



## Warwick Bridge Primary School

### 2023-24 Admissions Policy

#### THE ADMISSION NUMBER

The admission number is 30. This is the number of children who will be admitted to the Reception intake group in September 2023.

#### THE CLOSING DATE FOR APPLICATIONS

The application procedure and timetable are in line with Cumbria Local Authority's [CLA] co-ordinated admission scheme. Applications must be submitted using Form SA1 which is issued by CLA. It is also possible to make an online application via the Cumbria County Council's website. [This is the preferred option.] Information about the application process can be found on the Cumbria County Council website at

<http://www.cumbria.gov.uk/childrensservices/schoolsandlearning/lss/admissions.asp>

Applications must be submitted by the closing date which is 13<sup>th</sup> January 2023.

#### THE ADMISSIONS POLICY

If at any time there are more applicants than places available, children will be admitted in the following order of priority.

1. Children looked after and previously looked after children, ie in public care giving priority, if necessary to the youngest child(ren). [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. Other children living in the catchment area giving priority to those living closest to the school measured by the shortest walking route by road, measured from the main school gate to the home.
4. Children living outside the catchment area who have brothers or sisters in the school at the time of their admission. [See note 2 below]

- Children living outside the catchment area, giving priority to those who live closest to the school, measured by the shortest walking route by road, measured from the main school gate to the home.

#### School Admissions Code 1.7

##### **Note 1**

The School Admissions Code now requires highest priority to be given to looked after children and previously looked after children (para 1.7) which extends to children who have been adopted or have become subject to a child arrangements order. A child in public care is defined as a child who is looked after by a local authority within the meaning of Section 22 of the Children Act 1989.

##### **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.

Applications will be prioritised using the above criteria. An exception may be made if a child has an Education, Health and Care Plan naming Warwick Bridge School, as in these circumstances the Governing Body would have a statutory duty to admit the child concerned.

#### **THE CATCHMENT AREA**

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

#### **THE RIGHT OF APPEAL**

##### SAC2.24

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 contact The Clerk to the Governors at Warwick Bridge School.

Parents will be advised in the letter of refusal of the reason why they are being refused a place and that they have the right to appeal, with a deadline of 20 school days (according to the new Appeals Code).

#### **WAITING LIST**

Once places have been allocated in the Reception intake, the LA in May 2022 will reallocate any places which become available as a result of parents not wishing to take up their offer. The Governing Body will then reallocate any places which become available until the start of the academic year. 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. Any vacancies which arise will be allocated using the Governing Body's 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.

**DEFERRED ENTRY TO RECEPTION**

If a child who has not reached statutory school age has been allocated a place in Reception and their parent wishes to delay their entry the place will be held open. The place must be taken up when the child reaches statutory school age or by the start of the summer term at the latest.

**THE NURSERY**

A separate Admissions Policy applies for the Nursery. Admission to the Nursery does not guarantee a place in Reception.

Policy written and adopted by Warwick Bridge staff **May 2022**

Ratified by Governing Body .....

Date to be reviewed **May 2023**

**Signed:.....**  
**Head Teacher**

**Signed:.....**  
**Chair of Governors**

**Date:.....**