



Ireby Church of England Primary School

Vision – ‘Created to do good’ – Ephesians 2:10

Admission Arrangements

Approved by: ¹

Michael John
Head Teacher:

Date: 05/07/2026

Philippa Irving
Chair of Governors:

Date: 05/07/2026

Next review date: ² 05/07/2027

¹ This policy requires approval from the Full Governing Body.

² This document must be reviewed annually, or sooner if legislation/statutory guidance changes.
It is a requirement for this policy to be published on the school website.

REVIEW SHEET

Each entry in the table below summarises the changes made to this document since the last review.

Version Number	Version Description	Date of Revision
01	Original	03/10/2019
02	Reviewed & updated	24/03/2022
03	Updated legislation dates, policy & organisation names, and modified document wording to provide improved clarity over the LAs role as the Admissions Authority. Addition of the school vision.	25/11/2022
04	Updated to reflect new LA name & also a general review of content.	09/08/2023
05	Reviewed July 24 – no changes on CCC website	05/07/24
06	Reviewed July 25 – no changes on CCC website	05/07/25
07	Reviewed July 26 – no changes on CCC website 19/06/26	05/07/26

TABLE OF CONTENTS

REVIEW SHEET	2
TABLE OF CONTENTS	2
STATEMENT OF INTENT	Error! Bookmark not defined.
THE ADMISSIONS PROCESS	3
1. Definitions	3
2. Aims and objectives	3
3. How parents can apply for their child to be admitted to our school	3
4. The ‘Published Admission Number’ (PAN)	4
5. Infant class size	4
6. Admission appeals	4
7. Monitoring and review	4
8. Further information	4

Our Christian vision

At Ireby school we are dedicated to growing a strong and loving community using our unique talents and passions to serve and love one another. We learn how God teaches us to live our lives, how to grow relationships, accept others and use the words and example of Jesus as a foundation for all our learning. ‘We are one big family, made up of lots of different people.’ Our Admissions policy plays an important role in growing our community and supporting families to be part of our vision.

Pupils are admitted to our school in-line with the Equality Act (2010), School Admissions Code (2021), the School Admission Appeals Code (2021), Human Rights Act (1998), and the School Standards and Framework Act (1998).

THE ADMISSIONS PROCESS

1. Definitions

For the purposes of this document a child, young person, pupil or student is referred to as a 'child' or a 'pupil' and they are normally under 18 years of age.

Wherever the term 'parent' is used this includes any person with parental authority over the child concerned e.g. carers, legal guardians etc.

The term 'school' refers to Ireby Church of England Primary School. The term 'school' also includes wrap around care, such as Breakfast Clubs and After School Clubs.

2. Aims and objectives

We seek to be an inclusive school, welcoming children from all backgrounds and abilities. A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have. All applications will be treated on merit, and in a sensitive manner.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, then the Local Authority (LA) Admissions Policy will be used to allocate places.

3. How parents can apply for their child to be admitted to our school

Our school is a voluntary controlled school.

The school's Local Authority (LA) is Cumberland Council.

The LA is the Admissions Authority for our school. The LA therefore decides the admissions policy; publishes information about applying for a school place; and makes decisions about the allocation of places.

Parents can obtain information about applying for a school place direct from the LA, and all applications for school places should be made to the LA's School Admissions and Appeals Team. Please see their website: [School admissions - apply for a school place | Cumberland Council](#)

If you cannot access the above mentioned schools admissions website and need assistance/additional information then please contact our school office – by phone (016973 71367), or email (office@ireby.cumbria.sch.uk), or pop into school, and we will gladly help you.

If you would like your child to join our School, any applications must be made through Cumberland Council.

If you would like your child to join our Nursery, please contact the school office directly.

4. The 'Published Admission Number' (PAN)

The number of places available is determined by the capacity of the school, and is called the 'Published Admissions Number' (PAN). Our Published Admission Number is 10. We keep this number under review, and the governors will apply to change the number if circumstances change.

5. Infant class size

In reception, year 1 and year 2 we teach children (aged five to seven) in classes that have a maximum number of 30 children. An application can be turned down if the classes already have 30 children.

6. Admission appeals

If the LA does not offer a child a place at our school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

However, if parents are refused a place at their preferred school(s) they are given the right of appeal to a school admission appeals panel. The appeals panel is completely independent of the LA and the school who have no say over the panel's decisions. Further information about appeals can be found in the following DfE publication [School Admissions Appeals Code](#), and the LA will provide details of the appeals process to parents where this is needed.

7. Monitoring and review

This policy will be monitored by the governing body, and will be reviewed and changed if necessary to take account of any change in circumstances, either in our school or in the local area.

8. Further information

If you would like to find out more about our school we would be delighted to invite you to visit and show you around. Please contact us by phone (016973 71367) or email (office@ireby.cumbria.sch.uk).