Askam Village School
Admissions Policy 2027-2028

The Governors of Askam Village School are the Admissions Authority for the school and are responsible for setting the admissions criteria. We have a responsibility to review this on a 7-year basis and the criteria listed below have been agreed by the board of Governors on 15th March 2021 following consultation during September 2019 to January 2020.

Governors have set the published admission number (PAN) to Reception as **30** pupils. An application for entry in September 2027 must be made by the closing date, which is the 15th January 2026.

Places at this school will be allocated according to the Admissions Criteria listed below and the Local Authority's Coordinated Admissions Scheme. Applications for school places should be made on the Local Authority's website;
https://legacy.westmorlandandfurness.gov.uk/childrensservices/schoolsandlearning/lss/schooladmissions.asp
Information about the application process can also be found on the above website.

All children will be admitted unless there are more applicants than places. We do not discriminate on the basis of ability, financial status, parental occupation or education, religion, race, or disability. Where there are more applications than places available at Askam Village School, applications will be prioritised using the criteria on the next page.

The criteria outlined below will be strictly followed, there being one exception. If a child holds an Education, Health and Care plan naming Askam Village School as their first choice, 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.

Compulsory Criteria

- Special Educational Needs and/or Educational Health Care Plan

Additional Criteria

1. Looked After Children and/or previously Looked After Children^
2. Children of Staff at Askam Village School*

^ A child looked after i.e. in public care, is defined as a child who is looked after by a local authority with 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 child arrangements of special guardianship order.

3. Within the Catchment Area[†] **and** have Siblings[‡] at Askam Village School
4. Outside the Catchment Area **and** have Siblings at Askam Village School
5. Within the Catchment Area
6. Outside the Catchment Area

Deferred Admissions

Children are entitled to a full-time place in the September following their fourth birthday but if a child who has not reached compulsory school age has been allocated a Reception place and their parent or carer wishes to defer entry to school, the place will be held open. Entry cannot be deferred beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the place was allocated.

Parents or carers can request that their child takes up the place part-time until the child reaches compulsory school age. Summer-born children (children born between 1 April and 31 August) do not attain compulsory school age until the September after they would normally start school in Reception. In line with government recommendation, Askam Village School, as the admission authority, will admit these children into a Reception class a year later than usual at their parents' or carers request. These children will remain eligible for their full entitlement to schooling, and will subsequently transfer to secondary school with other children in the year group in which they have been educated, rather than with their 'chronological cohort'. Where a summer-born child is allocated, and takes up a September Reception place, in the normal year of admission (i.e. the beginning of the academic year in which they turn 5) then subsequently attends school beyond the end of the autumn term of the admission year, an application for a Reception place for the following September will not be considered as a 'summer-born' application. In this situation the child has already commenced school and any request to be admitted out of the normal year group will be considered on its individual merits.

Appeals Process

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 Askam Village 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 Cumbria Local Authority 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

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* Employed for at least 2 years at the time of application or has been recruited to fill a vacant post with a demonstrable shortage.

[†] Distance from Askam Village School will be used as an over-subscription criterion, measured by a straight line between the centre of the pupil's home address and the school's front entrance. Measurements will be made using Digimap for Schools (https://digimapforschools.edina.ac.uk/).

[‡] Siblings are classed for over-subscription as: brother/sister, step brother/sister, adopted, foster, living at the same address, siblings as former pupils of the school

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.

In Year Admissions

In Year Admissions. In Year admissions are those which occur outside the "normal" admission time. If you wish your child to attend Askam Village School you should visit our school and admission details will be provided. You can find more information and apply for an in-Year place here. https://legacy.westmorlandandfurness.gov.uk/childrensservices/schoolsandlearning/lss/applyforaninyearplaceincumbria/applyforaninyearplace.asp

If your child is refused a place you will be informed of your right to appeal.

The Nursery

Allocation of a place in Askam Village School Nursery does not guarantee that a child will be allocated a place in the Reception class.

Headteacher: Mrs Fiona Newton

Signed: 

Chair of Governors: Mr. David Huddleston

Signed: 

23rd February 2026