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BASSENTHWAITE PRIMARY AND NURSERY SCHOOL

ADMISSION POLICY 2027-2028 (KSMAT/STAT/005)

Committee Responsible:	Directors of Keswick School Multi-Academy Trust
Lead Officer:	Executive Principal
Signed:	
Date:	

BASSENTHWAITE PRIMARY AND NURSERY SCHOOL

ADMISSION POLICY 2027-2028

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Appendix 1 – Bassenthwaite Primary and Nursery School Catchment Map

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Date:	December 2025	Status:	Board of Directors

BASSENTHWAITE PRIMARY AND NURSERY SCHOOL

ADMISSION POLICY 2027-2028

1.0 ADMISSION NUMBER

1.1 The Pupil Admission Number (PAN) for Bassenthwaite School is 7. This is the number of children who will be admitted into reception at Bassenthwaite School in September 2027.

2.0 DAY ADMISSION

2.1 Closing Date for Applications

2.1.1 The closing date for reception applications for September 2027 entry is 15 January 2027. Parents are requested to make an application via Cumberland Council's on-line system through their website at (correct as of Oct 2025):

<https://www.cumberland.gov.uk/schools-and-education/apply-school-place-or-change-schools>

2.1.2 Alternatively parents can complete a paper form of the application (Form SA3). This form can also be downloaded from the website, along with other parental information. Form SA3 can be returned to Bassenthwaite School or sent directly to the School Admissions and Appeals at the following address, School Admissions and Appeals, Cumberland Council, PO Box 415, Carlisle, CA1 9GU.

2.1.3 The national offer day for reception admission into primary schools for September 2027 is 16 April 2027. The Local Authority will advise parents of their allocated school place by either e-mail or letter on that day.

2.2 Oversubscription Criteria

2.2.1 Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below in order to decide which children to admit:

1. Looked after children or previously looked after children¹⁻⁵. In the event of oversubscription at this stage, distances will be measured in a straight line using the GIS mapping system operated by the Local Authority. This is from the front door of the school to the centre of the pupil's home address, with the shorter distance having a higher priority.
2. Pupils living in the catchment of the school (a copy of the catchment area can be found in Appendix 1). In the event of oversubscription at this stage, distances will be measured in a straight line using the GIS mapping system operated by the Local Authority. This is from the front door of the school to the centre of the pupil's home address, with the shorter distance having a higher priority.

1. A 'looked after child' is a child who is (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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
2. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
3. This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).
4. Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of 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.
5. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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3. Where the child has a brother or sister attending the school at the time of application¹.
4. Where there are exceptional social, medical or educational reasons for admitting the child, based on information supplied by the applicant. The supporting evidence should clearly state why Bassenthwaite School is the most suitable school and the difficulties that would be caused if the child had to attend another school. Admission decisions will be made by a committee of the Governing Body consisting of at least three members.
5. A child of a member of staff in the following circumstances:
 - (a) where the member of staff has been employed at the school for two or more years at the time at which the application is made, or
 - (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Pupils living outside the catchment area of the school. In the event of oversubscription at this stage, distances will be measured in a straight line using the GIS mapping system operated by the Local Authority. This is from the front door of the school to the centre of the pupil's home address, with the shorter distance having a higher priority.

2.2.2 Any child who has an Education Health and Care Plan (EHCP) is not admitted under this policy. They are admitted under separate statutory processes. Where the school is named in the EHCP, the child will be admitted irrespective of pupil numbers or year group.

2.2.3 If Bassenthwaite School is oversubscribed the address of the parent with whom the child lives (the primary address given on the application form) will be used. Keswick School Multi Academy Trust reserves the right to ask for confirmation that the address used is not of a temporary nature, for example by asking for suitable documentation.

2.2.4 In the event of a tiebreak under Criteria 1, 2 and 6, distances will be used (as indicated above). In the event of a tiebreak under Criteria 3, 4 and 5, random allocation will apply.

2.2.5 Most children will enter reception in the September after their fourth birthday. However, where a parent of a child who has not reached compulsory school age wishes to defer their child's entry until later in the school year their place will be held open for them until the end of the second term of that academic year.

2.2.6 Parents can also determine that their child will take up a place part time (in combination with the right to defer as outlined in paragraph 2.2.5) until the child reaches compulsory school age. The place must be taken up when the child reaches compulsory school age.

2.2.7 Summer-born children do not attain compulsory school age until the September after they would normally start in reception. Parents will need to submit a Request for Admission Outside Normal Age Group if they wish their child to be admitted into reception a year later than usual. This will then be considered by a panel of 3 Governors on the basis of the circumstances of that case and in the best interests of that child, at that stage.

2.2.8 Parents seeking delayed entry/transfer should submit their request well ahead of the application dates in the year in which they would apply if their child were transferring at the usual age. This will allow parents to obtain the outcome and then make informed choices regarding preferences in their child's admission form.

1. A "brother" or "sister" means the sister, brother, twin, half brother or sister, adopted brother or sister, or child of the parent or partner, residing in the same house at the time of application.

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2.3 The Right to Appeal

2.3.1 Any parent not offered a place in Bassenthwaite School has a right of appeal to an Independent Appeal Panel. The panel would be entirely independent of Keswick School Multi Academy Trust. Full details, including where the appeal should be submitted and the deadline for doing so, will be included in the refusal notification letter which will set out the reasons why the place was refused.

2.4 Waiting List

2.4.1 Following the allocation of reception places the Local Authority will, at the end of May, re-allocate any places that become available because of parents not wishing to take up their offer.

2.4.2 Bassenthwaite School will operate a waiting list for each school year of admission until 31st December 2027. If places become available during this period, they will be allocated in the same priority as the published oversubscription criteria (as per School Admission Code 2021 paragraph 2.15). Looked after children, previously looked after children and those allocated a place at the school in accordance with the local Fair Access Protocol will take precedence over those on the waiting list.

2.5 In Year Admissions

2.5.1 Where a parent wishes to change school for any reason Bassenthwaite School will only offer a place if there is space available. In year admissions will commence on the first day of term following receipt of the online Cumberland Council in-year admissions application form, unless the application is due to a change of address.

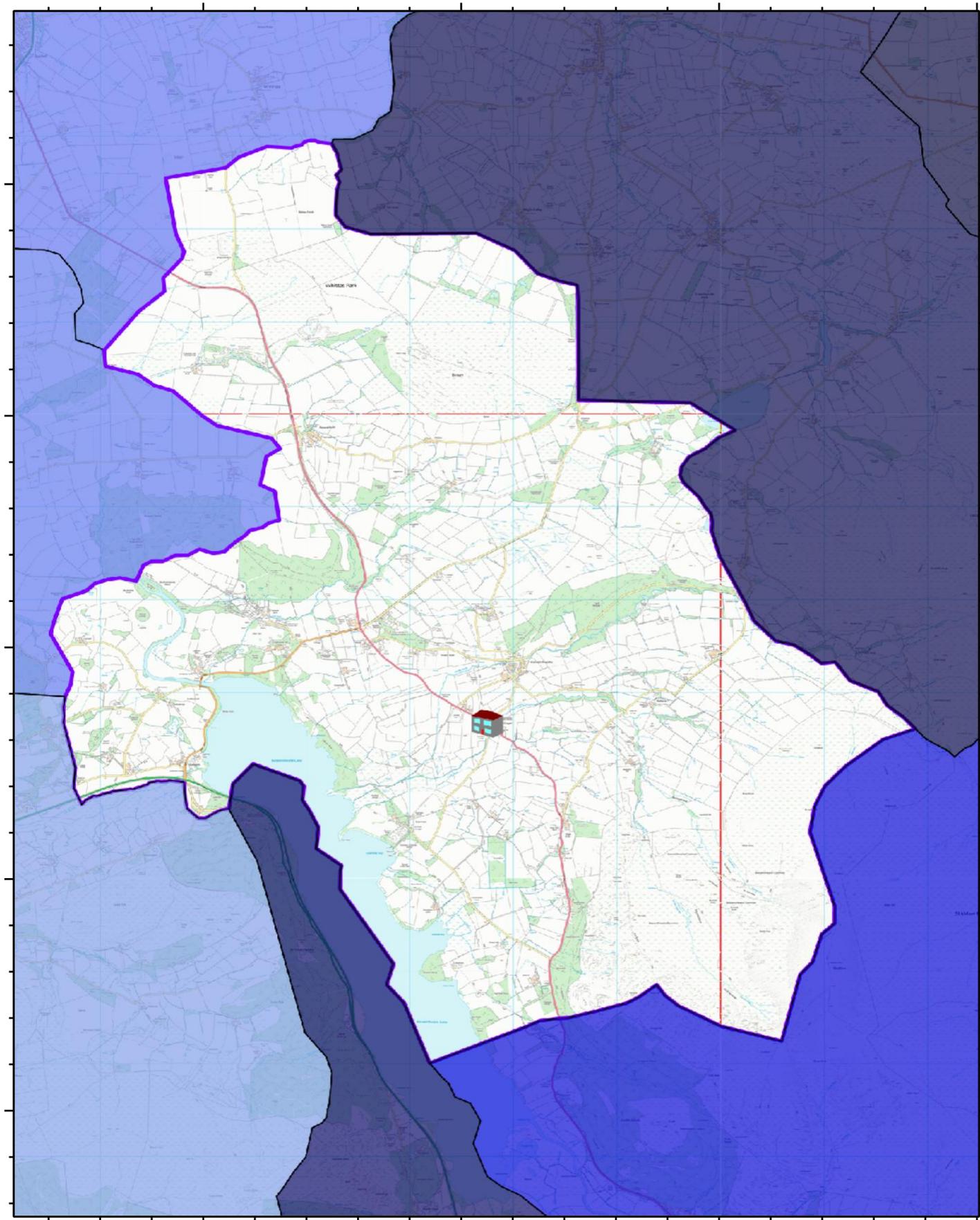
<https://www.Cumberland.gov.uk/childrensservices/schoolsandlearning/lss/schooladmissions.asp>

2.6 In accordance with the School Admissions Code, infant classes (Reception, Year 1, and Year 2) are limited by law to a maximum of 30 pupils per qualified teacher. However, the school has no expectation that the numbers will reach this as we have set a PAN per year group of 7.

2.7 Where the admission of children from multiple births (for example, twins, triplets, or other siblings of the same age) would cause this limit to be exceeded, these children will be treated as “excepted pupils” and will be admitted together. Excepted pupils will remain so for the time they are in an infant class or until the class numbers fall back within the legal limit. This ensures that families with multiple birth children are not placed at a disadvantage in the allocation of school places.

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Bassenthwaite Primary and Nursery School Catchment Map



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