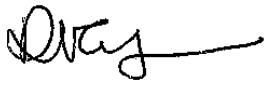
Stanwix Admissions Policy

2026-2027

Date Policy adopted by Governors	28.02.25
Review Date:	28.02.2026
Review Schedule:	Annually
Policy Consultation: (every seven years for academies)	n/a
HT Signature:	
Governor Signature:	

Review Schedule

Revisions made	By Whom	Date
Updated for 2025-2026 academic year	Head and Governors	28.02.24
Updated for 2026-2027 academic year	Head and Governors	28.02.25

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1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children, as defined in section 22 of the Children Act 1989, are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

4. How to apply

The Governors of Stanwix School are the Admissions Authority for the school.

The application procedure and timetable are in line with Cumberland's Local Authority's (CLA) co-ordinated admission scheme. Applications must be submitted using Form SA1 which is issued by CLA. It is also possible to make an online application via the Cumberland's Council's website (this is the preferred option).

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 of the outcome of their application by the Local Authority. Parents of those children not offered a place will be informed of the reason and offered an alternative school by the Local Authority.

You will receive an offer for a school place directly from your local authority.

5. 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.

6. Allocation of places

6.1 Published admission number (PAN)

Following consultation with the Local Authority the Governors have set the published admission number for access to the Reception class as **60.**

6.2 Closing Date for Applications

An application for entry in September 2026 must be made by the closing date stated by the Local Authority. *The closing date for applications is 14th January 2026.*

6.3 Admission Criteria

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.

1. Children who are looked after and previously looked after children. Previously looked after children are children who were looked after, but cease to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2. Children living in the catchment area who have brothers or sisters in the school at the time of the admission, giving priority to those with the youngest siblings.

3. Children from outside the catchment area who have brothers or sisters in the school at the time of the admission, giving priority to those with the youngest siblings.

4. Other children living in the catchment area, giving priority to those living nearest the school, measured in a straight line on a map.

5. Children living outside the catchment area, giving priority to those who live closest to school, measured in a straight line on a map.

Notes:

- To prioritise in categories 2 and 3 priority will be given to those children with the youngest siblings. Brothers and sisters are those living at the same address and include step and foster children.
- Priority will 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.
- Distance will be measured in a straight line from the centre of the child's house to the school gate. This will be done by the local authority using software which will measure to three decimal places.

Applications will be prioritised using the above criteria. An exception will be made if a child has a statement of special educational needs and/or an Education, Health and Care Plan naming Stanwix School as in these circumstances the Governing Body would have a statutory duty to admit the child concerned.

* A catchment area map is available in school.

6.4 Multiple Births

The Governors of Stanwix School will ensure as far as possible that twins, triplets or those children born in the same year are not separated unless parents request.

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 statemented or looked after child or a child of a U.K. Serviceman to be admitted outside the normal admission period.

6.4 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 child benefit address.

6.5 Waiting list

Those children who are not offered a place may, if the parents so wish, be placed on a waiting list. The names will be placed on the list in the order of the admissions criteria. Late applicants will be slotted into the list according to the admissions criteria. It is thus possible for a child recently arrived in the area to have a higher priority than a child who has been on the waiting list for some time. Irrespective of whether an appeal has been submitted, if a place becomes available it will be offered to the child at the top of the list. The waiting list will remain open until the 31st December in the year to which it relates.

6.7 In Year Admissions

In year admissions are those which occur outside the “normal” admission time. If you wish your child to attend Stanwix School you should visit our school and admission details will be provided. If your child is refused a place you will be informed of your right to appeal.

6.8 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. The exception to this is where we may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn’t the normal point of entry, in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13) apply.

6.9 Children of UK service personnel and crown servants

The School Admissions Code requires that for families of Crown servants[1] returning from overseas to live in that area, the Admissions Authority must allocate a school place in advance of the family arriving in the area, provided their application is accompanied by an official letter[2] declaring a relocation date.

If you wish you child to attend Stanwix School, and spaces are available, these would be allocated to the family in advance of their move, even if they do not yet have a confirmed address.

If Stanwix School is oversubscribed, the Governors need to be satisfied that places are allocated lawfully, in accordance with the oversubscription criteria.

Stanwix School may expect to have some level of certainty about a family’s intended new address, so that they can make sure they allocate a place lawfully. Stanwix School is expected to be flexible in what they would accept as confirmation of address, whilst ensuring statutory duties are met. Stanwix School must not refuse a child a place simply because the family does not currently live in the area.

[1] Officers employed by departments of the United Kingdom Government, such as FCO, DFID, UKVi, UKTi.

[2] Official Government letter issued by a Government department e.g. FCO, DFID, UKVi, UKTi.

6.10 Fraudulent Applications

If the Governors of Stanwix School 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. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round (see How to apply) . As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place. If there are no spaces available at the time of your application, your child’s name will be added to the waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

8. Appeals Procedure

If the Governors are unable to offer your child a place because of over subscription, you, as a parent, have a right of appeal under the School Standards and Framework Act 1998 as amended by the Education Act 2002. You should notify the Chair to the Governors of Stanwix School within 20 school days of receiving the letter which will give the grounds for refusing a place. 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 school 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 Legal Services at Carlisle.

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.

9. Monitoring arrangements

This policy will be reviewed and approved by the Governors every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the published admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years. Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangement are to apply.