



## **Warwick Bridge Primary School**

### **Admissions Policy for Academic Year 2025-2026**

#### **Introduction**

This document sets out the admission arrangements of Warwick Bridge School. For the purposes of this policy, the Governing Body is the Admission Authority.

#### **Process**

Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of 15 January 2025.

The Local Authority will inform parents of the offer of a place on behalf of the Governing Body on the national offer date of 16 April 2025 or the next working day.

Warwick Bridge School has a published admission number of 25 pupils for entry into Reception. The school will accordingly admit at least 25 each year if sufficient applications are received. All applicants will be admitted if 25 or fewer apply.

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.

#### **Oversubscription Criteria**

##### **1. Looked After Children, Previously Looked After Children and Internationally Adopted 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. Children living in the catchment area who have brothers or sisters in the school at the time of their admission.**

If it is necessary to prioritise in categories 2 or 4, priority will be given to those children with the youngest siblings. “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.

**3. Other children living in the catchment area giving priority to those living closest to the school measured by the shortest walking route by road, measured from the main school gate to the home.**

**4. Children living outside the catchment area who have brothers or sisters in the school at the time of their admission.**

**5. Children living Outside catchment but attend Warwick Bridge School Nursery.**

The child must have attended the school nursery for at least a term before admission.

**6. Children of staff members**

**7. Children living outside the catchment area.**

Priority will be given to those who live closest to the school, measured by the shortest walking route by road, measured from the main school gate to the home. 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). Measurements of the distance will be carried out by the Local Authority if required by the Governing Board.

## **THE CATCHMENT AREA**

Children living in the catchment area of the school. A map of the catchment area is available from the School Office.

## **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 31st 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.

## **Deferred Entry to Reception**

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. However, places cannot be deferred until the next academic year.

## **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 Head Teacher (Mr M Ashton), via [admin@warwickbridge.cumbria.sch.uk](mailto:admin@warwickbridge.cumbria.sch.uk), within 20 days of the date of the letter refusing your child a place at the school. Information on the timetable for the appeals process is on our website at <https://www.warwickbridge.cumbria.sch.uk/information/admissions/>

## **Enquires**

Please address any enquires to [admin@warwickbridge.cumbria.sch.uk](mailto:admin@warwickbridge.cumbria.sch.uk)