



Strive, Believe, Value, Succeed

School Admission Policy

2027 – 2028

Adopted by St Bees Village School

On (Date) **2/3/26**.....

Signed **..Fiona Weightman.....** **(Chair of Governors)**

Signed **..Lara Robson.....** **(Headteacher)**

St Bees Village School is part of Changing Lives Learning Trust. The local governing board is the Admissions Authority and acts as part of the co-ordinate scheme within the local authority. The governors of St Bees Village School have set the planned admission number for access to all classes as 30.

Aims

- To give children and parents as much information as possible about St Bees Village School and the education we provide.
- To make each child's start a happy and successful one.
- To begin a partnership with parents that will be lasting.

Procedures

Applications for admission to the school for entry in September 2027 should be made, using the Local Authority Common Application Form, by the national closing date of 15th January 2027.

The published admissions number (PAN) for St Bees Village School is 30.

- An application can be made on the Local Authority's website: <https://www.cumberland.gov.uk/schools-and-education/apply-school-place-or-change-schools/apply-reception-place>. This is the preferred option.
- Alternatively, a parental pack containing information and an application form SA1 for admission to our school can be requested from the Local Authority School Admissions & Appeals Team, 01228 221582 or by emailing school.admissions@cumberland.gov.uk
- Parents are encouraged to state three preferences on the application form.
- Places are allocated according to this Admissions Policy.
- The Local Authority will inform parents (by email or letter) of the offer of a place on behalf of the Governing Body on the national offer date 16th April 2027 or the next working day.
- Parents of those children not offered a place will be informed of the reason and offered an alternative school by the Local Authority. They will be informed of their right of appeal.

Criteria for Admission

All children will be admitted unless there are more applicants than places in which case the Governors will make allocations using the following criteria. **These are listed below in order of priority**

Firstly, the school will admit any pupils with an Education, Health and Care plan naming the school, because in these circumstances the Governors have a statutory duty to admit the child concerned.

Priority will then be given to those children who meet the criteria set out below. The criteria will be applied in conjunction with the notes below as they form part of the policy.

1. Children previously looked after by a local authority and children previously looked after outside England. *See note 1*
2. Attendance at St Bees Village School Pre-school.
3. Children resident within the school catchment area who have brothers or sisters in the school at the time of their admission giving priority to those children with the youngest siblings. *See note 2*
4. Children resident within the school catchment area giving priority to those who live closest to the school, measured by a straight line from the front door of the child's address to the main gate to the school. This will be measured using the local authority GIS system.
5. Children living outside the catchment area who have brothers or sisters in the school at the time of their admission.
6. Children living outside the catchment area, giving priority to those who live closest to the school, measured by a straight line measurement between the centre of the child's address and the main school entrance. This will be measured using the local authority GIS system.

If applications cannot be separated by applying the above criteria, random allocation will be used as a tie-break in category 5 to decide who has the highest priority for admission. This process will be independently verified.

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).

Advice issued by the Department for Education (DfE) in July 2021 states that a child previously looked after outside of England is one that was looked after, outside England, by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society.

For a previously looked after child to be considered under criteria 1, the parent or carer must provide appropriate written evidence to support the application. Without this evidence it **will not** be possible to consider the application under category 1 of the school's Admission policy.

Note 2

Brothers and sisters are those living at the same address and includes adopted, step and foster children. Priority will be given where it is known at the time of allocating places that a sibling will be attending the school.

In criteria 3 and 5, 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.

Address to be used in determining priority for admission

If St Bees Village 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, in most circumstances, the address of the parent or carer claiming child benefit will be used.

Nursery

If you have a child in our nursery then you must make a separate application for the Reception class. A place in our nursery does not guarantee a place in our Reception class. All parents or carers of children who are due to start school will need to complete and submit an application (online or Form SA1) for a Reception place by the appropriate closing date.

Multiple Births

The Governors of the 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. If despite this the Governors are unable to accept all the children because the published admission number will be exceeded then the Governors will allocate a place by leaving the decision to the parents. The Governors will invite the parents to go to appeal for the unsuccessful child(ren).

Successful applications

Last year the Governors of the school were able to admit all the pupils whose parents applied.

Fraudulent Applications

If the governors of St Bees Village School discover that a child has been awarded a place as a result of an intentionally misleading application form 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.

The Admissions Timetable

The timetable for the September 2027 application and allocation process for entry will be in line with the co-ordinated admissions scheme.

Late Applications

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, contained within the co-ordinated admission scheme, will not be considered until after allocations for those parents or carers who applied on time have been made. Affected applicants will not receive an offer with other parents on national offer day, instead receiving one on 're-allocation day'.

Early, deferred or delayed entry to school

Children are entitled to a full-time place in the September following their fourth birthday but if a child who has not reached compulsory school age has been allocated a Reception place and their parent or carer wishes to defer entry to school, the place will be held open. Entry cannot be deferred beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the place was allocated. Parents or carers can request that their child takes up the place part-time until the child reaches compulsory school age.

Summer-born children (children born between 1 April and 31 August) do not attain compulsory school age until the September after they would normally start school in Reception. St Bees Village School governors will admit these children into a Reception class a year later than usual at their parents' or carers request. These children will remain eligible for their full entitlement to schooling, and will subsequently transfer to junior (where applicable) and secondary school with other children in the year group in which they have been educated, rather than with their 'chronological cohort'.

Where a summer-born child is allocated, and takes up a September Reception place, in the normal year of admission (i.e. the beginning of the academic year in which they turn 5) then subsequently attends school beyond the end of the autumn term of the admission year, an application for a Reception place for the following September will not be considered as a 'summer-born' application. In this situation the child has already commenced school and any request to be admitted out of the normal year group will be considered on its individual merits.

Parents or carers seeking early transfer should submit their request by the 31st October **in the year before** that in which they would usually apply. This will allow time for the application to be considered prior to the closing date for applications. Parents or carers will still need to submit preferences by the appropriate closing date.

Parents or carers seeking delayed entry to school or transfer to a junior or secondary school should submit their request by the same dates in the year in which they would apply if their child was transferring at the usual age. This will allow consideration of the request prior to the closing date for preferences to be submitted, allowing parents or carers sufficient time to submit preferences in the event their request is denied.

Infant class size

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) children admitted outside the normal admissions round with Education, Health and Care Plans specifying the school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;

- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

In-year admissions

In-year admissions are those which occur outside the “normal” admission time. From time to time a place becomes available further up the school. The allocation of places is in accordance with the admissions criteria. Preference will be given to children moving into the area from outside the Local Authority area who do not have a school place. Evidence will need to be provided that the child has recently moved in.

Parents of children already in schools in the area are asked to discuss a possible move with the Headteacher of the school which their child is currently attending. We do not encourage parents to move their children from a local school without good reason.

Children moving into the area from out of county will be able to start school as soon as possible.

Once a child has been admitted, parents are asked to keep in close contact with the class teacher to ensure that their child’s transition to a new school is a smooth one.

As soon as the child starts school, the school administrator requests records from the previous school.

Appeals Procedure

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact: The Clerk to the Governors, St Bees Village School, Main Street, Cumbria, CA27 0AA within 20 days of the date of the letter refusing your child a place at the school for information on how to appeal.

For more information see: <https://www.cumberland.gov.uk/schools-and-education/apply-school-place-or-change-schools/admission-process-and-appeal-decision/appeal-decision-your-school-admission> and <https://www.gov.uk/schools-admissions/appealing-a-schools-decision>