

**GHYLLSIDE PRIMARY SCHOOL  
ADMISSIONS POLICY 2025/2026**

**The Governors of Ghyllside Primary School are the Admissions Authority for the school. Governors have set the published admission number for access to the Reception Class as 60.**

**An application for entry in September 2026 must be made by the closing date, which is the 15<sup>th</sup> January 2026.**

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.

**All children will be admitted unless there are more applicants than places.**

If Ghyllside School is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria set out below, in order.

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order <sup>1</sup>. A looked after child is a child who is
  - (a) in the care of a local authority, or
  - (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
2. Children of staff employed by Ghyllside Primary School on a permanent contract of 0.6 FTE or above for two or more years, at the time when their application for a school place is made.
3. Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
4. Other children by distance from the school, with priority for admission given to children who live nearest to the school using the Local Authority's computerised Geographical Information System [GIS]. This measures the route from the centre of the pupil's home to the nearest entrance on the school site, which is available to pupils at the time of undertaking the assessment. The route used will be the shortest walking route by road as identified by GIS at that time.

In the event of a tie-break in category 4 above, preference will be given to children who are attending Ghyllside Nursery at the closing date for applications for a school place to decide who has highest priority for admission, if the distance between two children's homes and the school is the same.

### **Admissions appeals**

Any parent not offered a place for their child / children has the right of appeal to an independent appeal panel. Any parent wishing to appeal should send notification in writing to the Clerk of Governors at Ghyllside Primary School, for the attention of the appeals panel within 14 days of receiving the letter giving grounds for the refusal of a school place. You will normally receive at least 20 days' notice of the time and venue for the appeal hearing. The decision of the school appeal panel is binding on the schools admissions authority and parents.

### **In year admissions**

If you wish to move your child to Ghyllside during the school year please ring the school office to find out if a place is available. Each of our classes is 'full' when they reach a class number of 30 pupils. If a place is available

it will be awarded on a first come first serve basis. We will only award a place when a child is resident in the local area and ready to start with us; we would not award a place to a family hoping to move to Kendal that is, at the time of application, not in the local area.

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1. An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders) Children Act 2002. A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014.  
Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).