

BOWNESS-ON-SOLWAY PRIMARY SCHOOL

2025/2026 ADMISSIONS POLICY



Bowness on Solway Primary School is responsible, as a Foundation School, for its admission arrangements.

THE ADMISSION NUMBER

The admission number is 15. This is the maximum number of children who can be admitted to the Reception intake group in September 2025.

THE CLOSING DATE FOR APPLICATIONS

An application for admission to our School can be made online by visiting the Cumbria County Council website and the 'Starting School in Cumbria' booklet is available to view/download from their website.

The application closing date for entry to the school in September 2023 is the 15th January 2023. The parental information pack contains additional information.

Parents are encouraged to state three preferences on the application form. The Governors operate a system whereby they consider all preferences equally. Places are allocated according to this Admissions Policy and the Local Authority's Coordinated Admissions Scheme. Parents will be informed by email or letter by the Local Authority of the success or otherwise of their application. Parents of those children not offered a place will be informed of the reason and offered an alternative school by the Local Authority.

LATE APPLICATIONS

Late applications will be considered in accordance with the procedures laid out in the Co-ordinated admissions scheme of Cumbria County Council.

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.

1. Children either looked after or previously looked after, i.e. in public care, giving priority, if necessary, to the youngest child(ren). [see note 1 below]
2. Children living in the catchment area who have brothers or sisters in the school at the time of their admission. [see note 2 below]
3. Other children living in the catchment area giving priority to those living closest to the school measured in a straight line on the map to the front entrance of the school.
4. Children living outside the catchment area who have brothers or sisters in the school at the time of their admission. [see note 2 below]
5. Children living outside the catchment area, giving priority to those who live closest to the school, measured in a straight line on the map to the front entrance of the school.

Note 1 – Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order 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 and includes step and foster children.

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

THE CATCHMENT AREA

A map of the catchment area is available from the school or the Local Authority.

THE RIGHT OF APPEAL

Any parent not offered a place will be informed in writing the reason why the application has been refused. Should this circumstance arise, the parent 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 contact the Clerk to the Governors at the school in the first instance. If an appeal is to be made, this needs to be in writing, with the grounds for the appeal set out.

Any appeal needs to be lodged within 21 days of receiving the notification that the application has been unsuccessful. Following this, the appeal will be heard with at least ten school days' notice given to the parents making the appeal

WAITING LIST

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list.

The names on this waiting list will be in the order resulting from the application of the admissions criteria.

Late applicants for the school will be placed in the order according to the extent to which they meet the oversubscription criteria. It is possible for a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

This waiting list will operate for the duration of the autumn term of the academic year only.

DEFERRED ENTRY TO RECEPTION

If a child who has not reached statutory school age has been allocated a place in Reception and their parent wishes to delay their entry the place will be held open. The place must be taken up when the child reaches statutory school age or by the start of the summer term at the latest.