



Consultation for Change to Caldew Lea Primary School's Admissions Policy for 2025-26

Introduction

We are beginning this consultation to alter our admissions arrangements, taking due regard of the advice from Cumberland Council and the Department of Education's (DfE) School Admissions Code 2021. As such, we are publishing this consultation on our website, and we have shared a copy with Cumberland Council. The consultation period will run for six weeks, beginning on 20th December 2023.

Proposed Change

To reduce the Published Admissions Number (PAN) from 49 to 45. All other admissions arrangements will remain the same as previous years with appropriate updates to dates.

Rationale

Caldew Lea Primary School currently has a PAN of 49. If we reached this PAN, it would create problems for our curriculum model as we could not easily form appropriate classes that are educationally effective and financially efficient. Therefore, we propose reducing the PAN slightly to allow for these goals to be achieved.

Proposed Admissions Policy for 2024-25

1. General Principles

Caldew Lea Primary School is part of the Cumbria Education Trust (CET or the Trust). CET is the Admissions Authority for all academies within its family of schools. The Trust participates in the Local Authority Co-Ordinated Admission Scheme.

The PAN for Reception in September 2024 is 49.

The main principle of admission to Caldew Lea Primary School is to provide a welcoming, safe and supportive learning environment that meets the needs of young persons within the 3-11 age range, who live in the surrounding area.

The Trust will endeavour to provide places for students who wish to attend Caldew Lea Primary School provided, they can be accommodated within the scope of this policy.

The closing date for applications for Reception year in September 2024 is 15th January 2025.

2. Roles and Responsibilities

It is the responsibility of CET to set and publish the admissions criteria for the school, as defined in this policy, and for ensuring that these criteria meet with the requirements of law.

The Trust will ensure that:

- Admissions criteria are clear, fair and objective
- Arrangements are as simple as possible
- All parents' preferences are treated on an equal basis

It is the responsibility of the Headteacher to ensure the requirements of the Trust's policy are implemented at all times and reviewed on an annual basis. Where changes are to be made, public consultation will occur as required and outlined in Department for Education's (DfE) School Admissions Code (2021).

3. Definitions

By sibling we mean:

- Children living at the same address who have one or both natural parents in common
- Children living at the same address who are related by parent's marriage
- Children living at the same address whose parents are living as partners at this address
- Children who are adopted or fostered
- We do not include "cousins" within our definition of sibling

4. Admission Criteria and Oversubscription

In the event of over-subscription, the following criteria will apply:

1. Places will be offered firstly to Looked After Children, i.e. children who are looked after by a public authority and are in public care, and previously looked after 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.
2. Where the child lives in the school's catchment area, as defined by the catchment area map, and have a brother or sister (sibling) attending the school at the time of application.
3. Applications from within the school's catchment area.
4. Where a child lives outside the catchment area and has a brother or sister in the school.
5. Where a child attends a CET primary school.
6. Children of staff members working at a Trust school where the member of staff has been employed at a Trust school for two or more years at the time at which the application for admission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
7. Children from outside the catchment area.

The criteria outlined above will be strictly followed with there being one exception. If a child holds an Education Health and Care Plan that names Caldew Lea Primary School, then irrespective of the criteria, the child will be admitted as in these circumstances the Local Authority Board have a statutory duty to admit the child concerned.

5. In Year Admissions

In year admissions enables parents to transfer their child between primary schools. To apply for a place in Years 1-6, or Reception year after the first term, applicants should contact the school's Administrator.

In year admissions will be based on the size of the year group taking into account the size of teaching groups already in the school and the curriculum model that has been implemented that most efficiently provides for the education of the students. If there are places available in the year group within the relevant curriculum model that is in place, then applicants will be admitted. If the year group is full, it may not be possible to offer your child a place. If the number of applicants for a year group exceeds the number of places available, the oversubscription criteria detailed in this policy will be applied. Waiting lists will be held by the school.

6. Waiting Lists

Caldew Lea Primary School will operate a waiting list for Reception year admissions until 31st December 2025. If places become available during this period places will be allocated in the same priority as the oversubscription criteria detailed in this policy. The waiting list will be reordered when anyone leaves or joins the waiting list up until 31st December 2025.

7. Appeals

Appeals if a child is not offered a place at the school, the applicant will be informed of the reason why admission was refused. Applicants have the right to appeal to an independent panel. The deadline for lodging an appeal is 20 school days of notification of an unsuccessful application. Full details of the appeals process can be obtained from the school's website or by contacting the school.

Key Dates

Date	Activity
TBC	Parents and carers will be notified of their child's allocated school.
TBC	Parents and carers should notify the school of their intention to appeal and request a Notice of Appeal Form. The completed Notice of Appeal Form should be submitted to the School Administrator.
TBC	Deadline for lodging appeals with the school.
TBC	Deadline for appellants to submit further evidence not included with initial appeal.
TBC	Appeal hearings.
TBC	Appellants to receive notification of the Panel's decision.

Contact Details

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