



## HAYTON CHURCH OF ENGLAND PRIMARY SCHOOL

### 2023/2024 ADMISSIONS ARRANGEMENTS

#### THE ADMISSION NUMBER

The Governors of Hayton Church of England Primary School are the Admissions Authority for the school. 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 25.

The Governing Body reserves the right both to admit more than the admission number of pupils in a given year group and also, if appropriate, to limit the number of pupils admitted to each year group to a maximum of 25 to ensure that the restricted accommodation in Key Stage 2 classes may not become a barrier to pupils' learning. The admission number may therefore have to be varied from year to year to attain this objective, subject to the proviso that the Governing Body cannot publish an admission number which is less than the Indicated Admission Number for the school.

#### THE CLOSING DATE FOR APPLICATIONS

The closing date for applications for entry in September 2023 is 15<sup>th</sup> January 2023.

#### THE APPLICATION PROCESS

The application procedure and timetable for this school are in line with Cumbria Local Authority's (CLA) co-ordinated admission scheme. Before applying for a place at Hayton School, prospective applicants should read through the '[Starting School in Cumbria 2022](#)' (PDF 7.6MB) booklet. A printed copy of this booklet is available from our school office or by contacting the School Admissions and Appeals Team at Cumbria County Council on 01228 221582 or by emailing [school.admissions@cumbria.gov.uk](mailto:school.admissions@cumbria.gov.uk).

Applications must be submitted via this CLA scheme using **either** the relevant online application route available at:

[https://emsonline.cumbria.gov.uk/CitizenPortal\\_LIVE/Account/Login?ReturnUrl=%2FCitizenPortal\\_LIVE%2F](https://emsonline.cumbria.gov.uk/CitizenPortal_LIVE/Account/Login?ReturnUrl=%2FCitizenPortal_LIVE%2F)

, **or** the printable Form SA1 which is available to download and print at

<http://www.cumbria.gov.uk/eLibrary/Content/Internet/537/955/1052/17133/17135/4261916456.docx>.

To apply online, applicants must first register on the Citizen Portal (link above). A copy of Form SA1 can also be obtained from the school office. An online application is the method preferred by Cumbria County Council.

Parents are encouraged to name three schools in order of preference on the application form. The Governors operate a system whereby they consider all preferences equally, so the order of preferences will not be used in considering an application. The order will only be used if a place is available for a child at more than one of the schools selected. Parents will be notified of the outcome of their application by the Local Authority. Parents of those children who were not offered a place will be informed of the reason and offered an alternative school by the Local Authority.

## THE ADMISSIONS POLICY

If at any time 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. A child in public care is defined as a child who is looked after by the Local Authority within the meaning of section 22 of the Children's Act 1989. Children who are in Public Care also includes those who have been in public care and are now adopted [see note 1 below].
2. Children living in the catchment area who have brothers or sisters in the school at the time of their admission. [see note 2 below]
3. Children living within the catchment area who with a parent attend at least twice a month, a church in membership of Churches Together in Britain or the Evangelical Alliance. Attendance may be at more than one church but should be for at least two years prior to the application date. [see note 3 below]. In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.
4. Other children living in the catchment area giving priority to those living closest to the school. 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.
5. Children living outside the catchment area who have brothers or sisters in the school at the time of their admission. [see note 2 below]
6. Children living outside the catchment area who, with a parent, attend on a regular basis (i.e. at least twice a month) a church in membership of Churches Together in Britain or the Evangelical Alliance. Attendance may be at more than one church but should be for at least two years prior to the application date. [see note 3 below]
7. Children living outside the catchment area, giving priority to those who live closest to the school. 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 using 'Distance Finder' to ensure consistency of measurement. The closest addresses will have priority.

**Note 1** – Highest priority will be given to looked after children and previously looked after children (para 1) which extends to children who have been adopted or have become subject to a child arrangements order or special guardianship order.

**Note 2** - If it is necessary to prioritise in categories 2 or 5, priority will be given to those children with the youngest siblings. Brothers and sisters are those living at the same address and include step and foster children.

**Note 3** - If it is necessary to prioritise in categories 3 or 6 the measurement criteria in categories 4 and 7 respectively will be used.

Applications will be prioritised using the above criteria. An exception will be made if a child has a statement of special educational needs and/or an Education, Health and Care Plan naming Hayton CE Primary School, as in these circumstances the Governing Body would have a statutory duty to admit the child concerned.

## **THE CATCHMENT AREA**

The catchment area is the Ecclesiastical Parish of Hayton. A map of the catchment area is available from the school.

## **ADDRESS OF PUPIL**

The address on the application form must be the current one 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.

## **SUCCESSFUL APPLICATIONS**

In the academic year 2021/2022, the Governors of Hayton C of E Primary School were able to admit all the pupils whose parents applied.

## **THE RIGHT OF APPEAL**

Any parent not offered the place they applied for, regardless of whether it was applied for through the CLA scheme or directly to school, will be informed of the reason and has a right of appeal to an Independent Appeal Panel under the School Standards and Framework Act 1998 as amended by the Education Act 2002.

This admissions process is administered by Cumbria County Council and they also administer the appeals process because they are independent of the governors. CLA explains how to appeal a decision in the letter they send to parents about the school place that has been allocated. Parents must follow the appeals procedure outlined in that letter. More information about the School Admissions Appeal process in Cumbria is available at:

<https://www.cumbria.gov.uk/childrensservices/schoolsandlearning/lss/applyforasecondaryschoolplace2015/admissionappeals.asp>.

In the unlikely event that the governors agreed to consider an application for a school place made directly to school and not through the CLA scheme, the appeals process is as follows.

Any parent wishing to appeal should notify the Clerk to the Governors of Hayton Church of England Primary School within 20 school days of having received the letter of refusal. Parents have an opportunity to submit their case to an independent (of the Governors) appeal panel. You must set out your grounds for the appeal in writing. You will normally receive at least 10 school days' notice of the time and venue for the appeal hearing where you will be able to present your case in person. This ensures reasonable time for those making an appeal to submit additional evidence, for submission authorities to submit their evidence and for the clerk to send appeal papers to the panel and parties. Decision letters regarding the appeals outcome will be sent within 5 days of the hearing wherever possible. The right of appeal does not prevent you from making an appeal in respect of any other school. The Independent Appeal will be organised on behalf of the Governors by the Legal and Democratic Services Unit at Carlisle.

## **WAITING LIST**

Following the allocation of places in the Reception intake the LA will, in May 2023, re-allocate any places which become available as a result of parents not wishing to take up their offer. After this, the parents of any child who has been refused admission can ask at the school for their name to be placed on the waiting list. A waiting list will be maintained until 31<sup>st</sup> December in the academic year of admission. Any vacancies which arise will be allocated using the Governing Bodies admissions policy shown above and length of time on the waiting list will not be a factor. A waiting list will also be held for other year groups.

## **INFANT CLASS SIZE**

If a child is refused a place in a Reception or key stage one class because of Government limits on infant class size, the grounds on which an appeal could be successful are limited. Parents would need to show that the decision was one which no reasonable governing body would have made or that the child would have been offered a place if the governors' admissions policy had been properly implemented.

## **DEFERRED ENTRY TO RECEPTION**

For children beginning School following their fourth birthday, admission is normally in September. However, entry can be deferred until later in the year or until the term in which a child reaches compulsory school age. For example, if a child's fifth birthday is between September and December, 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. Part time education can also be requested until the term in which a child reaches compulsory school age.

## **IN YEAR ADMISSIONS**

In-year applications for school admission where a child moves school during a school year because they have moved to a new house for example, can be made to the CLA scheme using Form SA8 which is available to download and print at:

<http://www.cumbria.gov.uk/elibrary/Content/Internet/537/955/1052/17133/17156/42990123750.docx?timestamp=4378316240>.

Prospective in-year applicants are very welcome to visit the school where we can provide more information about school admissions and the Form SA8 to apply through. The governors reserve the right to refuse any other kind of application made at any time directly to the school and will instead give applicants Form SA8 to complete and refer them to the CLA scheme.

For information about the appeals process please see above.

## **FRAUDULENT APPLICATIONS**

If the Governors of Hayton C of E Primary 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.

## **MULTIPLE BIRTHS**

The Governors of Hayton C of E Primary 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 whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil. It might also include a statemented or looked after child or a child of a U.K. Serviceman to be admitted outside the normal admission period.

## **NURSERY**

If a child is attending a place in our Nursery, parents must still make an application through the CLA scheme for admission into the Reception Class because unfortunately a place at the nursery cannot always guarantee a place in our Reception Class.