

RAMSDEN INFANT SCHOOL
ADMISSIONS POLICY

These are the 2026/27 admission arrangements for community and voluntary controlled primary and secondary schools, i.e. those schools where the Local Authority (LA) is the admission authority.

Co-ordinated Admission Arrangements

In line with current legislation, the LA has drawn up a separate scheme to co-ordinate admissions to maintained schools and academies within Westmorland and Furness for the main admissions round.

Published Admission Numbers

The published admission number for Ramsden Infant and Nursery School is 52.

The General Admissions Policy

The General Admissions Policy will be used to allocate places at those schools which are oversubscribed.

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, in most circumstances, the address of the parent or carer claiming child benefit will be used. In some circumstances, the LA may also suggest that parents or carers seek independent legal advice and ask that they provide copies of any relevant court order relating to child arrangements.

Residency at a particular address is a key factor in allocating places at oversubscribed schools. If you move house you must contact the LA to provide details of the new address. For the application to be considered on the basis of the new address, documentary evidence will need to be provided. The LA will need to be satisfied that you will be resident at this new address on national offer day and at the time that your child would be admitted to the school that you are applying for. LA representatives may visit the address given as the child's residence to verify that he/she lives there.

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 misleading application. An application will not be withdrawn because an offer was made in error once the student has taken up the place at the school. Where an offer is withdrawn on the basis of fraudulent or misleading information, the application will be considered again on the basis of the correct information, and parents or carers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 have made a fraudulent application for a school place but the LA decides that it is not in the best interest of the child to withdraw the place, 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. Where a place has been offered on the basis of a timely parental application, the place will not be withdrawn unless one of the exceptions set out in paragraph 2.12 of the School Admissions Code 2014 applies:

An admission authority must not withdraw an offer unless:

i) it has been offered in error;

ii) a parent or carer has not responded within a reasonable period of time; and

iii) it is established that the offer was obtained through a fraudulent or intentionally misleading application.

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 2014 states that only one offer per child can be made by the LA. In this situation the LA asks that parents 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.

In a situation where parents or carers are unable to reach an agreement the LA will decide which application should be processed. In most circumstances the LA will process the application submitted by the parent or carer who is in receipt of child benefit for the child to whom the application relates. In some circumstances, the LA may also suggest that parents or carers seek independent legal advice and ask that they provide copies of any relevant court order relating to child arrangements.

The Admissions Timetable

The timetable for the September 2026 application and allocation processes for entry to Reception in an infant or primary school, Year 3 in a junior school and Year 7 in a secondary school will be in line with the co-ordinated admissions scheme.

Late Applications

For all 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, contained within Page 3 of 14 the co-ordinated admission scheme, will not be considered until after allocations for those parents or 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 're-allocation day'.

Details of closing dates, and other relevant dates can be found:

i) in the parental information booklets for admission to an infant or primary school, transfer to junior school and transfer to secondary school in September 2027;

ii) in the 2026-27 co-ordinated admissions scheme for all maintained schools and academies in the area of Cumbria; and

iii) on the county council website – www.cumbria.gov.uk/schooladmissions

Waiting Lists

In the main admissions round the LA will maintain a waiting list for each community and voluntary controlled primary and secondary school, i.e. those schools where the LA is the admission authority, until 31 December of the normal school year of admission.

Once places have been allocated, children refused a place will continue to be considered for any vacancies which become available up until 31 December of the normal year of admission.

Each child that is added to the list will require the list to be ranked again in line with the published oversubscription criteria. Priority will not be given based on the date that the application was received or the name was added to the waiting list. Vacancies will always be allocated by applying the determined admissions arrangements and length of time on the waiting list will not be a consideration.

If a request for an in-year school place is refused, parents and carers can request that the child's name be added to a waiting list. The request must be submitted in writing, by letter or e-mail. If a place becomes available, it will be allocated using the oversubscription criteria set out in the LA's general admissions policy (Appendix 2). The child's name will remain on the waiting list until the end of the academic year in which the request for the school place was submitted. To re-apply to remain on the waiting list for the following academic year, parents and carers will need to contact school admissions again by e-mail or in writing; e-mail: school.admissions@cumbria.gov.uk

Early, Deferred or Delayed Entry to all Schools and Part Time Attendance at Infant/Primary Schools

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. In line with government recommendation, the LA as the admission authority for community and voluntary controlled schools will admit these children into a Reception Page 4 of 14 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.

Other requests, for early or delayed transfer to secondary school, for example, will be considered on their individual merits and in line with the provisions of the School Admissions Code 2014. Unlike delayed entry for summer-born children, others have no automatic right to education outside of their chronological age group, although there is no legal bar to this.

Parents or carers seeking early transfer should submit their request to school admissions by 30 September for secondary applications, and by 31 October for primary applications 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.

Twins and Siblings of Multiple Births

Where places are available for some but not all children from multiple births (including twins) the LA will exercise the discretion offered by the School Admissions Code 2014 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.

Siblings

Siblings of children attending their catchment area school have a higher priority for admission when places are allocated at oversubscribed community and voluntary controlled schools. Expressing a preference for a school other than the catchment school may result in there not being places available for younger siblings when they are due to start school. Catchment children will have a higher priority for places than children living outside of the catchment area, including those children living outside the catchment area with siblings that already attend the school.

Siblings are brothers or sisters living at the same address and includes step and foster children.

Children Previously Looked After by a Local Authority and Children Previously Looked After outside England 1)

Children Previously Looked After by a Local Authority 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).

For a previously looked after child to be considered under category 1 of the LA General Admissions Policy, the parent or carer will need to provide appropriate written evidence to support the application. It is the responsibility of the parent or carer to provide appropriate documentary evidence with the application; without this it will not be possible to consider the application under category 1 of the LA General Admissions Policy.

Children Previously Looked After outside England

Current advice issued by the Department for Education (DfE) in August 2018 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.

On 16 June 2020 DfE indicated that new non-statutory advice on how to determine eligibility for a child previously looked after outside of England will be published; this advice will be adopted as soon as it becomes available.

For a child previously looked after outside England to be considered under category 1 of the LA General Admissions Policy, the parent or carer will need to provide appropriate written evidence to support the

application, for example, a UK adoption order or a copy of the adoption order from the child's county of origin (to be updated as appropriate). It is the responsibility of the parent or carer to provide the appropriate documentary evidence with the application; without this it will not be possible to consider the application under category 1 of the LA General Admissions Policy.

For further information, please contact the School Admissions Team:
E-mail: school.admissions@cumbria.gov.uk or Tel: 01228 221582 15.

Children of UK Service Personnel (UK Armed Forces) and Crown Servants

Any admission requests received for children of UK service personnel and crown servants will be processed in line with the School Admissions Code 2014, paragraph 2.18.

For further information, please contact the School Admissions Team:
E-mail: school.admissions@cumbria.gov.uk or Tel: 01228 221582 16.

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. 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 at the preferred school by the appropriate closing date.

Transfer from Infant to Junior/Primary Schools

Attendance at an infant school does not guarantee admission to the associated junior school. All parents or carers of children in Year 2 at a junior school will need to complete and submit an application (online or Form SA2) for a Year 3 place at the preferred school by the appropriate closing date.

Catchment Areas

Cumbria County Council operates a 'catchment area' approach to school admissions. Most (not all) 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 school to the parental home.

Any enquiries regarding catchment areas in relation to the allocation of school places should be directed to the School Admissions Team:

E-mail: school.admissions@cumbria.gov.uk or Tel: 01228 221582 20.

Distance Measurements

Straight-line Measure

Where there are more applications than places available at a community or voluntary controlled school for entry to all year groups, applications will be prioritised using the criteria set out in Appendix 2 and Appendix 3. For any criteria that gives priority to those living closest to the school, distance measurements will be undertaken using the LAs computerised Geographical Information System (GIS). This measurement will be a straight-line measurement between the centre of the pupil's home address and a common point on the school site as determined by the LA.

Shortest Walking Route by Road

Where a place cannot be offered at any of the parents or carers' preferred schools, the LA will allocate a place at the nearest school in Cumbria to the home address with a place available after all timely applications have been processed. In these circumstances, the distance will be measured by the shortest walking route by road between the pupil's home address and the nearest available entrance on the school site, using the LA's GIS mapping system.

In-Year Admissions

*The LA is the admissions authority for all community and voluntary schools in Cumbria. A list of community and voluntary schools is attached as Appendix 1.

*Applications for an in-year place at a community or voluntary school must be made by completing the application Form SA8. 3)

*Parents/carers can find a copy of the Form SA8 on the county council website at:
https://www.cumbria.gov.uk/childrensservices/schoolsandlearning/lss/applyforaninyearplaceincumbria/applyforani

nyearplace.asp or by contacting the School Admissions Team, e-mail: school.admissions@cumbria.gov.uk or tel: 01228 221582.

*The completed Form SA8 must be returned to the LA School Admissions Team for processing. Completed forms can be returned by post or by e-mail.

*On receipt of an in-year application, the LA School Admissions Team will contact the preferred school(s) regarding the availability of a place in the relevant year group.

*The outcome of the application will be notified to the parent/carer within 10 school days.

*Where an application for a place is offered and accepted, arrangements will be made for the child to start school as soon as possible. The parent/carer will be advised to contact the school to make the necessary arrangements for admission.

*Where an application for a place is refused, the reason for the refusal will be set out in the letter and information about the right of appeal will also be provided.

*Parents/carers who are refused a place at the preferred school(s) can request that their child's name be added to a waiting list to be considered should a place become available in the relevant year group at the school. For more information about waiting lists maintained by the LA please refer to section 10 of these arrangements.

*If the LA receives a number of in-year requests for places at a particular school and there are insufficient places to offer a place to all applicants, the place or places that are available will be allocated in line with the determined admission arrangements.

Where a parent or carer wishes to change school for their child there may be circumstances when the LA may 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). However, wherever possible, when a place has been offered, arrangements for admission to the school will be made as soon as possible. Any place offered must be taken up within 6 (school) weeks or it may be withdrawn and offered to another applicant. (NOTE: this is a new section added in line with the proposals set out in the draft School Admissions Code that is currently subject to consultation. Changes may be required following the end of the consultation period and any subsequent changes that are made and laid before Parliament). July 2020