrensservices/schoolsandlearning/lss/applyforasecondaryschoolplace2015/admissionappeals.asp>

	Action
April 2025	Applicants who applied before the relevant closing dates informed of outcome of applications <sup>1</sup>
May 2025	Deadline for lodging appeals – 28 days after notification date (above) <sup>2</sup> and <sup>3</sup>
May 2025	Allow parents at least 14 days' notice of appeal; appeals commence
July 2025	Appeals must be heard within 40 school days of the deadline for lodging appeals.

### IN-YEAR APPEALS SCHEDULE

Appeals against decisions relating to an in-year place should be made within 20 days of notification of the school's decision.

	Action	Timescale
1	Applicants informed of outcome of applications	Normally within 5 school days of application receipt
2	Deadline for lodging appeals	Within 10 school days of notification of decision
3	Notification of appeal hearing	At least 10 school days prior to the hearing date
4	Appeals will be heard by:	Within 30 school days of receipt of your appeal

<sup>1</sup> School Admissions Code 2021, 2.23 (b) and Determined Co-ordinated Admission Scheme for all Maintained Schools and Academies in the Area of Cumberland Council 2020/21:

- Offers of secondary school places must be made on 1 March or the 'next working day'
- Offers of infant/primary school places and junior/primary school places must be made on 16 April or the 'next working day'
- Admission Authorities are required to publish their appeals timetable on their website by 28 February each year

<sup>2</sup> School Admissions Appeals Code 2022, 2.3 (b) – 'for late applications, appeals should be heard within 40 school days of the deadline for lodging appeals where possible, or within 30 days of the appeal being lodged'.

<sup>3</sup> School Admissions Appeals Code 2022, 2.4 – 'Any appeals submitted after the appropriate deadline must still be heard, in accordance with whatever timescale is set out in the timetable published by the admission authority'. Main admission round appeals submitted after the deadline date in each of the admissions rounds above will be heard within 30 school days of the relevant date for appeals to commence (row 3 of the table above).

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