



Reception Admissions Policy

Starting School in 2020

The Governors of Castle Park School are the Admissions Authority for the school. Governors have set the published admission number (PAN) as 45. This is the number of children that will be admitted on entry into the School into the Reception classes in September 2020.

Applications for a place at Castle Park School for September 2020 should be made on the Local Authority Common Application Form or online by the closing date of 15th January 2020. Places at this school will be allocated according to this Admissions Policy and the Local Authority's Coordinated Admissions Scheme. A letter/email informing parents of the success or otherwise of their application will be sent to parents 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. All children will be admitted unless there are more applicants than places.

Where there are more applications than places available at Castle Park School, applications will be prioritised using the criteria below. They will be applied in conjunction with explanatory notes, which form part of the policy. Places at Castle Park School are allocated using the following criteria, which are listed in order of priority:

1. Children looked after by a local authority and/or previously 'looked after' children. 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 Arrangement or Special Guardianship Order).
2. A child with a Statement of Special Educational Needs or Education, Health & Care Plan which names Castle Park School, as in these circumstances the school would have a statutory duty to admit the child concerned.
3. Children of staff employed at Castle Park School, at the time when their application for a school place is made.
4. Children resident within the School's catchment area who have a brother or sister already in attendance at Castle Park School at the time of admission.
5. Children resident within the School's catchment area.
6. Children not resident in the catchment area with a brother or sister already in attendance at Castle Park School at the time of admission. (Brothers and sisters are those living at the same address and includes step and foster children.)
7. Children on roll at Castle Park School Nursery.
8. Children on roll at Sunnybrow at Castle Park Private Nursery.

9. Children not included in any of the first eight categories above.

If applications cannot be separated by applying the above criteria, places will be prioritised by the proximity of the centre of the pupil's home address to the Main Entrance of the School, measured by a straight line using the Local Authority's measuring system, those nearest being awarded the highest priority.

Notes

- Late applications will only be considered after all applications received by the closing date have been considered.
- Attendance at Castle Park School Nursery does not automatically guarantee a place in our Reception class. To be considered for a place, an application (as detailed above) must be submitted.
- Where Castle Park School is unable to offer a place because the School is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents should notify the School within 20 school days of receiving the letter refusing a place. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 10 school days' notice of the place and time of the hearing.
- A waiting list for places will be kept by the School. Should parents wish their child's name to be included they should inform the School of this in writing. Should places become available the admission criteria will be applied to the list in strict order. Position or length of time on the waiting list will have no influence on the decision.
- Fraudulent applications – If the School discovers 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 than Castle Park School will withdraw the offer of a place. The School will reconsider the application and the right of appeal offered if a place is refused.
- While no Reception or KS1 class is to contain more than 30 pupils there can be very limited exceptional circumstances under which this limit may be exceeded. The admittance of such a child will be known as an "excepted pupil" for the time they are in a Reception or KS1 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 children with a Statement or Education, Health & Care Plan or are Looked After or are a dependant of a U.K. Serviceman to be admitted outside the normal admission period.

Chair of Governors: 

Date: 22.1.19