



Admissions Policy 2025-26

Approved: Full Governing Body

Date: 7th December 2023

*Learning From Each Other
Building Successful Learners*

Signed (Chair): 

The Admissions Timetable and Application Procedure

The admissions timetable and application process is specified in the co-ordinated admissions scheme. The common application forms issued by the Local Authority (SA3 Secondary transfer, SA2 Junior transfer, SA1 Admission to Primary/infant and SA8 for all in Year Admissions) must be used for admissions to all schools.

Applications to Hallbankgate Village School must be submitted using Form SA1. Applications can be made online via the Local Authority website (this is the preferred option). Information about the application process can be found here: <https://www.cumberland.gov.uk/schools-and-education/school-admissions>

The Closing Date for Applications

The closing date for September entry in 2025 is 15th January 2025.

Oversubscription Criteria

If at any time there are more applicants than places available, children will be admitted to Hallbankgate Village School in the following order of priority, which will be applied in conjunction with the notes below.

- 1 Looked after Children or previously looked after children (1.28a School Admissions Code) giving priority, if necessary, to the youngest child/children. (see Note 1 below).
- 2 Children living in the catchment area who have siblings in the school at the time of their admission. (see note 2 below).
- 3 Other children living in the catchment area giving priority to those living closest to the school measured by the shortest walking route by road from the school gate to the home (this will include provision for cases where parents have shared responsibility).
- 4 Children living outside the catchment area who have siblings in the school at the time of their admission. (see note 2 below).
- 5 Children living outside the catchment area, giving priority to those who live closest to the school by the shortest route by road, measured from the school gate to the home (this will include provision for cases where parents have shared responsibility).

If a child with a Statement of Special Educational Needs or Education Health Care Plan names Hallbankgate Village School, then irrespective of the criteria the child will be admitted as in these circumstances the Governing Body have a statutory duty to admit the child concerned.

Note 1 A child in public care or previously in public care is defined as a child accommodated or in care under Section 20 or Part (IV) or (V) or the Children Act 1989, Section 23 of the Children and Young Persons Act 1969, or as a result of Wardship Proceedings.

Note 2 If it is necessary to prioritise in categories 2 or 4, priority will be given to those children with the youngest siblings. Brothers and sisters are those living at the same address and includes step and foster children.

Tie-breaker

Where the oversubscription criteria has been followed and two or more applications cannot otherwise be separated, there has to be an effective, clear and fair tie-breaker. This will be decided by distance from home to school to decide which applicant should be allocated a place. This process will be independently verified.

Deferred Entry to Reception

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, their place will be held open until the start of the summer term at the latest.

The Admission Number

The published admission number is 8. This is the maximum number of children who will be admitted to the Reception intake group in September 2025.

The Catchment Area

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

Admissions Appeal

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

Any parent not offered a place has a right of appeal to an Independent Appeal Panel. The panel would be entirely independent of the Governing Body. Any parent wishing to appeal should in the first instance contact the Clerk to Governors at the school who will forward the appeal to the Independent Appeal Panel

An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. (Details of appeal arrangements are set out in the School Admissions Appeals Code (1 February 2012.)

<https://www.gov.uk/government/publications/school-admissions-appeals-code>