



# Eaglesfield Paddle CE Primary Academy

## Admissions Policy 2026/2027

Signed:

*D.F.V. Watson*

DFV Watson  
Headteacher

Date:

20/3/2025

Signed:

*A-M Steel*

A-M Steel  
Chair of Governors

Date: 20/3/2025

This policy will be reviewed annually  
To be reviewed in October 2026

The Governors of Eaglesfield Paddle Church of England Primary Academy 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 (PAN) for access to the reception class as 30. Additional children may be admitted under limited circumstances in line with the School Admissions Code (SAC) paragraphs 2.16.

Applications for a place at the school should be made on the Local Authority Common Application Form (SA1), either online at:

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

or by post to:

School Admissions and Appeals  
People,  
Parkhouse Building  
Kingmoor Business Park  
Carlisle  
CA6 4SJ

All applications for entry in September 2025 should be made by the closing date of the 15th January 2025.

Parent/carers are encouraged to name three schools in order of preference on the application form. The governors operate a system whereby they consider all applications equally. So the order of your preference will not be used in considering your application. Places will be allocated according to this admissions policy and the Local Authority's Co-ordinated Admissions Scheme. Parents will be advised of their allocated school place by the Local Authority on 16<sup>th</sup> April 2025. Parent/carers of those children not offered a place at their preferred schools will be informed of the reason, allocated an alternative school by the Local Authority and offered a right of appeal against the decision made.

**All children will be admitted unless there are more applicants than places, in which case the governors will consider applications using the following criteria. These are listed in order of priority.**

1. "Looked after children", "previously looked after children", or "internationally adopted looked after children".
2. Children who have physical and/or medical needs who would be disadvantaged by travelling to another school. Written evidence from an appropriate professional would be required for the Governors to consider admission in this category.
3. Children living within the catchment area having a sibling attending our school at the time of their admission, giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address including step, adopted and foster children.
4. Children living within the catchment area.
5. Children living outside the catchment area who have a sibling attending our school at the time of admission, giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address including step, adopted and foster children.
6. Children living outside the catchment area.

A map of the catchment area can be found on the school website. One can also be obtained from the school office.

**The criteria outlined above will be strictly followed there being one exception. If an Education, Health and Care Plan (EHCP) naming Eaglesfield Paddle CE Primary Academy, then irrespective of the criteria the child will be admitted as in these circumstances the governors have a statutory duty to admit the child concerned.**

### **Siblings**

"Siblings" are defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers and sisters, and other children who live permanently at the same household who, in any of these cases, will be living with them at the same address at the date of their entry into school.

### **Looked After Children, Previously Looked after Children and Internationally Adopted Looked After Children**

"Looked after children" are children who are (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 (Section 22(1) of the Children Act 1989) at the time of making an application to a school.

"Previously looked after children" are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Further references to "previously looked after children" means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after. "Previously looked after children" includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children's Act 2002.

Child arrangements orders are defined in the Children Act 1989, as amended by the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. The Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

"Internationally Adopted Previously Looked After Children" are children who were (or appear to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

### **Nursery**

If you have a child in our Nursery School/Class then you must make a separate application for the Reception Class. A place in our Nursery School/Class does not guarantee a place in our Reception Class.

### **Multiple Births**

The Governors of Eaglesfield Paddle Church of England Primary Academy 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.

### **Limited Exceptional Circumstances**

While no infant class is to contain more than 30 pupils there can be very limited exceptional circumstances. The admittance of such a child/children 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. The definition of an "excepted pupil" is defined in section 2.16 of the Department for Education's School Admission's Code.

### **Children of UK service personnel and crown servants**

For families of service personnel with a confirmed posting, or crown servants returning from overseas, we will:

- a) allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date.
- b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address.
- c) not reserve blocks of places for these children.
- d) ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children.

### **Tie Break**

In some categories, where there are more applicants than places available, age will act as a determining factor, but unless specified it will be distance. 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 address will have priority.

### **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/carer(s), for example, through the GP or the child benefit address.

### **In Year Admissions**

In year admissions are those which occur outside the “normal” admission time. If you wish your child to attend Eaglesfield Paddle Church of England Primary Academy, you should visit our school, and admission details will be provided if we have a vacancy in the relevant year. If your child is refused a place, you will be informed of your right to appeal.

### **Fraudulent Applications**

If the Governors of Eaglesfield Paddle Church of England Primary Academy discover that a child has been awarded a place as a result of an intentionally misleading application from a parent/carer, for example, an incorrect address, and as a result it effectively denies a place to a child with a stronger claim, then the Governors may withdraw the offer of a place. The Governors will reconsider the application and the right of appeal offered if a place is refused.

### **Deferred Admission**

For children beginning school following their fourth birthday, admission is normally in September. However, if you wish, entry can be deferred until later in the year or until the term in which your child reaches compulsory school age. For example, if your child's fifth birthday is between September and December then, if you wish, 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. You can also request part time education until the term in which your child reaches compulsory school age. The Governors recommend that in your child's interests full time education is deferred no later than the start of the Spring Term.

For the admission of children outside their normal age group, the new School Admission Code published in September 2021 states that summer born children can be admitted to reception classes at the age of five (ie a full school year later than they would be entitled to start) if it is in line with their parents' wishes, and to ensure that those children are able to remain with that cohort as they progress through school, including through to secondary school. In line with the government recommendation, Eaglesfield Paddle CE Primary Academy will admit summer born children into a Reception class a year later than usual at their parents' or carers request.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would ‘normally’ be a year 1 child for a reception place will be considered alongside applications for reception.

Relevant information can be found in section 2.18 and 21.9 of the Department for Education's School Admission's Code

### **Waiting List**

Those children who are not offered a place may, if the parent/carers so wish, be placed on a waiting list. The names will be placed on the list in the order of the admissions criteria. Late applicants will be slotted into the list according to the admissions criteria. It is thus possible for a child recently arrived in the area to have a higher priority than a child who has been on the waiting list for some time. Irrespective of whether an appeal has been submitted, if a place becomes available it will be offered to the child at the top of the list. The waiting list will remain open until 31<sup>st</sup> December in the year of admission.

### **Appeals Procedure**

If the Governors are unable to offer your child a place because of over subscription, you as a parent/carer have a right of appeal under the School Standards and Framework Act 1998 as amended by the Education Act 2002. You should notify the Clerk to the Governors of Eaglesfield Paddle Church of England Primary Academy within 20 school days of receiving the letter which will give the grounds for refusing a place. The Clerk can be contacted at 01900 823188 or in writing to the school address. As a parent/carer you will have an opportunity to submit your case to an independent (of the Governors) appeals panel. You must set out your grounds for the appeal in writing. You will normally receive at least 20 days' notice of the time and venue for the appeal hearing where you will be able to present your case in person. This 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 of the local authority at Carlisle.

### **Infant Class Size**

If your child was refused a place in a reception or Key Stage One class because of Government limits on infant class size, the grounds on which your appeal would be successful are extremely limited. The following text explains this in detail.

The Schools Standards and Frameworks Act 1998 places a statutory duty on local authorities, governing bodies and academy trusts to ensure that infant classes\* with one teacher do not contain more than 30 pupils (except in limited exceptional circumstances).

Because of this requirement, the grounds on which such an appeal could be successful are extremely limited. For an appeal to succeed, an independent panel would have to find that:

1. the admission of additional children would not breach the infant class size limit of 30 children to 1 fully qualified teacher; or
2. the child would have been offered a place if the admissions arrangements had complied with admissions law or were correctly and impartially applied; or
3. the admission authority's decision to refuse a place was not one that a reasonable authority would have made in the circumstances of the case.

For 3 above the panel will consider whether the decision was:

- *perverse in the light of the admissions arrangements; or*
- *beyond the range of responses open to a reasonable decision maker; or*
- *so outrageous in its defiance of logic or of accepted moral standards that no sensible person who had applied his mind to the question could have arrived at it.*

These considerations relate to the legal meaning of 'reasonableness'. The threshold for finding an admission's authority has not made a reasonable decision is high. Due to the very limited circumstances for an infant class appeal, only a very small number of such appeals succeed.

\*Infant classes: Reception or Key Stage One (Years 1&2)