



# St Martin and St Mary Church of England Primary School

## Admissions Policy Academic Year 2024 - 2025

### School, Nursery and Pre-School

#### Our School Vision and Values

As a Christian school, St Martin and St Mary is an inclusive and happy community; nurturing confidence, a thirst for learning and resilience in a safe loving environment. Our priority is developing the whole child spiritually, emotionally, physically and academically to live the most rewarding life.

*'Life in all its fullness' John 10.10*

Our school values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils as confident, happy citizens. The aim of this school is to provide a rich, broad and balanced education within a caring and stimulating Christian environment, serving the whole school community. To create an environment in which learners are encouraged to fulfil their potential and make a positive contribution to their society.

At St Martin and St Mary these are the Christian values that are the most important for our school. These values will help make our school a great place to be.

**Friendship   Love   Forgiveness   Trust   Honesty   Faith**

Our Christian vision and values lead us to be an inclusive school. We welcome children (and their families) from different faiths and from diverse backgrounds. We welcome children with disabilities and learning difficulties; all are welcome to become members of the St Martin and St Mary's Church of England Primary School family.

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The Governors of St Martin and St Mary Church of England VA School are the Admissions Authority for the school. Our school has a published admission number of 60 pupils for entry into Reception. The school will accordingly admit at least 60 children each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply.

The parental pack contains information about our school and information about how to make an application to our school. Applications are made online via the Local Authority's website or by completing form SA1, which is also available on the website.

The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below.

**An application for entry in September 2024 must be made by the closing date which is 15<sup>th</sup> January 2024.**

Parents are encouraged to name three schools in order of preference on the application form. The Governors operate a system whereby they consider all preferences equally. So the order of your preferences will not be used in considering your application. (It will only be used if a place is available for your child at more than one school.) Places at this school will be allocated according to this Admissions Policy and the Local Authority's Coordinated Admissions Scheme. Parents will be notified by the Local Authority of the success, or otherwise, of their application on the 16<sup>th</sup> April 2024.

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.

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

### **1. Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children**

Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children.

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.

A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child" is a child who appears (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.

### **2. Social and Medical need**

Priority will be given in exceptional circumstances to a small number of children (or in some cases a close relative of the child) whose mental or physical impairment means they have a demonstrable and significant need to attend this school over any other.

Supporting evidence in the form of a letter from a doctor or social worker or other relevant qualified, independent professional, would be required. Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations and does not guarantee that a child will be given priority as each decision will be made on the merits of the individual case.

### **3. Pupil Premium**

Children eligible for the pupil premium including the Early Years pupil premium and the service premium. Parents/guardians will be required to provide evidence of eligibility and the school may request confirmation from the applicant's home local authority. Children given priority under this criterion fall into the following categories:

- Children eligible to be registered for free school meals and children who have been registered as eligible for free school meals at any point in the last six years;
- Children eligible to receive the Early Years premium; and
- Children whose parent(s) are serving in the regular UK armed forces, the children of regular armed forces personnel who were serving in the past 3 years, or children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.

## **4. Siblings**

Siblings of pupils attending the school at the time of application who live within the catchment area (see Criterion 7 below for a definition of the catchment area).

“Sibling” means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

## **5. Distance from school**

Proximity to the school with those living closest to the school having priority calculated by those living closest to the school measured by the shortest walking route by road from the centre of the pupil's home address to the front entrance of the school.

The Governors will use the local authority's computerised Geographical Information System (GIS) to ensure consistency of measurement. The closest addresses will have priority.

The child's home address will be determined by proof of residency by a recognised formal document.

## **6. Catchment area**

Children living in the catchment area of the school.

*\*The catchment area map is available on our school website.*

## **Tiebreaker**

Proximity to the school.

This will be measured by the shortest walking distance by road or maintained footpath or other public rights of way from the pupil's home to the main entrance point of the school using a GIS computerised mapping system.

In the event that two or more children live the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code 2021).

## **Late applications**

Applications received after the closing date and before the Admission Authority's admission meeting will be placed last in the criteria in which they fall unless the Admission Authority is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time. Supporting evidence, should be provided to explain the late application. In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

## **In-Year admissions**

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.

## 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.

## Waiting Lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of 31<sup>st</sup> December 2025. This will be maintained by the Admission Authority, and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

## School age

A full-time school place in the Reception class is available for children from the September following their 4th birthday, etc.

## Deferred entry for infants

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age of 5. However, places cannot be deferred until the next academic year.

## 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 (stating which one), and the reasons for that request. Parents should 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.

## **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.

## **Address definition**

The address is the place where a child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week).

## **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 Headteacher ([admin@windermere.cumbria.sch.uk](mailto:admin@windermere.cumbria.sch.uk)) within 20 days of the date of the letter refusing your child a place at the school for information on how to appeal.

## **Enquiries**

Please address any enquiries to the school office ([admin@windermere.cumbria.sch.uk](mailto:admin@windermere.cumbria.sch.uk))

## Nursery Admissions Policy 2024 - 2025

**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.**

**Children can start in Nursery the term following their third birthday. The Nursery place is open until the end of the summer term following their fourth birthday. It is expected that children will transfer to a Reception class at the school of their choice in the September following their fourth birthday.**

Children born between 01.09.20 - 31.12.20 are eligible to apply for January 2024 entry to St Martin and St Mary Church of England Nursery.

Children born between 01.01.21 - 31.03.21 are eligible to apply for April 2024 entry.

Children born between 01.04.21 - 31.08.21 are eligible to apply for September 2025 entry.

Children born between 01.09.21 - 31.12.21 are eligible to apply for January 2025 entry.

Children born between 01.01.22 - 31.03.22 are eligible to apply for April 2025 entry.

The application procedure for the nursery will be as follows:

Our Nursery has places for up to 60 children (across 2 classes) per session. Children can have up to 15 hours or 30 hours per week, depending on eligibility. The nursery offers ten sessions per week (each is 3 hours long). All parents can request up to five sessions as part of universal provision. If parents are eligible for 30 hours per week and are registered with a DERN number they can apply for up to ten sessions per week.

Applications are made on the application form; session requests are made at the time of application.

The admissions timetable and process will match that published by Cumbria County Council.

The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below.

1. A "Looked After Child" (LAC) 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.  
A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after. An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (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.
2. Children from families who are eligible for Early Years' Pupil Premium.
3. Children living within the catchment area who have brothers or sisters in St Martin and St Mary Church of England Primary School at the time of admission giving priority to those with the youngest siblings.
4. Children living within the catchment area.
5. Children living outside the catchment area who have brothers or sisters in St Martin and St Mary Church of England Primary School at the time of admission giving priority to those with the youngest siblings.
6. Children living outside the catchment area.

### *Notes*

The closing date for applications is;

For a place starting in January (at the start of the spring term) the closing date is 28<sup>th</sup> September the previous year.

For a place starting in April (at the start of the summer term) the closing date is 15<sup>th</sup> January the same year.  
For a place starting in September (at the start of the autumn term) the closing date is 31<sup>st</sup> March the same year.

Applications should be submitted to the Headteacher of the nursery along with proof of date of birth and address.

Brothers and sisters are those living at the same address.

Children from families who would be eligible for early years' pupil premium are defined as those families in receipt of Income Support or Income Based Job Seekers Allowance.

The catchment area is the same for both the nursery and the school, the map is on our website.  
Parents can request a split placement e.g. 3/5 sessions. Priority is given to children applying for the greater number of hours/sessions.

A child looked after, i.e. in public care, is defined as a child looked after by a local authority within the meaning of Section 22 of the Children's Act 1989.

### **Admission to Pre-School**

Children can start Pre-School from their second birthday and can stay until they transfer to Nursery (some children who access Nursery for 15 hours may continue to use Pre-School for additional childcare on receipt of payment for place). Places can either be funded by the two-year-old grant or parents can pay.

Places are allocated on a first come, first served basis. Applications must be made to Pre-School directly by parents.