



# **CROFTLANDS INFANT AND NURSERY SCHOOL**

## **2023/24 ADMISSIONS POLICY**

Croftlands Infant and Nursery School as a community school adheres to the admissions policy determined by Cumbria County Council as seen below:

### **Determined Policy for the Admission Arrangements to Community and Voluntary Controlled Schools for 2023-2024**

#### **1. Introduction**

These are the 2023-2024 admission arrangements for community and voluntary controlled primary and secondary schools, i.e. those schools where the Local Authority (LA) is the admission authority

#### **2. Co-ordinated Admission Arrangements**

In line with current legislation, the LA has drawn up a separate scheme to coordinate admissions to maintained schools and academies within Cumbria for the main admissions round.

#### **3. Published Admission Numbers**

The admission number the LA will publish for each community and voluntary controlled school. Croftlands Infant and Nursery School published admission number is 60.

#### **4. The General Admissions Policy for 2023-2024**

The General Admissions Policy will be used to allocate places at those schools which are oversubscribed. This is attached as Appendix 2 for entry to Reception, Year 3 and Year 7.

#### **5. Address to be used in Determining Priority for Admission**

If a school is oversubscribed, the address of the parent or carer with whom the child normally lives will be used in the allocation process. Where a child's address is difficult to determine, for example where shared living arrangements are in place, the address of the parent or carer claiming child benefit will be used.

#### **6. Fraudulent Applications and Withdrawal of a School Place**

The LA will not withdraw an offer of a place unless it has been made in error or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where an offer is withdrawn on the basis of fraudulent or misleading information, the application will be considered on the basis of the correct information, and parents or carers will have a right of appeal where no place can be offered.

Where parents or carers are found to make a fraudulent application for a school place and the LA decides not to withdraw that place in the best interest of the child, should a school

place be sought for any other sibling or siblings the criteria that provide a higher priority for a school place for siblings will not be applied.

### **7. Parental disagreement**

The management of school applications may be severely delayed during the main admissions round where separated parents or carers of the child each submit a separate application for different schools. The School Admissions Code 2012 states that only one offer per child is made by the LA. In this situation the LA asks that parents and/or carers attempt to resolve matters between themselves and inform the LA in writing of which application should be processed. The LA will not become involved in private disputes.

### **8. The Admissions Timetable**

The timetable for the September 2024 application and allocation processes will be in line with the co-ordinated admissions schemes.

### **9. Late Applications**

For oversubscribed schools, applications which are received or changed after the published closing date will only be considered in exceptional circumstances. Even if there are exceptional circumstances, applications submitted after the relevant published date will not be considered until after allocations for those parents and carers who applied on time have been made. Any evidence submitted after the relevant date to support a late application or change of preference will not be considered. Affected applicants will not receive an offer with other parents on national offer day, instead receiving one on 'reallocation day'.

### **10. Waiting Lists**

Once places have been allocated, children refused a place will continue to be considered for any vacancies which become available up until the end of the Autumn Term 2024. Vacancies will always be allocated by applying the admissions policy and length of time on the waiting list will not be a consideration.

### **11. Early, Deferred or Delayed Entry to all schools and Part Time**

#### **Attendance at Infant/Primary Schools**

If a child who has not reached compulsory school age has been allocated a Reception place and their parent or carer wishes to delay their child's entry to school, the place will be held open. The place must be taken up in the term in which the child reaches compulsory school age. Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

Some parents, particularly of summer-born children, may seek places in Reception classes a year after their child becomes eligible for a place, i.e. they may seek a Reception place for the September after their child's 5th birthday rather than after the child's 4th birthday. We do not expect there to be a large number of such applications, but each will be assessed with input from the Headteacher of the school in question, and a decision made based on the circumstances of each child concerned as to whether the application should be treated as one for Reception, or as an 'in-year' application for a place in Year 1, the child's 'correct' chronological year group. In some cases, an assessment of the child by an Educational Psychologist may be requested to inform the decision. Where it is decided that the application is for a Reception place, it will be considered alongside all others for the

Reception class(es) in question, and ranked using the oversubscription criteria set out above.

As with early or delayed entry to primary schools, each such application for secondary school places will be assessed and a decision taken on the circumstances of each child. Again, the expectation is that the number of applications will be relatively small, but each will be considered with input from the Headteacher of the child's primary school, the Headteacher of the prospective and, potentially, an Educational Psychologist.

### **12. Twins and siblings of multiple births**

Where places are available for some but not all children from multiple births (including twins) the Local Authority will exercise the discretion offered by the Admissions Code to offer all of the children a place. Where this results in an infant class exceeding 30 pupils, additional children admitted under these arrangements will be treated as 'excepted pupils' for the duration of their infant education and will not constitute a breach of legislative requirements.

### **13. Admissions to Nursery Schools and Infant/Primary Schools**

#### **Offering Nursery Education**

These arrangements do not apply to the admission of nursery pupils. Nursery admission arrangements will be determined separately. **Attendance at a school's nursery does not guarantee admission to the school's Reception group.**

### **14. Catchment Areas**

Cumbria County Council operates a 'catchment area' approach to school admissions. Most schools have a defined catchment area. Details of the arrangements for each school can be made available on request. Where an area is not included within an agreed catchment area, the "catchment area school" will be the nearest appropriate school to the parental home.

### **15. In Year Admissions**

Where a parent or carer wishes to change school for any reason that is not caused by a change of address, the Local Authority will not offer a place at a community or voluntary controlled school before the first day of the term following receipt of form SA8 (request for an in year school place).

**Appendix 2**  
**CUMBRIA CHILDREN'S SERVICES**  
**GENERAL ADMISSIONS POLICY 2023/2024**  
**Community and Voluntary Controlled Schools**

Where there are more applications than places available at a community or voluntary controlled school for entry to all year groups **except Year 12**, applications will be prioritised using the criteria below. They will be applied in conjunction with explanatory notes 1 - 6 which form part of the policy.

1. Children looked after and who were previously looked after, i.e. in public care, giving priority, if necessary, to the youngest child(ren) - see note 1 overleaf.
2. Children living in the catchment area who have brothers or sisters in the school (or associated infant or junior school) at the time of admission. See notes 2 and 3 overleaf.
3. Children living outside the catchment area who, at the time of their admission, have brothers or sisters in the school (or associated infant or junior school) who were allocated a place at that school by the LA either (a) in the absence of a place being available in the catchment area school due to oversubscription and the school was identified by the LA as the next nearest with a place available or (b) the school is named in the sibling's Statement of Special Educational Needs/Education Health and Care Plan - see notes 2, 3 and 4 overleaf.
4. In relation to Church of England Voluntary Controlled Schools, children living within the catchment area who with a parent regularly attend a church in membership of Churches Together in Britain or the Evangelical Alliance. See notes 5 and 6.
5. Other children living in the catchment area giving priority to those living closest to the school, measured by a straight-line measure between the centre of the pupil's home address and a common point on the school site as determined by the LA.- see note 6 overleaf.
6. Children living outside the catchment area who have brothers or sisters in the school (or associated infant or junior school) at the time of their admission - see notes 2 and 3 overleaf.
7. In relation to Church of England Voluntary Controlled Schools, children living outside the catchment area who with a parent regularly attend a church in membership of Churches Together in Britain or the Evangelical Alliance. See notes 5 and 6.
8. Children living outside the catchment area, giving priority to those who live closest to the school, measured by a straight-line measure between the centre of the pupil's home

address and a common point on the school site as determined by the LA – see note 6 overleaf.

Applications will be prioritised on the above basis. An exception will be made under the Authority's policy for the education of children with special needs (i) where a child holds a Statement of Special Educational Need/Education, Health and Care Plan, or (ii) is currently undergoing a co-ordinated assessment, and in either case it is considered that attendance at a particular school is necessary to meet the identified needs of that child.

### **Explanatory Notes**

[These notes are part of the policy]

#### **Note 1**

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).

The provision to give the highest priority to looked after and previously looked after children applies to all children who have been adopted from local authority care.

#### **Note 2**

In criteria 2, 3 and 6, 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. Priority will only be given where it is known at the time of allocating places that a sibling will be attending the school [excluding a nursery class] at the time of admission.

#### **Note 3**

Where reference is made to 'associated' infant and junior schools this is to describe those situations where infant and junior schools share the same catchment area.

#### **Note 4**

If parent or carers believe they qualify for consideration under criterion 3, they should indicate this on their preference form in the place provided for this purpose.

#### **Note 5**

To be considered under criteria 4 or 7 parents or carers must provide proof with the completed form that they regularly attend a church in membership of Churches Together in Britain or the Evangelical Alliance. 'Regular' is defined as at least twice a month. Attendance may be at more than one church but should be for at least two years prior to the application date.

In criteria 4 or 7 applications will be prioritised using the distance measurement methodology set out at Note 6 below, with those living closest to the school measured by the shortest straight line distance given priority.

#### **Note 6**

Distance measurements will be undertaken using the Local Authority's computerised Geographical Information System [GIS]. This measures a straight-line measure between the centre of the pupil's home address and a common point on the school site as determined by the LA.