

## Starting school in September 2017

- entry to the Reception  
year group

### Information for parents/carers

**Please note:** Attendance at a nursery which is attached to a school does not guarantee admission to that school.

#### Was your child born between 1 September 2012 and 31 August 2013?

If so, you can expect that they will start school in the Reception year group from September 2017. This leaflet explains what you must do if you want to ensure that your child will have a place in a Reception class.

#### What do I need to do?

**1. Please read the "Starting school in Cumbria - September 2017" booklet carefully before making an application.** This booklet gives you all the detailed information you need to help you apply for a Reception school place. It is available on the county council's website at [cumbria.gov.uk/schooladmissions](http://cumbria.gov.uk/schooladmissions) or, if you need a hard copy, by contacting the School Admissions and Appeals Team. Copies are also available to view at all infant and primary schools, academies and public libraries in Cumbria.

**2. Complete the online application form.** This can be found on the county council's website at [cumbria.gov.uk/schooladmissions](http://cumbria.gov.uk/schooladmissions) and will be available from Friday 9 September 2016. This form asks you to express a preference for three **different** schools. More information about infant and primary schools in Cumbria can be found in the booklet. The advantages of applying online are:

- Your application will be acknowledged by email
- We will send an email to you to tell you which school your child has been offered by 9am on 18 April 2017, **before** the letters are sent out to those who applied on a paper form.



The closing  
date to apply for a  
Reception place is  
**15 January 2017**

If you are unable to apply online, you can download a form (SA1) from our website at [cumbria.gov.uk/schooladmissions](http://cumbria.gov.uk/schooladmissions), ask your preferred school

for a form or contact the School Admissions and Appeals Team and we will send a form to you. Please return your completed form to your child's preferred school.

#### Types of schools and their policies

There are different types of school: community, voluntary controlled, voluntary aided, foundation, free schools and academies. Cumbria County Council coordinates admissions for September Reception places at all of these schools.

Each school has an **admissions policy**. This states the number of pupils that will be admitted to each school. It also includes the criteria that will be used to decide which pupils should be admitted if the school is oversubscribed. **Admissions policies are not the same for all schools.** The Local Authority (LA) decides the admissions policy for community and voluntary controlled schools. For other schools the governing body/academy trust decides the admissions policy and arrangements. Copies of these policies can be found on the county council's website, or the school's website, and summaries can be found in the booklet.

The LA is not responsible for allocation decisions made by voluntary aided, foundation and free schools and academies.

## Frequently asked questions

### Where can I find out more detailed information about the schools I am considering?

A list of schools is available on the county council's website. Each school may produce a prospectus which may help you to decide your three preferences. Most schools also hold open evenings. You may want to contact your preferred schools about these events.

Prospectuses are usually available on schools' own websites and the Ofsted Reports for all schools are available at [ofsted.gov.uk](http://ofsted.gov.uk). You can also find out information about an individual school's performance at [education.gov.uk/schools/performance](http://education.gov.uk/schools/performance).

### I am not sure which is my catchment school. How do I find out?

If you need to find out which catchment area you live in, please contact the School Admissions and Appeals Team who will be able to tell you (contact details opposite). Please note that we cannot guarantee a place at a school even if you live within the catchment area. **Please see page 9 of the booklet for more information about catchment areas.**

### What do I need to do if my child has special educational needs?

If your child has a statement of special educational needs or an education, health and care plan you must still apply for a school place in the way explained above. **Please see page 126 of the booklet for more information.**

### What about home to school transport?

A summary of the home to school transport policy is included in the booklet.

### Where can I find out more about free school meals or uniform grants?

All children in Reception to Year 2 receive free school meals, so you do not need to apply. If however you are in receipt of one of the qualifying benefits listed on [cumbria.gov.uk/childrenservices/schoolsandlearning/fsm.asp](http://cumbria.gov.uk/childrenservices/schoolsandlearning/fsm.asp) you may also be eligible for a School Clothing Grant. You can complete an application form online, or contact **01228 221133** for more information.

### Where can I find more information about school admissions?

Cumbria County Council's School Admissions and Appeals Team can be contacted on: **01228 221582** or by emailing [school.admissions@cumbria.gov.uk](mailto:school.admissions@cumbria.gov.uk). You can find a copy of the booklet "Starting School in Cumbria – September 2017" and other useful information at: [cumbria.gov.uk/schooladmissions](http://cumbria.gov.uk/schooladmissions).

## Important information:

- **Get your application in on time.** If it is received after **15 January 2017** it will not be considered with the applications received before the deadline unless there are exceptional circumstances that you confirm with us by 17 February 2017. It will be dealt with **after** all applications that were made on time have been allocated places. This could severely reduce the chances of you securing a place at one of your preference schools. More information about late applications can be found in the booklet.
- **Put three different preferences of school.** Try to make sure they are realistic. If you only put one school, list the same school three times, or name schools that could potentially be oversubscribed or are a long way from where you live, and you cannot be allocated a place at any of these schools, the LA will allocate a place at either your catchment school or, if this is oversubscribed, the nearest school with a place available. This will only happen **AFTER** all other applications have been processed.
- **Attendance at a nursery which is attached to a school does not guarantee admission to that school.** Applications must be processed in accordance with schools' admissions policies. Please refer to the 'Starting School in Cumbria – September 2017 booklet' or contact the School Admissions and Appeals team for more information.
- If a school that you are naming as a preference requires additional information, such as a copy of a baptismal certificate, make sure this is sent to the school by **15 January 2017**.

Remember  
the closing date:  
**15 January 2017**