



Bewcastle Primary School

Admission Policy 2025-26

Bewcastle Primary School has one intake into the main school in September each year; children are admitted into Reception classes at the beginning of the school year in which they have their fifth birthday.

The Published Admission Number – PAN

At present the admission number is 8.

Summer Born Children – Delayed Entry

Summer born children do not attain compulsory school age until the September after they would normally start in Reception. In line with government recommendation, the school will admit these children into a Reception class a year later than usual at their parents' request. These children will remain eligible for their full entitlement to schooling, and will subsequently transfer to secondary school with other children in the same year group in which they have been educated, rather than with their 'chronological cohort'.

The closing date for applications

The closing date for applications for September 2025 is January 15th 2025. Applications must be submitted using form SA1, which is issued by Cumberland Local Authority. Form SA1 and more information about the application process are contained in the parental information pack published for parents by Cumberland Council. Please note – information about the application process can be found on their website at:

<https://legacy.cumberland.gov.uk/childrenservices/schoolsandlearning/lss/schooladmissions.asp>

The admissions policy

If at any time there are more applicants than places available, children will be admitted in the following order of priority, which will be applied in conjunction with the notes below.

- I. Children looked after, and/or previously looked after i.e. in public care, adopted or who have become subject to a child arrangements or special guardianship order, giving priority, if necessary, to the youngest child(ren). [see note 1 below]
- II. Children living in the catchment area who have brothers or sisters in the school at the time of their admission. [see note 2 below]
- III. Other children living in the catchment area giving priority to those living closest to the school measured in a straight line on a map.
- IV. Children living outside the catchment area who have brothers or sisters in the school at the time of their admission. [see note 2 below]
- V. Children living outside the catchment area, giving priority to those who live closest to the school, measured in a straight line on a map.

Note 1 – A child looked after, i.e. in public care, is defined as a child who is looked after by a local authority within the meaning of section 22 of the Children Act 1989. This includes children who were

previously looked after, those who have been adopted and those who have become subject to a child arrangements or special guardianship order.

Note 2 – If it is necessary to prioritise in categories 2 or 4, priority will be given to those children with the youngest siblings. Brothers and sisters are those living at the same address; this includes step and foster children.

Applications will be prioritised using the above criteria. An exception may be made if a child has an Education, Health and Care Plan naming Bewcastle Primary School, as in these circumstances the Governing Body would have a statutory duty to admit the child concerned.

The right of Appeal

Any parent not offered a place has a right of appeal to an independent appeal panel. The panel would be entirely independent of the Governing Body. Any parent wishing to appeal should send notification of their intention to the Clerk to the Governing Body at Bewcastle Primary School within 20 school days of receiving a refusal. The school will then arrange for the County Council Legal and Democratic Services Unit to make arrangements for an independent appeal panel. If a place is refused then parents will be given a reason as to why the place has been refused.

Waiting List

Once places have been allocated in the Reception intake Cumberland council will, at the end of May, reallocate any places which become available as a result of parents not wishing to take up their offer of a place. The Governing Body will then reallocate any places which become available until the start of the academic year.

After this the parents of any child who has been refused admission can ask at the school for their name to be placed on a waiting list. Any vacancies which arise will be allocated using the Governing Body's admissions policy shown above; the length of time on the waiting list will not be a factor. A waiting list will also be held for other year groups.