DRAFT Lowther Endowed School
Determined Admissions Arrangements
2028 - 2029

1. Introduction

Lowther Endowed School extends a warm welcome to children aged from statutory school age, 4 – 11, from the surrounding area and further afield. We are an "Achieving, Caring and Enjoying" community of learners based in beautiful rural surroundings in the village of Hackthorpe on the Lowther Estate. We are a Voluntary Aided school which means that our Governing Body determines the school's admission arrangements.

Lowther Endowed School has a Published Admission Number (PAN) of 15 which applies to the normal year of entry. We will admit up to 15 children into Reception.

Our catchment area includes the villages of Askham, Great Strickland, Hackthorpe, Helton, Lowther, Melkinthorpe, Thrimby, Whale and settlements on the fells between. A map is available on request.

2. The procedure for making an application for Admissions in 2028

Our Local Authority, Westmorland and Furness, co-ordinates admissions for reception on behalf of the school. The parent/carer of every child eligible to start school in September 2028 will receive details of how to apply for a place in Reception. Applications must be made using the Local Authority's common application form "SA1: Admission to infant/primary school" which is available online and submitted to Westmorland and Furness electronically **by 15th January 2028**. Parents are strongly encouraged to use the online application system. Paper copies are available both from the Local Authority and the School office. All applications, electronic or paper **must** reach the local authority by 15th January 2028. Parents will be notified by email, if they have applied online, of the allocation of places by the Local Authority on the 16th April 2028. If they have applied on a paper form then a letter will be sent 1st class on 16th April. Parents of children not admitted will be informed of the reason and offered an alternative place and a right of appeal by the Authority.

3. Late Applications

Late applications will be treated in accordance with the procedures laid out in the Co-ordinated Admissions Scheme of the Local Authority.

4. Tie Break

In some categories, where there are more applicants than places available, age will act as a determining factor but unless specified it will be distance. The distance is measured from the centre of the child's address to the front gate of the school as the crow flies. The Governors will use the Local Authority's computerised Geographical Information System (GIS) to ensure consistency of measurement. The closest addresses will have priority.

5. Address of Pupil

The address on the application form must be the current one at the time of application. Where a child can live at more than one address the home address is to be the one where the child sleeps and thus wakes up for all or the majority of the school week. Where there is any doubt the

governors reserve the right to verify the information provided by the parent(s), for example, through the GP or the child benefit address.

6. Fraudulent applications

If the Governors discover that a child has been awarded a place as a result of an intentionally misleading application from a parent, for example, an incorrect address and as a result it effectively denies a place to a child with a stronger claim then the Governors will withdraw the offer of a place. The Governors will reconsider the application and the right of appeal offered if a place is refused.

7. Deferred Admission

For children beginning school following their fourth birthday admission is normally in September. However, if you wish entry can be deferred until later in the year or until the term in which your child reaches compulsory school age. For example if your child's fifth birthday is between September and December then, if you wish, admission may be deferred until the beginning of the Spring Term. If it is between January and April admission may be deferred until the beginning of the Summer Term. You can also request part time education until the term in which your child reaches compulsory school age. The Governors recommend that in your child's interests full time education is deferred no later than the start of the Spring Term.

8. Waiting Lists

Under the admission process, once places have been allocated, children refused a place will be placed on a waiting list and will continue to be considered for any vacancies that become available. At the point when a vacancy arises, the oversubscription criteria will be applied to all outstanding applicants, including any late ones, to determine priority for the allocation of any places. Length of time on the waiting list will not be a factor. Children will be retained on the waiting list unless the school is advised otherwise.

9. In year admissions

On occasions it may be necessary for a child to move school during the academic year, this is termed an in-year admission. If you wish to apply for a place at the School outside of the admissions round in the Reception year then you should do this by contacting the school directly.

The school is full at 105, and until this threshold is reached the Governors reserve the right to admit a pupil in cases where the year group or class is already full, but there is capacity elsewhere in the school. However, the Governors will only admit a child in these circumstances where there is no breach of infant class size legislation, and where they judge that the admission will not have a detrimental effect on the overall quality of teaching and learning.

10. Infant Class Size

If your child was refused a place in a reception or key stage one class because of Government limits on infant class size, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which no reasonable governing body would have made or that your child would have been offered a place if the governors' admissions policy had been properly implemented.

11. Multiple births

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The Governors will ensure as far as possible that twins, triplets or those children born in the same year are not separated. Such children will be given priority in any particular category.

12. Excepted pupils

While no infant class is to contain more than 30 pupils there can be very limited exceptional circumstances. The admittance of such a child(ren) will be known as an “excepted pupil” for the time they are in an infant class or until the numbers fall back to the size limit. An excepted child would be one whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil. It might also include a child born in the same school year, a statemented or looked after child or a child of a UK Serviceman to be admitted outside the normal admission period.

13. Appeals

If your child is not offered a place at Lowther Endowed School you have the right of appeal to an Independent Appeals Panel. The appeal should be made in writing to the clerk of the governors at Lowther Endowed School within 20 school days of receipt of notification that no place is available for your child. The grounds on which the appeal is based will need to be stated, and the appeal will be heard as soon as possible thereafter.

As a parent you will have an opportunity to submit your case to an independent (of the Governors) appeals panel. You must set out your grounds for the appeal in writing. You will normally receive at least 10 days’ notice of the time and venue for the appeal hearing where you will be able to present your case in person. This right of appeal does not prevent you from making an appeal in respect of any other school. The Independent Appeal will be organised on behalf of the Governors by the Local Authority Legal.

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Lowther Endowed School Oversubscription Criteria

PLEASE NOTE: If a child has an Education, Health and Care Plan which names Lowther Endowed School, the Governing Body will admit the child.

Otherwise, in the event of oversubscription, the following criteria, in conjunction with the explanatory notes which form part of the policy, will be applied to all applications, to determine priority for the 15 available spaces:

1. Children who are in Public Care or who have been adopted or became subject to child arrangements order or special guardianship order. This also includes children who were previously in Public Care outside of England. *See note 1*

2. Children who have physical and/or medical needs who would be disadvantaged by travelling to another school. Written evidence from an appropriate professional would be required for the Governors to consider admission in this category.

3. Children living within the catchment area having sibling(s) attending our school at the time of their admission giving priority. *See note 2.*

4. Children living in the catchment area. *See note 3.*

5. Children who currently attend our nursery and have done so since pre-school age.

6. Children living outside the catchment area who, at the time of their admission, have brothers or sisters in the school. *See note 2.*

7. Children of staff working at the school, where the member of staff has been employed at the school for two or more years at the time at which the application for admission and/or the September 2028 member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage, giving priority to staff on the most substantive permanent contract.

8. Children living outside the catchment area. *See note 3.*

The criteria outlined above will be strictly followed there being one exception.

If a child has an Education, Health and Care Plan naming Lowther Endowed School then irrespective of the criteria the child will be admitted as in these circumstances the Governors have a statutory duty to admit the child concerned.

Explanatory Notes - These notes are part of the policy

Note 1: A child looked after (CLA) is a child in public care, who is looked after by a local authority within the meaning of Section 22 of the Children Act 1989. 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). Advice issued by the Department for Education (DfE) in July 2021 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. For a previously looked after child to be considered

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under criteria 1, the parent or carer must provide appropriate written evidence to support the application. Without this evidence it will not be possible to consider the application under category 1

Note 2: In criteria 3 - 5, priority will be given to those children with the youngest siblings. Siblings are those living at the same address and includes step and foster children. Priority will only be given where it is known at the time of allocating places that a sibling will be attending the school at the time of admission.

Note 3 A copy of the catchment area can be seen on the school website or the school office that indicates the geographical and/or ecclesiastical boundary of Lowther Endowed School.

Enquiries about this policy:

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