

Transfer to
**secondary
school**
in Cumbria –
September 2023

The closing date to
apply for a Year 7
secondary school place
is **31 October 2022**



If you need help in understanding this booklet or support in applying for a school place please contact the **School Admissions and Appeals Team** on:

01228 221582

Or by email at:
school.admissions@cumbria.gov.uk

Please make sure
that you **apply** by:
31 October 2022

If you have difficulty in applying online you can ask your child's current school or your local library to help you, or ring the number above and we will send you a paper copy of the form.

If you require this document in another format (e.g. CD, audio cassette, Braille or large type) or in another language, please telephone 01228 221582

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About the School Admissions and Appeals Team and this booklet

Hello

We are Cumbria County Council's School Admissions and Appeals Team. Our job is to manage all the applications for a school place at maintained schools and academies for children living in Cumbria, ensuring that all parents/carers who apply are offered a school place. This booklet will tell you how to apply for a school place, give you information about how the admissions process works and explain more about admissions to community and voluntary controlled schools where the County Council is the admissions authority. You will find that throughout the booklet there are some sentences that tell you what you **must** do. If the law says you must do something, we have to make sure that you understand that. We have tried throughout this booklet to keep the information simple, clear and easy to understand.

We talk about **preference** rather than **choice** because you can say on the application form which school **you would like** your child to attend, **but this is not the same as choosing the school your child will go to**. It does, however, encourage you to say which schools you would prefer.

Throughout the booklet we refer to 'schools'. This always includes academies unless otherwise stated. Every year we receive late applications and it is a shame that some children may miss out on their preferred school just because an application form is late. The law says that we must not allow for late applications unless there are exceptional reasons. So please do make sure your application is on time – why not start thinking about it and complete the online application form?

You'll probably be aware that 2 new councils – Cumberland and Westmorland & Furness – will replace Cumbria County Council on 1 April 2023.

We want to reassure you that this change will have no impact on the allocation of school places for September 2023. You should continue to make your application in the usual way, as set out in the published information.

Although Cumbria County Council will not exist after 31 March 2023, we are making arrangements to ensure that offers of primary, infant and junior school places are sent out on 17 April 2023. The only difference you might see is that you may be notified of the outcome of your application by one of the new councils, depending on where you live.

If you're applying for Year 7 places, you'll be notified of the outcome of your application on 1 March 2023 by Cumbria County Council, as usual. We'll also make sure that there are teams in place across the transition period to offer support and advice on applications or appeals.

How to apply for a secondary school place

If you live in Cumbria and your child is in Year 6 at a primary or junior school, you must apply to Cumbria County Council (Local Authority) for a secondary school place, under the Local Authority's Co-ordinated Admissions Scheme.

Read through this booklet carefully before making an application. You can find details about each secondary school, including individual schools' admissions policies, and whether you also need to complete a supplementary form.

Please apply online. If your child lives in Cumbria and attends a primary or junior school in the county, the School Admissions and Appeals Team will send a letter to you through your child's school. This letter will arrive in schools during the first week of the new academic year and it will give you information on how to make an online application.

The online application form can be found on Cumbria County Council's website at:

www.cumbria.gov.uk/schooladmissions

The advantages of applying online are:

- You will receive an **email confirmation** to say your application has been received.
- You will be able to find out which school your child has been offered by 9.00am on **1 March 2023**, before the letters are sent out to those who apply on a paper form.

If you are unable to apply online, you can download a form (SA3) from our website at: **cumbria.gov.uk/schooladmissions**. If you do not have access to a computer you could ask your child's current school or your local library to help, or ring the number on page 2 and we will send a paper copy of the form to you. If you are completing a paper form, please write in **BLOCK CAPITAL LETTERS**.

However you decide to apply, you must state the address where your child lives. **You must not use a business address, childminder's address or any address other than your child's home address.**

For the 2023/24 academic year, we ask you to name **up to three different preferences of school** that you would be happy for your child to attend because **we cannot guarantee that you will get your first preference.**

On the application form you should give your first, second and third preferences. If you complete the form in such a way that the ranking of two or more schools is not clear, we will rank them for you.

To rank schools for you, we will use the Local Authority's GIS mapping system to measure the distance, using the shortest walking route by road between the pupil's home address and the nearest entrance on the school site available. The nearest school will be taken as the highest preference.



Some schools ask you to fill in a **supplementary form** with **additional information** they might need, for example a church school may ask you to prove that you are a regular worshipper. Copies of these supplementary forms are available from the relevant schools and should be available on the school's website. They are also available on Cumbria County Council's website at **cumbria.gov.uk/schooladmissions**. **You must return supplementary forms direct to the schools you are applying to.** Please remember that if you are completing a supplementary form, you must also apply online or complete and return the paper application form [SA3]. If you complete a supplementary form, please return directly to the school.

If we receive more than one application from you by the closing date and you have not withdrawn any earlier applications in writing, we will use the one with the latest date. If forms are not dated, or are dated on the same day, we will rank those schools where the order of preference is not clear using the measurement criteria explained on page 5.

If you are applying using a paper form, **you must sign and date it**. In signing your form you are agreeing that you have read this information booklet, and that the information you have provided is accurate and truthful and that you agree, if it is necessary, for the Local Authority to seek independent verification of your child's residence. If you are at all unsure about any of the above information, please do not hesitate to contact the School Admissions and Appeals Team.

Make sure that you submit your application online, or if you use the printed version, return it to your child's current school by the closing date of 31 October 2022.

On 1 March 2023 we will send you an email by 9.00am (if you applied online) or post a letter to the address you have given us (if you have used a paper form). The email or letter will tell you where your child has been allocated a place. We will also explain what you must do next. If you are not happy with the place you have been allocated the letter will explain how you can appeal against the decision. If your child has an Education, Health & Care Plan (EHCP) or you would like more information on Special Educational Needs please contact the SEND team, details are on page 46.

In summary:

- **Please read this booklet carefully before you make your application.**
- You can apply online, or complete a paper application, but please **do not do both**.
- **Make sure your application is submitted by 31 October 2022.** The online application service will be available from 6 September 2022 until the closing date of 31 October 2022 at 11.59pm.
- If one of your preferred schools has a **supplementary form**, complete and **return the form to them by 31 October 2022**.
- We will email you the **outcome of your application** on 1 March 2023 if you apply online, or post a letter to you on this date if you apply using a paper form.
- If you or someone you know needs general advice about admissions, please contact the School Admissions and Appeals Team (contact details on page 2).

Information about applying for a secondary school place

What is the Coordinated Admissions Scheme?

The scheme explains how the Local Authority coordinates (manages) admissions with other neighbouring authorities and schools that are their own admission authority (foundation and voluntary aided schools, free schools and academies). The purpose of the scheme is to ensure that each pupil living within Cumbria receives only one offer of a school place, whether that is at a school within the county or one maintained by a neighbouring authority.

What are the different types of school?

The type of school you apply for affects the way decisions are made. For all types of school you must apply to the county council's School Admissions and Appeals Team for a place.

For **community** and **voluntary controlled schools** the county council is the admission authority – it decides the admissions policy and makes decisions about the allocation of places.

For **voluntary aided** and **foundation schools**, each school's governing body is responsible for the admissions policy and decisions about the allocation of places.

For **academies** and **free schools**, the academy trust is responsible for the admissions policy and decisions about the allocation of places.

The Local Authority is not responsible for allocation decisions made by voluntary aided, foundation or free schools or academies.

You can find out more about individual schools and what type they are in the schools information on pages 17 to 44 of this booklet.

How are places allocated?

The School Admissions and Appeals Team collate all applications for school places from parents and carers of children living in Cumbria. We then start a process of liaising with foundation and voluntary aided schools, academies and free schools, and with neighbouring local

authorities where necessary (for example if a family live close to the county boundary and want their child to attend a school in the neighbouring county). This process is called **coordination**.

Each admission authority (in the case of community and voluntary controlled schools this is the county council) then looks at **all** applications for their school, whether they have been named as a first, second or third preference. **This is because all preferences must be treated equally.**

This is known as the **equal preference scheme** and means that each of your preferences is treated as a separate application.

Each school has a **Published Admission Number (PAN)** which is the number of places that a school has available to offer. The allocation process is straightforward when a school is not oversubscribed – you are likely to get a place at your first preference school. Unfortunately, schools are sometimes oversubscribed and in this case admissions authorities need to work out who has highest priority for the places in a fair and consistent way. They do this by using the oversubscription criteria contained in their admissions policy to rank all the applicants in order of priority.

If it is possible to offer a place at more than one of your preferred schools, we will offer a place at whichever of those schools that you ranked the highest.

If it is not possible to offer you a place at any of your preferred schools, you will be offered a place at the nearest school with a place available. We will decide which is the nearest by measuring the shortest walking route by road using the Local Authority GIS mapping system.

How likely am I to get my first preference?

In Cumbria you are likely to get your first preference. Last year over 95% of parents applying for secondary school places were offered their first preference. You cannot however assume you will be offered your first preference of school. There are always schools that are very popular for many different reasons and those schools tend to have more

applications than there are places available. **This is why it is important to put the names of three different schools on your application form.** If we cannot offer you any of your preferred schools, we will offer an alternative school so naming 3 preferences means that you have a better chance of being offered a school you have selected yourself. The law says that we must only do this after all applications from parents who have included the school as one of their preferences have been considered. This means that if you name only one school and we cannot offer a place, you will not be considered for a school place at an alternative school until places have been identified for other parents.

It is unlikely that you will not get any of your three preferences but nevertheless this has happened for a very small number of families in recent years. There is no advantage in listing fewer than three schools or including the same school more than once. This does not increase your chances of admission to a particular school. In fact, you are wasting one or more of your preferences and are more likely to be offered a place at a school some distance away from your home.

Information about the number of applications received and the number of places allocated at secondary schools last year is available within each school's information on pages 17 to 44. Please be aware, however, that this does change from year to year, and just because a school has been undersubscribed one year does not mean that it will be the next year.

Is the admissions policy for each school important?

Yes. Deciding which school to give as your first preference is not just about which school you would prefer your child to attend. You also need to **consider your chances of being offered a place at that school.** This is very important if you are considering naming popular schools as your preferences and these are not your catchment school.

You should check the admissions policy for the schools you are considering to see what level of priority you would have. If a school has been consistently oversubscribed in the past and you would have a low priority under the oversubscription criteria, you should think seriously about whether you want to apply for this school. Think carefully about naming popular

schools for all three preferences, particularly if you have a low priority under the admissions policy. Other applicants that rank more highly using the school's admissions policy may be allocated all the available places.

How could this affect me?

If you don't get a place at any of your preferred schools and these do not include your catchment school, you may then be disadvantaged in getting a place at your catchment school. All the places may already have been allocated to children whose parents have named the school as a preference.

What are catchment areas?

The Local Authority's Admissions Policy for community and voluntary controlled schools and the admissions policies for many voluntary aided and foundation schools and academies make reference to **catchment areas**. A catchment area is a defined geographical area, which gives priority for admission to families who live within its boundary. Catchment areas defined by the Local Authority are also used in deciding on school transport entitlement. In some limited cases, foundation and voluntary aided schools and academies have a different catchment area defined for admission purposes from that which the Local Authority has defined for transport purposes. If you have any queries regarding this, please contact the School Admissions and Appeals Team.

Where an area does not form part of a catchment area the "catchment" school will be the nearest school, measuring the shortest walking route by road using the Local Authority GIS mapping system.

How do I find out which is my catchment school?

You can check with the School Admissions and Appeals Team by telephone or email. You can also ask for a map of the catchment area (for academies, voluntary aided, foundation and free schools, you will need to contact the school directly). Please be aware that children from your area may be attending a school which is not the catchment school. **You should not make assumptions** so it is advisable to check with the School Admissions and Appeals Team.

Do I need to send anything with my application?

You should check with the schools you are intending to state as a preference to see whether any **supporting evidence** should be sent with your application or a **supplementary form** completed. For example, it may be that the policy gives priority to families of a particular faith and asks for evidence of this. **If you do not send the evidence this may affect the priority your child is given in the process.** Make sure that any supporting evidence or supplementary forms are submitted by the closing date of 31 October 2022.

What do I need to do if my child was previously looked after by a Local Authority?

If you are applying for a foundation or voluntary aided school, or an academy or free school and you want your application to be considered on the basis that your child was previously looked after, please contact the school to find out what evidence you will need to provide. Information about what to do if you are applying for a community or voluntary controlled school can be found on page 12.

Is school transport something I should consider?

Yes. The transport policy is explained on page 46 under 'Home to school transport'. If home to school transport is a factor in deciding on your preferred schools, you should give this very careful consideration.

What happens to applications received after the closing date?

It is vital to get your application in on time. There is less chance of getting a place at your preferred school if your application is late.

At the initial offer stage of the admissions process, we do not consider applications which are either submitted or changed after the closing date of 31 October 2022 until we have dealt with all applications received on time, unless there are exceptional reasons that prevented you from submitting the form on time and you provide independent proof to confirm your circumstances. We will deal with these applications differently depending on the date we receive them. If you submit an application after 31 October 2022 but before

6 January 2023. If you do not supply independent evidence/documentation at the time of submission your application will be classed as late.

We may write to you and ask for more details, for example to request some independent evidence. If you cannot provide the information required, or it is not received until after 6 January 2023, we will not be able to take into account your circumstances during the initial allocation process. However, we will be able to use it at a later stage, such as reallocation day. More information about reallocation day can be found on page 10.

If you have plans which mean you may not need a school place, you should apply anyway and withdraw your application when your plans are confirmed.

Even if there are exceptional reasons for a late application or a change of preference, it will not be possible to consider any applications received after 6 January 2023 until places have been allocated to all timely applications. If your application is late (ie received after 31 October 2022) and is not considered as exceptional (as above), your application will not be dealt with until after the initial allocation of places. Your application will be dealt with after **reallocation day** (23 March 2023) and we will not inform you of the outcome of your application until after this date.

If your application is late and any of the schools you express a preference for are oversubscribed from the applications that we received on time, it is highly unlikely that you will be offered a place at those schools.

What happens if I move house?

If you are planning to move house, you must still make an application by the closing date of 31 October 2022, even though you may need to ask to change your preferences later because of your change of address.

If you move house after applying you must notify us. It is your responsibility to make sure you do this – if you do not it could affect the offer of a place at one of your preferred schools.

If we offer you a place at an oversubscribed school on the basis of an address you moved away from before places were allocated, we may withdraw it. If you move house after a place was allocated but before the start of the autumn term and we have reason to believe that your intended move was planned before places were allocated, we may withdraw the offer of a place.

How do I apply from outside Cumbria?

If you live outside Cumbria, you must make your application for a school place on the application form for the Local Authority where you live. You should contact the Local Authority for your area and ask for their information pack and application form.

How do I apply to another Local Authority?

One or more of the schools you apply for could be in the area of a neighbouring Local Authority. If your home address is in Cumbria, you should name your preferred schools on form your application in exactly the same way as a Cumbrian school. School Admissions will then work with the relevant Local Authority regarding your application. If you live near the Cumbrian border you may want to contact a neighbouring Local Authority for information about its schools. Details of neighbouring Authorities are provided on page 50.

If you give a school in the area of a neighbouring Local Authority as your first preference and it can be offered, you would not be offered a Cumbrian school. If it cannot be offered, you would be considered for your alternative preferences.

What happens if both parents/carers cannot agree about where they would like their child to go to school?

Sometimes, separated parents or carers submit separate application forms for their children naming different preference schools. We are unable to process both applications, because the law says that only one offer per child can be made. It would not be appropriate for the School Admissions and Appeals Team to become involved in these situations. If we receive applications in these circumstances we will write to both applicants to explain the situation.

It is best if parents/carers can resolve issues between themselves and inform us, in writing, which application should be used. However, we do know that sometimes agreement cannot be reached and the School Admissions and Appeals Team then need to make a decision as to which form to use. When this happens we will try to establish the child's permanent address, using the address of the parent/carer who claims child benefit and process that parent/carer's application. If child benefit is not being claimed other legal documentation may be required.

As with all applications, the School Admissions and Appeals Team will only discuss the content or progress of any application with the applicant themselves.

What can I do if I am not happy with the school that I am offered?

Usually your child will be offered a place at one of your preferred schools. Last year over 100% of applicants for a secondary school place in Cumbria were offered one of their three preferences. If you are not offered a place in your preferred school or if you are unhappy with the school place allocated for whatever reason, you have the right of appeal to an independent admission appeal panel. Information about admission appeals can be found on page 47.

What happens if my child doesn't get a place and then one becomes available?

If you have not been offered a place at one of your preferred schools on 1 March 2023 because the school was oversubscribed, your child will be considered for any places which become available. The Local Authority will

reallocate any available places after 23 March 2023. This is known as **reallocation day**. All outstanding applications will be considered, including any late ones, using the school's oversubscription criteria to prioritise.

Can my child's name go on a waiting list?

After reallocation day, it is up to the admission authority for the school or academy to maintain their waiting list. For oversubscribed schools, the admission authority must maintain a waiting list until at least the 31 December in the academic year of admission. More information about waiting lists for community and voluntary controlled schools can be found on page 13.

How do I apply for a school place at another time? (i.e. in year)

From the first day of the school term all applications received will be treated as in-year admissions.

You can contact your preferred school directly, and in most cases it will be able to deal with your request. If you are offered a place, you can arrange an admission date with the school. If your request is refused, this should be done in writing with the reason for refusal, and you will be informed of your right of appeal against this decision.

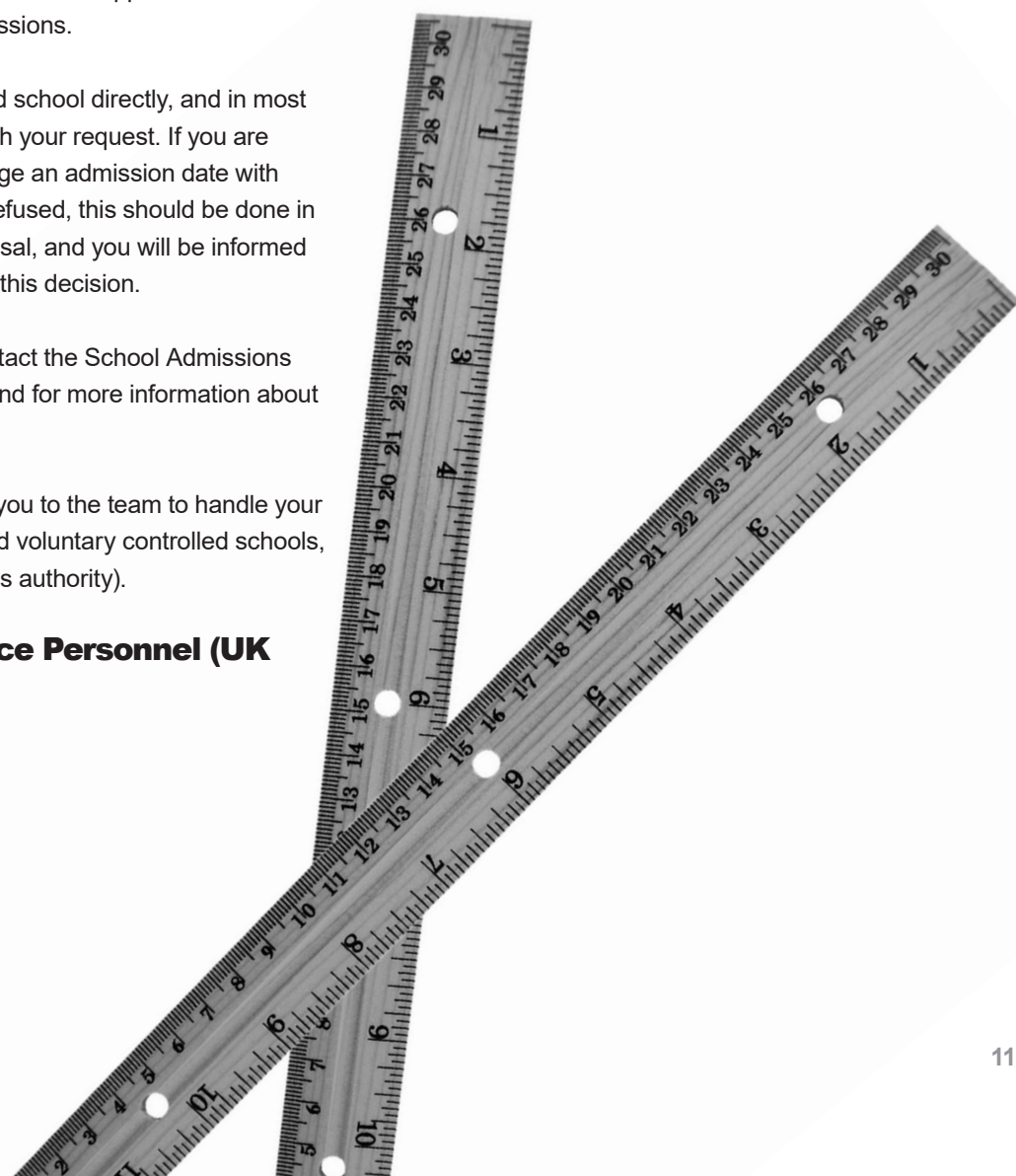
If you prefer, you can also contact the School Admissions team to make an application and for more information about admission to school.

Some schools may also refer you to the team to handle your application (i.e. community and voluntary controlled schools, where the LA is the admissions authority).

Children of UK Service Personnel (UK

Armed Forces and Crown Servants

Children of UK Service Personnel (UK Armed Forces) and Crown Servants If you are a UK service personnel (UK Armed Forces) family with a confirmed posting to Cumbria, or a Crown Servant family returning from overseas to live in Cumbria, we will offer places in advance of the move provided the application is accompanied by: • An assignment order that declares a relocation date and a unit postal address or quartering area address for UK service personnel or • An official letter declaring a relocation date for crown servants. Evidence of a future address may also be required.



Information about admission to community and voluntary controlled schools

How do I find out if my preferred school is a community or voluntary controlled school?

You can find out if a school is community or voluntary controlled in the individual schools information on pages 17 to 44.

How are places allocated at community and voluntary controlled schools?

If a community or voluntary controlled school is oversubscribed, places will be allocated using the oversubscription criteria contained in the Local Authority's Admissions Policy, detailed on pages 15 and 16.

Does the junior or primary school my child is attending affect how places are allocated?

No, a child's current school is not a factor in allocating places at community and voluntary controlled schools.

What do I need to do if my child was previously looked after by a Local Authority/ or children who were previously looked after outside of England?

If your child was previously looked after, and you wish to be considered under category 1 of the Local Authority Admissions Policy on pages 15 and 16, you will need to provide some evidence with your application. If your child was adopted, this will be a copy of the Adoption Order. If your child became subject to a Residence/Child Arrangements Order or Special Guardianship Order, you will need to provide copies of these. If you are unsure of what you need to do, or whether your child can be considered under this category, please contact the School Admissions and Appeals Team.

Will younger brothers and sisters be able to go to the same school?

Siblings of children attending their catchment area school have a higher priority for admission when places are allocated at oversubscribed community and voluntary controlled schools. If you choose a school other than your catchment area school, places may not be available for your younger children as catchment children will have higher priority.

Which address will be used in determining my child's priority for admission?

If a school is oversubscribed, the address where the child normally lives will be used in the allocation process. It is not possible to use an alternative address such as the address of your child's grandparents or child minder. In some cases, for example where shared parental living arrangements are in place, the address where a child normally lives may be difficult to decide. In these circumstances, the address used for child benefit purposes, (i.e. the address for the parent claiming the child benefit) will be used. Residency at a particular address is a key factor in allocating places at oversubscribed schools. If we offer a school place and then discover that the offer was made on the basis of fraudulent or misleading information (for example, a false claim to be living at an address), we may withdraw the place.

What happens if I am moving house?

If you are about to move house or think you may do so in the near future, **you must contact us and tell us the address that you will be moving to**. For your application to be considered on the basis of your new address you will need to be able to provide **evidence** of your move as soon as possible – stating an intention to move to an area will not be enough.

Examples of evidence we will request are signed tenancy agreements, evidence of exchange of contracts relating to a purchase and HM Land Registry certificates. Whatever evidence you provide, we will need to be satisfied that you will be resident at this new address at the time your child is offered a school place and also when they take up this place, in September 2023. We may have to ask you for further evidence such as utility bills. If you cannot provide the evidence required, or we do not feel that your evidence is sufficient, or it is not received until after 6 January 2023, then we will not be able to consider you for a school place based on your new address during the initial allocation process. However, we may be able to use it at a later stage (for example, on reallocation day).

A temporary move (for example, to stay with family) would not normally be considered, as the Local Authority would have to be satisfied that there is a long-term intention to remain at a particular address.

You should always keep the School Admissions and Appeals Team informed of the progress with your move.

This is your responsibility; it could affect the offer of a place at one of your preferred schools.

What happens if I provide false information?

Unfortunately, a small number of parents each year try to secure a place for their child by either providing false information or withholding relevant information on residency.

Every place secured on the basis of false information potentially deprives another child of their rightful place, and the Local Authority takes allegations of falsified addresses very seriously. All allegations will be investigated. Offers made for places in oversubscribed schools on the basis of false or misleading information will be withdrawn, as they have been in previous years.

The Local Authority will, as necessary, seek independent verification of your child's address, or of any other information provided on the application form. Local Authority officers may visit the address given as the child's residence in order to verify that he/she lives at that address.

This process may happen before or after places have been allocated.

Can my child's name go on a waiting list if they are not offered a place?

If your child does not get a place in the main allocation or reallocation process (detailed on page 11), they will continue to be considered for any places which may become available at this school until the end of the Autumn term 2023. If you still want your child to be considered for any vacancies in community or voluntary controlled schools from the start of the spring term onwards (i.e. from 3 January 2024), you should contact the School Admissions and Appeals Team to put your child's name on a waiting list.

From 3 January 2024, only children on the waiting list will be considered. Vacancies will always be allocated by applying the Admissions Policy. Length of time on the waiting list will not be a factor.



Secondary schools in Cumbria

The government has enacted legislation to provide for maintained schools to become academies. This may mean that by 1 September 2023 some of the maintained schools detailed in this book will become academies.

Finding your way around this section

This section contains information about secondary schools in Cumbria.

Admissions Policies

- The Local Authority Admissions Policy, used to allocate places at oversubscribed community and voluntary controlled schools, is shown on pages 15 and 16.
- Some information about the admissions policy for each voluntary aided, foundation and free school and academy (including their oversubscription criteria) is provided under the entry for the school. If you want to read the full policy you can look on the school's website, contact the school for a copy or look on the county council website at cumbria.gov.uk/schooladmissions. Where relevant, if you are applying to a school on the basis of faith and wish your application to be considered under these criteria, you should complete the school's supplementary form which is available on the county council website or direct from the school.

School information

- Important contact details for schools, including address, telephone number, email and web addresses and the name of the Head Teacher;
- The type of school, whether this be community, voluntary controlled, foundation, voluntary aided, an academy or free school;
- The age range of children attending the school;
- The Department for Education reference number;
- The Published Admission Number;
- The number of first, second and third preferences that were expressed for places in the September 2022 Year 7 Intake. These only apply to applications which were received by the closing date and do not include late applications or late changes of preference.

- The number of places offered on National Offer Day (1 March 2022). Again, these do not include any late applications or changes of preference considered on reallocation day, or any applicants admitted as a result of successful appeals or offered places once the coordinated process had ended, such as in-year applicants.

Please remember that the information provided about the number of applications and offers made should be treated with caution because the position can change from one year to the next. A school which is undersubscribed one year may be oversubscribed the next. Also, a school may have exceeded its Published Admission Number in September 2022 in order to meet demand, but may not be able to do so in September 2023.

- The number of children on roll at the school in January 2022 (at the date of the last School's Census).

You can find out if your preferred school has a supplementary form under each school's entry.

There are other ways to find out more about schools. You could:

- Visit the school – attend any open evenings
- Ask for the prospectus
- Look at the school's website
- Read the latest Ofsted report
ofsted.gov.uk
- Look at the performance data gov.uk/school-performance-tables

More information about school admissions can be found at gov.uk/school-admissions

Cumbria Children's Services

General Admissions Policy 2023/2024

Community and Voluntary Controlled Schools

Where there are more applications than places available at a community or voluntary controlled school for entry to all year groups except Year 12, applications will be prioritised using the criteria below. They will be applied in conjunction with explanatory notes 1 – 7 which form part of the policy.

1. Children looked after, i.e. in public care, giving priority, if necessary, to the youngest child(ren); children who were previously looked after; and children who were previously looked after outside of England - see note 1.
2. Children living in the catchment area who have brothers or sisters in the school (or associated infant or junior school) at the time of admission - see notes 2, 3 and 4.
3. Children living outside the catchment area who, at the time of their admission, have brothers or sisters in the school (or associated infant or junior school) who were allocated a place at that school by the Local Authority either (a) in the absence of a place being available in the catchment area school due to oversubscription and the school was identified by the Local Authority as the next nearest with a place available or (b) the school is named in the sibling's Education, Health and Care Plan (EHCP) - see notes 2, 3 and 5.
4. Other children living in the catchment area giving priority to those living closest to the school, measured by a straight-line measurement between the centre of the pupil's home address and a common point on the school site as determined by the Local Authority - see notes 6 and 7.
5. Children living outside the catchment area who have brothers or sisters in the school (or associated infant or junior school) at the time of their admission - see notes 2, 3 and 4.
6. Children living outside the catchment area, giving priority to those who live closest to the school, measured by a straight-line measurement between the centre of the pupil's home address and a common point on the school site as determined by the Local Authority - see notes 6 and 7.

Applications will be prioritised on the above basis. An exception will be made under the Local Authority's policy for the education of children with special educational needs where a child holds an Education, Health and Care Plan (EHCP), that names the school.

Explanatory notes

These notes are part of the policy.

Note 1

A child looked after is a child in public care, who is looked after by a local authority within the meaning of Section 22 of the Children Act 1989. Children previously looked after are children who were looked after, but have ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002) or became subject to a Child Arrangements Order or Special Guardianship Order (Children Act 1989).

Advice issued by the Department for Education (DfE) in July 2021 states that a child previously looked after outside of England is one that was looked after, outside England, by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society.

For a previously looked after child to be considered under criteria 1, the parent or carer must provide appropriate written evidence to support the application. Without this evidence it will not be possible to consider the application under category 1 of the LA General Admissions Policy.

Note 2

In criteria 2, 3 and 5, 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. Priority will only be given where it is known at the time of allocating places that a sibling will be attending the school (excluding a nursery class – see note 4) at the time of admission.

Note 3

Where reference is made to 'associated' infant and junior schools this is to describe those situations where infant and junior schools share the same catchment area.

Note 4

Brothers and sisters in the school at the time of admission does not include a brother or sister who will be attending a nursery class that is attached to the school.

Note 5

If a parent or carer believes that they qualify for consideration under criterion 3, they should indicate this on their preference form in the place provided for this purpose.

Note 6

Distance measurements will be undertaken using the Local Authority's computerised Geographical Information System [GIS]. This measures a straight-line measurement between the centre of the pupil's home address and a common point on the school site as determined by the Local Authority.

Note 7

Random allocation will be used as a tie-break in categories 4 and 6 to decide who has the highest priority for admission if the distance between the children's home address and the school is the same. This process will be independently verified.

Appleby Grammar School - (Westmorland & Furness)

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| Battlebarrow Appleby in Westmorland Cumbria CA16 6XU t: 017683 51580 e: admin@appleby.cumbria.sch.uk w: www.appleby.cumbria.sch.uk Head: Ms E Sargent Academy | Age range: 11 - 18 DfE number: 5407 Published Admission Number: 115 Number of 1st preferences 2022: 47 Number of 2nd preferences 2022: 25 Number of 3rd preferences 2022: 19 Offers made on National Offer Day 2022: 49 Number on roll (Jan 2022): 374 |
|--|---|

September 2023 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 looked after, i.e. in public care, which includes previously looked after children, children who have been adopted or have become subject to a child arrangements or special guardianship order. If necessary giving priority 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 by the shortest walking route by road from the centre of the pupil's home address to the main gate 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 by a straight line from the centre of the pupil's home address to the main gate of the school. Distances will be undertaken using the Local Authority's Geographical Information System (GIS).

It is an expectation of Governors that the parents and the pupils entering the School will demonstrate a commitment to the ethos and values of the school.

Note 1 A child looked after in public care is defined as a child accommodated or in care under Section 20 or Part (iv) or (v) of the Children Act 1989, Section 23 of the Children and Young Persons Act 1989 or as a result of Wardship proceedings.

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. An exception will be made if a child has an Education Health Care Plan naming Appleby Grammar School, as in these circumstances the Governing Body would have a statutory duty to admit the child concerned.

A map of the catchment area is available from the school.

Beacon Hill Community School - (Cumberland)

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|---|---|
| Market Square Aspatria Wigton Cumbria CA7 3EZ t: 016973 20509 e: beaconhill@beaconhill.cumbria.sch.uk w: www.beaconhill.cumbria.sch.uk Executive Head: Mr T Hailwood Community School | Age range: 11 - 16 DfE number: 4001 Published Admission Number: 70 Number of 1st preferences 2022: 27 Number of 2nd preferences 2022: 18 Number of 3rd preferences 2022: 4 Offers made on National Offer Day 2022: 27 Number on roll (Jan 2022): 150 |
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This is a Community School so the LA's admissions policy applies. Please see pages 15–16.

Caldew School - (Cumberland)

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| <p>Dalston Carlisle Cumbria CA5 7NN t: 01228 710044 e: office@caldew.cumbria.sch.uk w: www.caldew.cumbria.sch.uk Head: Ms V Jackson Academy</p> | <p>Age range: 11 - 18 DfE number: 5413 Published Admission Number: 174 Number of 1st preferences 2022: 146 Number of 2nd preferences 2022: 165 Number of 3rd preferences 2022: 86 Offers made on National Offer Day 2022: 167 Number on roll (Jan 2022): 961</p> |
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September 2023 Admissions Policy

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit

1. 'Looked after children' or children who have previously been looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order.
2. Children living in the catchment area who have a brother or sister attending the school at the time of their admission.
3. Other children living in the catchment area, giving priority to those living closest to the school measured by the shortest travelling route by road.
4. Children living outside the catchment area who have a brother or sister attending the school at the time of their admission.
5. Children of a member of staff who has been employed at the school for two or more years when the application for admission is made, or where they have been recruited to fill a demonstrable skill shortage.
6. Children living outside the catchment area but attending a catchment area primary school, giving priority to those children who live closest to the catchment area boundary, measured by a straight line on the map.
7. Children living outside the catchment area, giving priority to those children who live closest to the catchment area boundary, measured by a straight line on the map.

Note 1: Governors have a statutory duty to admit any student with a statement of special educational needs, or Education, Health and Care Plan, which specifically names Caldew School.

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.

Note 3: A 'looked after child' is a child who (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions as defined in Section 22(1) of the Children Act 1989.

Note 4: A map of the school catchment area is available from the school or the LA.

Cartmel Priory CE School - (Westmorland & Furness)

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| <p>Cartmel Grange-over-Sands Cumbria LA11 7SA t: 015395 36202 e: admin@cartmelprioryschool.co.uk w: www.cartmelprioryschool.co.uk Head: Mrs S Beestone Academy</p> | <p>Age range: 11 - 16 DfE number: 5410 Published Admission Number: 76 Number of 1st preferences 2022: 67 Number of 2nd preferences 2022: 13 Number of 3rd preferences 2022: 9 Offers made on National Offer Day 2022: 69 Number on roll (Jan 2022): 327</p> |
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This school may have a supplementary form or may require documentary evidence. Please see page 9 for further details.

September 2023 Admissions Policy

All children will be admitted unless there are more applicants than places in which case the Governors will make allocations using the following criteria. These are listed in order of priority.

1. Children who are in Public Care or who were previously in Public Care but who have been adopted or became the subject of a Child Arrangements Order or Special Guardianship Order. This also includes children who were previously in Public Care outside of England. A child in public care is defined as a child who is looked after by the Local Authority within the meaning of section 22 of the Children's Act 1989.
2. Children who have physical and/or medical needs who would be disadvantaged by travelling to another school. Written evidence from an appropriate professional would be required for the Governors to consider admission in this category.
3. Children living within the catchment area having a brother or sister attending Cartmel Priory CE School at the time of their admission giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address including step, adopted and foster children.
4. Children living in the catchment area.
5. Children living outside the catchment area who, at the time of their admission, have brothers or sisters in the school.
6. Children living outside the catchment area.

A map of the catchment area can be obtained from the school.

The criteria outlined above will be strictly followed there being one exception. If a child has a statement of Special Educational Needs naming Cartmel Priory Church of England School then irrespective of the criteria the child will be admitted as in these circumstances the Governors have a statutory duty to admit the child concerned.

Tie break

Where there are more applicants than places available, distance from school will be the determining factor. The distance is measured from the child's home front door to the main entrance door of the school. The distance is determined by the shortest walking route by road. The closest addresses will have priority. Distances will be measured using the relevant Ordnance Survey map(s).

Central Academy - (Cumberland)

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| Victoria Place Carlisle Cumbria, CA1 1LY t: 01228 822060 e: info@rrca.org.uk w: www.rrca.org.uk Head: Mr D Markham Academy | Age range: 11 - 18 DfE number: 6906 Published Admission Number: 240 Number of 1st preferences 2022: 123 Number of 2nd preferences 2022: 1125 Number of 3rd preferences 2022: 61 Offers made on National Offer Day 2022: 165 Number on roll (Jan 2022): 975 |
|---|---|

September 2023 Admissions Policy

Where the number of applications for admission is greater than the published admissions number, applications will be considered in the order of and against the criteria set out below:

Students with an Education, Health and Care Plan where the Academy is named will be offered a place.

- a) Looked after children and previously looked after children; Looked after children who are in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989 and children who were looked after, but ceased to be because they were adopted (or became subject to a child arrangement order or special guardianship order). (A letter from the responsible local authority confirming the young person's status must be provided);
- b) Children who have a serious medical or social need, or physical or psychological condition which makes it essential that they attend the Academy rather than any other school. Documented social, medical or psychological evidence must be provided in support from an appropriate independent registered professional such as a social worker, hospital consultant (not the young person's own GP) or health visitor at the time of the original application, and must set out why the Academy is the only school that can meet the child's needs or circumstances.

- c) Children of staff:
 - a. Where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made; or
 - b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- d) Students living in the catchment area of the Academy as defined by the Local Authority catchment map. Children living in the catchment area of the Academy. If more children from within the catchment area apply than there are places available, places will be allocated in the following order:
 - a. Children who at the time of application have a brother or sister (including adopted siblings, step-siblings and those living as siblings in the same family unit) on the roll of the Academy and who will still be on roll at the time of the sibling's admission.
 - b. Children living in the catchment area of the Academy as defined by the Local Authority catchment map.

This will be prioritised by the criteria outlined in 5.4 (f).

- e) Children living outside the catchment who at the time have a brother or sister (including adopted siblings, step-siblings and those living as siblings in the same family unit) on the roll of the Academy and who will still be on the roll at the time of the sibling's admission, based on the criterion of those who live closest to the Academy measured by the shortest safe walking route by road to the main entrance of the Academy (the distance to be determined by using a distance measurement tool, such as Google Maps).
- f) Other children from outside the catchment area whose parent/carers want a place for them; places will be offered to those meeting the criterion who live closest to the Academy measured by the shortest safe walking route by road (the distance to be determined by using a distance measurement tool, such as Google Maps).

In the event of a tie break under criteria d, e and f, when all other factors are equal, random allocation will apply. Random allocation will be applied by allocating each applicant a number which will be randomly sorted by a computer programme. The process will be overseen by an independent scrutineer.

If the last student to be offered a place within the Academy's published admission number (PAN) is a multiple birth or same cohort sibling (including adopted siblings, step-siblings, and those living as siblings in the same family unit) any further sibling will be admitted, if the parents so wish, even though this may raise the intake number above the Academy's PAN. The PAN will remain unchanged so that no other students will be admitted until a place becomes available within the PAN.

Chetwynde School - (Westmorland & Furness)

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| Rating Lane Barrow-in-Furness Cumbria LA13 0NY t: 01229 824210 e: info@chetwynde.cumbria.sch.uk w: www.chetwynde.cumbria.sch.uk Head: Mr S Jefferson Free School | Age range: 11 - 16 DfE number: 6025 Published Admission Number: 60 (including 30 places for children transferring from the junior part of the school) Number of 1st preferences 2022: 46 Number of 2nd preferences 2022: 62 Number of 3rd preferences 2022: 57 Offers made on National Offer Day 2022: 36 Number on roll (Jan 2022): 502 |
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September 2023 Admissions Policy

Where there are more applications than places available at the School for entry to all year groups, applications will be prioritised using the criteria below. They will be applied in conjunction with the explanatory notes which form part of the policy.

1. A Looked After Child i.e. a child in public care, giving priority, if necessary, to the youngest child(ren) and children who were previously looked after – **see note 1.**
2. Children of staff – **see note 2.**
3. Children who have siblings at the School when the Admissions forms are submitted – **see note 3.**
 If there are more children with siblings at School when the admission forms are submitted than places, the places will

be allocated on the basis of a straight-line measure between the centre of the pupil's home address and the main gate of the School (the gate on Rating Lane) – **see note 4.**

4. Children living closest to the main gate of the School, measured by a straight-line measure from the centre of the pupil's home address – **see note 4.**

Where places are available for some but not all children from multiple births (including twins), the School will exercise discretion offered by the Admissions Code to offer all the children places.

Application will be prioritised on the above basis. An exception will be made to this Policy where (i) a child holds a Statement of Educational Needs and/or Education, Health and Care Plan naming Chetwynde, or (ii) is currently undergoing a Statutory Assessment, and in either case it is considered that attendance at the School is necessary to meet the identified needs of that child.

Note 1 - "A Looked After Child". A looked after child is a child who:- (a) is in the care of the Local Authority, or (b) is being provided with accommodation by the Local Authority in the exercise of their Social Services function, or (c) the definition as set out in Section 22(1) of the Children Act 1989 and previously looked after children and children who are looked after, but cease to be so because they are adopted or became subject to a Child Arrangements Order or Special Guardianship Order, at the time of making an application to the School.

Note 2 - Children of staff are where a member of staff has been employed for at least 2 years at the time when the application is made, OR where a member of staff has been recruited to fill a vacant post for which there is a clear skills shortage.

Note 3 - Children are siblings if they are step-siblings, adopted or foster brothers or sisters living in the same family unit at the time when the child's application form is submitted.

Note 4 - Distance measurements will be undertaken using the Local Authority's computerised Geographical Information System [GIS]. This measures a straight-line measure between the centre of the pupil's home address and the main gate of the School (the gate on Rating Lane). In the event of a tie break within a block of flats, those living closest from the communal entrance will be given priority.

A child's home address is defined as the address at which the child is normally resident. Where a child lives at more than one address, the address will be where the child lives for the majority of the time. Where the child lives at more than one address and spends equal times at both, the home address will be counted as that in which the child is registered with their GP.

Cockermouth School - (Cumberland)

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| Castlegate Drive Cockermouth Cumbria CA13 9HF t: 01900 898888 e: reception@cockermouthschool.org w: www.cockermouthschool.org Head: Mr R King Academy | Age range: 11 - 18 DfE number: 4103 Published Admission Number: 220 Number of 1st preferences 2022: 210 Number of 2nd preferences 2022: 110 Number of 3rd preferences 2022: 52 Offers made on National Offer Day 2022: 213 Number on roll (Jan 2022): 1333 |
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September 2023 Admissions Policy

In the event of applications for admission being greater than the published number, applications will be considered against the criteria set out below:

1. Looked after children and previously looked after children, including those previously looked after outside of England, will be admitted as top priority. A looked after child is a child who is a) in the care of the Local Authority, or b) being provided with accommodation by a Local Authority in the exercise of their social services function¹ at the time of making an application to the school. 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). It is the responsibility of the parent or carer to provide appropriate documentary evidence with the application, as without this it will not be possible to consider the application under criteria 1.

2. Children with an Education, Health and Care Plan (EHCP) naming the school. If a child has an EHCP naming Cockermouth School then, irrespective of the other criteria, the child will be admitted. In these circumstances the Admission Authority have a statutory duty to admit the child concerned.
3. Children living in the catchment area who have brothers or sisters in the school at the time of admission².
4. Students living outside the catchment area who, at the time of their admission, have brothers or sisters in the school who were allocated a place at that school by the Local Authority either (a) in the absence of a place being available in the catchment area school due to oversubscription and the school was identified by the Local Authority as the next nearest with a place available or (b) the school is named in the sibling's Education Health and Care Plan².
5. Other students living in the catchment area.
6. Students living outside the catchment area who have brothers or sisters on the roll of Cockermouth School and who will still be on the roll, at the time of the sibling's admission².
7. Children who attend one of the following feeder primary schools whose students usually transfer to Cockermouth School for their secondary education; All Saints CE School, Bridekirk Dovenby CE Primary School, Broughton Primary School, Dean CE Primary School, Eaglesfield Paddle CE Primary Academy, Fairfield Primary School, Lorton Primary School, St Bridget's CE Primary School, St Joseph's Catholic Primary School.
8. Children of staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission is made, or the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage.
9. Students living outside the catchment area.

Where there is a need to prioritise places within any of the above criteria, priority will be given to those students who live nearest to the school³.

In the event of a tiebreak under relevant criteria, when all other factors are equal, random allocation will apply.

If the last student to be offered a place within Cockermouth School's PAN is a multiple birth or same cohort sibling (including adopted siblings, step-siblings, and those living as siblings in the same family unit) any further sibling will be admitted, if the parents/carers so wish, even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no other students will be admitted until a place becomes available within the PAN.

¹ See the definition in Section 22(1) of the Children Act 1989.

² In criteria 3, 4 and 6, 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. Priority will only be given where it is known at the time of allocating places that a sibling will be attending the school at the time of admission.

³ Distance measurements will be undertaken using the Local Authority's computerised Geographical Information System [GIS]. This measures a straight-line measure between the centre of the student's home address and the main entrance to the school building as determined by the LA in conjunction with the Headteacher at the time the determination was made.

Dallam School - (Westmorland & Furness)

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| <p>Haverflatts Lane Milnthorpe Cumbria LA7 7DD t: 015395 65165 e: enquiries@dallamschool.co.uk w: www.dallamschool.co.uk Head: Ms R Williams Academy</p> | <p>Age range: 11 - 18 DfE number: 5405 Published Admission Number: 180 Number of 1st preferences 2022: 151 Number of 2nd preferences 2022: 212 Number of 3rd preferences 2022: 165 Offers made on National Offer Day 2022: 180 Number on roll (Jan 2022): 1073</p> |
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September 2023 Admissions Policy

Where applications exceed the number of places available, first priority will be given to children with an Education Health and Care Plan that specifies Dallam School as the most appropriate school in that Statement or the Plan. The following criteria will then be applied, in the order set out below, to decide which children to admit:

1. Looked after children or previously looked after children, giving priority if necessary to the youngest children¹

2. 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.
 3. Children living in or attending schools within the civil parish boundaries of Arnside, Beetham, Burton, Heversham, Holme, Levens, Meathop & Ulpha, Milnthorpe, Preston Richard, Silverdale, Witherslack, Yealand Redmayne and Yealand Conyers and children attending the school in Crosscrake (in the parish of Stainton).
 4. Dallam will also give priority to children of staff in either or both of the following circumstances:
 - (a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - (b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
 5. Other children by distance from the school, with priority for admission given to children who live nearest to the school as measured by postcode. Distances are measured in a straight line from the child's home address to the school.
- * Criteria (5) will be used in the unlikely event that there are more applicants who cannot be separated by the oversubscription criteria outlined above. Where the distance between two children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

¹ A child looked after is a child in public care, who is looked after by a local authority within the meaning of Section 22 of the Children Act 1989. Children previously looked after are children who were looked after, but have ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002) or became subject to a Child Arrangements Order or Special Guardianship Order (Children Act 1989).

Advice issued by the Department for Education (DfE) in August 2018 states that a child previously looked after outside of England is one that was looked after, outside England, by a public authority, a religious organisation, or another provider of care whose sole purpose is to benefit society. On 16 June 2020 DfE indicated that new non-statutory advice on how to determine eligibility for a child previously looked after outside of England will be published; this advice will be adopted as soon as it becomes available.

For previously looked after child to be considered the parent or carer must provide appropriate written evidence to support the application. Without this evidence it will not be possible to consider the application under Category 1.

Dowdales School - (Westmorland & Furness)

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| Dalton-in-Furness Cumbria LA15 8AH t: 01229 469800 e: office@dowdales.cumbria.sch.uk w: www.dowdaleschool.co.uk Head: Miss E Aubrey Community School | Age range: 11 - 16 DfE number: 4150 Published Admission Number: 210 Number of 1st preferences 2022: 127 Number of 2nd preferences 2022: 125 Number of 3rd preferences 2022: 53 Offers made on National Offer Day 2022: 133 Number on roll (Jan 2022): 819 |
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This is a Community School so the LA's admissions policy applies. Please see pages 15 and 16.

Energy Coast UTC - (Cumberland)

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| Energus Academy, Blackwood Road, Lilyhall Business Park, Workington, CA14 4JW t: 01900 606446 e: enquiries@energycoastutc.co.uk w: www.energycoastutc.co.uk Head: Ms C Tingle University Technical College | Age range: 14 - 19 DfE number: 4002 Published Admission Number: 120 Number of 1st preferences 2022: n/a Number of 2nd preferences 2022: n/a Number of 3rd preferences 2022: n/a Offers made on National Offer Day 2022: 140 Number on roll (Jan 2022): 392 |
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Energy Coast UTC offers a new style of education for students aged 14 to 19, which specialises in technical studies and is sponsored by the University of Cumbria. It offers full-time courses, which combine practical and academic studies.

Employers are involved from the start in shaping and delivering the curriculum. Energy Coast UTC, based on the Lilyhall Business Park, Workington, opened to its first students in September 2014. Students will follow a different style of curriculum, delivered in a professional environment, which will equip them with a combination of social and practical skills; all with an underlying focus on future employability. Students will study a traditional academic curriculum with vocational programmes related to the Energy sector. They will also spend significant amounts of time each term working on projects alongside subject matter experts from within industry. Energy Coast UTC will have 140 places available for Year 10 students in September 2020. Further information and a copy of the Energy Coast UTC application form can be found on energycoastutc.co.uk. Once the closing date for applications is reached, Energy Coast UTC will liaise with the School Admissions and Appeals Team who will issue offer and refusal letters to applicants for places in Year 10 on National Offer Day. Energy Coast UTC will handle its own applications for places in Year 12. For more information about Year 12 applications, please contact the UTC.

September 2023 Admissions Policy

Please contact Energy Coast UTC directly to obtain a copy of their admissions policy for 2023/24 or for any queries regarding the school's oversubscription criteria.

Furness Academy - (Westmorland & Furness)

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| Park Drive Barrow-in-Furness Cumbria LA13 9BB t: 01229 484270 e: info@furnessacademy.co.uk w: www.furnessacademy.co.uk Head: Mr S Laheney Academy | Age range: 11 - 16 DfE number: 6908 Published Admission Number: 240 Number of 1st preferences 2022: 278 Number of 2nd preferences 2022: 92 Number of 3rd preferences 2022: 39 Offers made on National Offer Day 2022: 260 Number on roll (Jan 2022): 1117 |
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September 2023 Admissions Policy

Where the number of applications for admissions is greater than the published admission number, applications will be considered against the criteria set out below.

After the admission of students with Education, Health and Care Plan (EHCP) where Furness Academy is named in the EHCP, the criteria will be applied in the order in which they are set out below:

- a. 1) Children Previously Looked After by a Local Authority Children previously looked after are children who were looked after, but have ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002) or became subject to a Child Arrangements Order or Special Guardianship Order (Children Act 1989).

For a previously looked after child to be considered under category 1 of the LA General Admissions Policy, the parent or carer will need to provide appropriate written evidence to support the application. It is the responsibility of the parent or carer to provide appropriate documentary evidence with the application; without this it will not be possible to consider the application under category 1 of the LA General Admissions Policy.

- 2) Children Previously Looked After outside England Current advice issued by the Department for Education (DfE) in August 2018 states that a child previously looked after outside of England is one that was looked after, outside England, by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society.

On 16 June 2020 DfE indicated that new non-statutory advice on how to determine eligibility for a child previously looked after outside of England will be published; this advice will be adopted as soon as it becomes available.

For a child previously looked after outside England to be considered under category 1 of the LA General Admissions Policy, the parent or carer will need to provide appropriate written evidence to support the application, for example, a UK adoption order or a copy of the adoption order from the child's county of origin (to be updated as appropriate). It is the responsibility of the parent or carer to provide the appropriate documentary evidence with the application; without this it will not be possible to consider the application under category 1 of the LA General Admissions Policy. Looked After Children who are in the care of local authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989 and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). (A letter from the responsible Local Authority confirming the young person's status must be provided).

- 24 For a previously looked after child to be considered under category 1 of the LA General Admissions Policy, the parent or

carer will need to provide appropriate written evidence to support the application. It is the responsibility of the parent or carer to provide appropriate documentary evidence with the application; without this it will not be possible to consider the application under category 1 of the LA General Admissions Policy.

- b. Young People living within the catchment area and who at the time of the application have a brother or sister, (including half-siblings, adopted siblings and those living as siblings in the same family unit) on roll at Furness Academy, giving priority on the basis of the youngest sibling.
- c. Children of staff:
 - i. Where the member of staff who is currently employed by Furness Education Trust at the time at which the application for admission to the Academy is made, and /or
 - ii. The member of staff is recruited to fill vacant post for which there is a demonstrable skill shortage.
- d. Students from schools within the same trust as Furness Academy
- e. For those who attend a Furness Academy catchment feeder primary school, for clarity the schools in catchment are; Newbarns Primary, Greengate Junior, Cambridge Primary, St Georges C of E Primary, St Paul's C of E Junior, Roose Community Primary, Dane Ghyll Primary, StJames C of E Junior and Chetwynde. The ranking is taken on those living nearest to the Academy measured in a straight line (the distance to be determined by using a distance measurement tool in Google Maps) from the front door of the Academy to the front door of the child's home.
- f. To those living nearest to the Academy measured in a straight line (the distance to be determined by using a distance measurement tool in Google Maps) from the front door of the Academy to the front door of the child's home.
- g. Young People living outside the catchment area who at the time of their admission, have brothers and sisters (including adopted siblings, half-siblings and those living as siblings in the same family unit) on roll at Furness Academy and who will be still on roll at the time of admission i.e. giving priority on the basis of the youngest sibling.

In the event of a tie break under criteria a-h, when all other factors are equal, random allocation will apply.

John Ruskin School - (Westmorland & Furness)

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| Lake Road Coniston Cumbria LA21 8EW t: 015394 41306 e: admin@jrs.org.uk w: www.jrs.org.uk Head: Mr P Blackburn Community School | Age range: 11 - 16 DfE number: 4151 Published Admission Number: 48 Number of 1st preferences 2022: 43 Number of 2nd preferences 2022: 35 Number of 3rd preferences 2022: 17 Offers made on National Offer Day 2022: 45 Number on roll (Jan 2022): 235 |
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This is a Community School so the LA's admissions policy applies. Please see pages 15–16.

Keswick School - (Cumberland)

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| Vicarage Hill Keswick Cumbria CA12 5QB t: 017687 72605 e: kathryndaly@keswick.cumbria.sch.uk w: www.keswick.cumbria.sch.uk Head: Mr S Jackson Academy | Age range: 11 - 18 DfE number: 5414 Published Admission Number: 208 (200 day pupils and 8 boarding pupils) Number of 1st preferences 2022: 177 Number of 2nd preferences 2022: 147 Number of 3rd preferences 2022: 61 Offers made on National Offer Day 2022: 182 Number on roll (Jan 2022): 1324 |
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September 2023 Admissions Policy

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below in order to decide which children to admit:

1. Looked after children or previously looked after children, giving priority if necessary to the youngest children¹.
2. Pupils living in the catchment of the school. In the event of oversubscription at this stage, distances will be measured in a straight line using the GIS mapping system operated by the Local Authority. This is from the front door of the school to the centre of the pupil's home address, with the shorter distance having a higher priority.
3. Where the child has a brother or sister attending the school at the time of application².
4. Where there are exceptional social, medical or educational reasons for admitting the child, based on information supplied by the applicant. The supporting evidence should clearly state why Keswick School is the most suitable school and the difficulties that would be caused if the child had to attend another school. The Head and the Local Governing Body in consultation will assess the evidence.
5. A child of a member of staff in the following circumstances:
 - (a) where the member of staff has been employed at the school for two or more years at the time at which the application is made, or (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Where the child attends Bassenthwaite School, which is a feeder school to Keswick School (and part of Keswick School Multi-Academy Trust)
7. Pupils living outside the catchment area of the school. In the event of oversubscription at this stage, distances will be measured in a straight line using the GIS mapping system operated by the Local Authority. This is from the front door of the school to the centre of the pupil's home address, with the shorter distance having a higher priority.

Any child who has an Education Health and Care Plan (EHCP), naming Keswick School, will be admitted into the new Year 7 intake

If Keswick School is oversubscribed the address of the parent with whom the child lives will be used. Where this is difficult, the address of the parents claiming child benefit will be used. Keswick School Multi Academy Trust reserves the right to ask for confirmation that the address used is not of a temporary nature, for example by asking for suitable documentation.

In the event of a tiebreak under Criteria 2 and 7, when all other factors were equal, random allocation will apply.

- 1 A "looked after child" is one who is looked after by a local authority in accordance with section 22 of the Children Act 1989 at the time of application and who the local authority confirms will still be looked after at the time of admission. 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 order or special guardianship order).
- 2 A "brother" or "sister" means the sister, brother, twin, half brother or sister, adopted brother or sister, or child of the parent or partner, residing in the same house at the time of application.

Kirkbie Kendal School - (Westmorland & Furness)

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| Lound Road Kendal Cumbria LA9 7EQ t: 01539 727422 e: info@kksa.co.uk w: www.kirkbiekendal.cumbria.sch.uk Head: Mr M Harris Academy | Age range: 11 - 18 DfE number: 5400 Published Admission Number: 168 Number of 1st preferences 2022: 172 Number of 2nd preferences 2022: 102 Number of 3rd preferences 2022: 29 Offers made on National Offer Day 2022: 168 Number on roll (Jan 2022): 1064 |
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September 2023 Admissions Policy

We believe in equal opportunities for all children wherever from, and from whatever background. Where there are more applications than places available at Kirkbie Kendal School for entry to all Year groups except Year 12, applications will be prioritised using the criteria below. They will be applied in conjunction with explanatory notes 1 and 2 which form part of the policy.

First - Children Looked After and previously Looked After (see Note 1).

Second - Children who have a brother or sister attending Kirkbie Kendal School (see Note 2).

Third - Children living in the catchment areas of Heron Hill School, Vicarage Park School, Natland St Marks C of E, Old

Hutton C of E School and children attending Dean Gibson R C School, children attending Ghyllside School.

Fourth - Children from the catchment areas of other Kendal Collaborative Partnership schools, Stramongate School, Castle Park School, Crosthwaite C of E School, St Oswald's C of E Burneside, St Thomas's C of E School, Selside C of E Primary School, Grayrigg C of E School.

Fifth - Children living in the catchment area of all other schools.

Priority

If the school reaches its planned admission limit within any of the above criteria then, for those in that criteria, priority will be given to those who live nearest to the school, that distance being measured in a straight line using the Local Authority GIS plotting system from the centre of the student's home address to the centre of the front car entrance of the school.

Applications will be prioritised on the above basis. An exception will be made for students whose Education, Health and Care Plan names the school, provided the school can meet that child's needs and that meeting the need is compatible with the education of others..

Note 1 - A child looked after is a child in public care, who is looked after by a local authority within the meaning of Section 22 of the Children Act 1989. Children previously looked after are children who were looked after, but have ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002) or became subject to a Child Arrangements Order or Special Guardianship Order (Children Act 1989). The provision to give the highest priority to looked after and previously looked after children applies to all children who have been adopted from local authority care.

Note 2 - In criteria 2, priority will be given to those children with the youngest sibling in school. Brothers and sisters are those living at the same address and includes step and foster children. Priority will only be given where it is known at the time of allocating places that a sibling will be attending the school at the time of admission.

Kirkby Stephen Grammar School - (Westmorland & Furness)

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| Christian Head Kirkby Stephen Cumbria CA17 4HA t: 017683 71693 e: admin@ksgs.cumbria.sch.uk w: www.ksgs.cumbria.sch.uk Head: Mr G Hartley Academy | Age range: 11 - 18 DfE number: 5406 Published Admission Number: 64 Number of 1st preferences 2022: 63 Number of 2nd preferences 2022: 9 Number of 3rd preferences 2022: 2 Offers made on National Offer Day 2022: 62 Number on roll (Jan 2022): 350 |
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September 2023 Admissions Policy

If the 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. 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 with a sibling attending the school at the time of application and living within the catchment area of the school. 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.
3. Children who are pupils of the feeder primary schools for KSGS: Asby Endowed, Brough Primary, Kirkby Stephen Primary, Orton CofE Primary, Tebay Primary, Warcop CofE Primary.
4. Other children living in the catchment area giving priority to those living nearest to the school. (See Note 1)
5. Children living outside the catchment area with a sibling attending the school at the time of application, giving priority to those who live nearest the school. 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. (See note1).
6. Children living outside the catchment area, giving priority to those who live nearest the school. (See Note 1)

Note 1 - Distance measurements will be undertaken using the Local Authority's computerised Geographical Information

system (GIS). The route used will be the shortest walking route by road as identified by GIS at that time, from the middle of the home property to the nearest entrance to the school.

The Lakes School - (Westmorland & Furness)

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| Troutbeck Bridge Windermere Cumbria LA23 1HW t: 015394 40810 e: admin@lakes.cumbria.sch.uk w: www.thelakeschool.com Acting Head: Ms S Rainey Community School | Age range: 11 - 18 DfE number: 4056 Published Admission Number: 129 Number of 1st preferences 2022: 82 Number of 2nd preferences 2022: 9 Number of 3rd preferences 2022: 13 Offers made on National Offer Day 2022: 81 Number on roll (Jan 2022): 462 |
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This is a Community School so the LA's admissions policy applies. Please see pages 15–16.

Millom School - (Cumberland)

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| Salthouse Road Millom Cumbria LA18 5AB t: 01229 772300 e: genenquiries@millom.cumbria.sch.uk w: www.millom.cumbria.sch.uk Head: Mr M Savidge Community School | Age range: 11 - 18 DfE number: 4204 Published Admission Number: 145 Number of 1st preferences 2022: 66 Number of 2nd preferences 2022: 31 Number of 3rd preferences 2021/22: 3 Offers made on National Offer Day 2022: 81 Number on roll (Jan 2022): 516 |
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This is a Community School so the LA's admissions policy applies. Please see pages 15–16.

Morton Academy - (Cumberland)

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| Wigton Road Carlisle Cumbria, CA2 6LB t: 01228 822644 e: info@rrma.org.uk w: www.rrma.org.uk Head: Mr R McGuire Academy | Age range: 11 - 18 DfE number: 6905 Published Admission Number: 180 Number of 1st preferences 2022: 218 Number of 2nd preferences 2022: 54 Number of 3rd preferences 2022: 31 Offers made on National Offer Day 2022: 180 Number on roll (Jan 2022): 867 |
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September 2023 Admissions Policy

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below.

After the admission of students with statements of Special Educational Needs and/or Education, Health and Care Plans where the Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

- Looked after children who are in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989 and children who were previously looked after, but ceased to be because they were adopted (or became subject to a child arrangement order or special guardianship order). (A letter from the responsible local authority confirming the young person's status must be provided);
- Children who have a serious medical or social need, or physical or psychological condition which makes it essential that they attend the Academy rather than any other school. Documented social, medical or psychological evidence must be provided in support from an appropriate independent registered professional such as a social worker, hospital consultant (not the young person's own GP) or health visitor at the time of the original application, and must set out why the Academy is the only school that can meet the child's needs or circumstances.

- c) Children of staff:
- I. Where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made; or
 - II. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- d) Children living in the catchment area of the Academy. If more children from within the catchment area apply than there are places available, places will be allocated in the following order:
- I. Children who at the time of application have a brother or sister (including adopted siblings, step-siblings and those living as siblings in the same family unit) on the roll of the Academy and who will still be on roll at the time of the sibling's admissions.
 - II. Other children living in the catchment area of the Academy as defined by the LA catchment map. These applications will be prioritised by those who live closest to the Academy measured by a straight line from the child's permanent home address to the main entrance on Wigton Road. The distance measurements will be undertaken using the Local Authority's computerised Geographical Information System [GIS]. This measures a straight-line measure between the centre of the student's home address and the main entrance to the school building as determined by the LA.
- e) Children who attend one of the Primary Schools whose students usually transfer to Morton Academy for their secondary education. These schools are Newlaithes, Belle Vue, Yewdale and Caldew Lea. These applications will be prioritised by those who live closest to the Academy. The distance measurements will be undertaken using the Local Authority's computerised Geographical Information System [GIS]. This measures a straight-line measure between the centre of the student's home address and the main entrance to the school building as determined by the LA.
- f) Children living outside the catchment who at the time have a brother or sister (including adopted siblings, step-siblings and those living as siblings in the same family unit) on the roll of the Academy and who will still be on the roll at the time of the sibling's admission. These applications will be prioritised by those who live closest to the Academy. The distance measurements will be undertaken using the Local Authority's computerised Geographical Information System [GIS]. This measures a straight-line measure between the centre of the student's home address and the main entrance to the school building as determined by the LA.
- g) Other children from outside the catchment area whose parent/carer wants a place for them. These applications will be prioritised by those who live closest to the Academy. The distance measurements will be undertaken using the Local Authority's computerised Geographical Information System [GIS]. This measures a straight-line measure between the centre of the student's home address and the main entrance to the school building as determined by the LA.

In the event of a tie break under criteria C, D, E and F, when all other factors are equal, random allocation will apply.

If the last student to be offered a place within the Academy's published admission number (PAN) is a multiple birth or same cohort sibling (including adopted siblings, step-siblings, and those living as siblings in the same family unit) any further sibling will be admitted, if the parents so wish, even though this may raise the intake number above the Academy's PAN. The PAN will remain unchanged so that no other students will be admitted until a place becomes available within the PAN.

These criteria apply for Year 7 entry. Applications will be considered by the Academy for years other than the normal year of entry. If the year-group applied for has a place available, this will be offered to the applicant unless one of the exceptional circumstances apply for a child with challenging behaviour as set out in the School Admissions Code. If more applications are received than there are places available, the oversubscription criteria in paragraph 5.4 shall apply.

The annual allocation of places will be supervised by at least two persons being Governors or a Committee of the Governing Body that has delegated power to undertake this responsibility, and who are not teacher or parent governors or otherwise involved in meeting and briefing prospective parents and students, who have not otherwise been involved in discussing individual cases during the admissions process.

There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants. All timescales regarding appeals are detailed on the Academy's website.

The Nelson Thomlinson School - (Cumberland)

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| High Street Wigton Cumbria CA7 9PX t: 016973 42160 e: admin@nts.cumbria.sch.uk w: www.nts.cumbria.sch.uk Head: Mr D S Northwood Voluntary Controlled School | Age range: 11 - 18 DfE number: 4501 Published Admission Number: 210 Number of 1st preferences 2022: 180 Number of 2nd preferences 2022: 58 Number of 3rd preferences 2022: 29 Offers made on National Offer Day 2022: 182 Number on roll (Jan 2022): 1251 |
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This is a Voluntary Controlled School so the LA's admissions policy applies. Please see pages 15 and 16.

Netherhall School - (Cumberland)

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| Netherhall Road Maryport Cumbria CA15 6NT t: 01900 813434 e: office@netherhall.cumbria.sch.uk w: www.netherhall.cumbria.sch.uk Head: Mr D Tromans Community School | Age range: 11 - 18 DfE number: 4104 Published Admission Number: 186 Number of 1st preferences 202: 161 Number of 2nd preferences 202: 19 Number of 3rd preferences 202: 10 Offers made on National Offer Day 202: 160 Number on roll (Jan 202): 743 |
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This is a Community School so the LA's admissions policy applies. Please see pages 15–16.

Queen Elizabeth Grammar School - (Westmorland & Furness)

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| Grammar School House Ullswater Road Penrith Cumbria CA11 7EG t: 01768 864621 e: reception@qegs.cumbria.sch.uk w: www.qegs.website Head: Mr D Marchant Academy | Age range: 11 - 18 DfE number: 5401 Published Admission Number: 120 Number of 1st preferences 2022: 220 Number of 2nd preferences 2022: 43 Number of 3rd preferences 2022: 8 Offers made on National Offer Day 2022: 160 Number on roll (Jan 2022): 997 |
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September 2023 Admissions Policy

After the admission of applicants who have an Education, Health and Care Plan which names Queen Elizabeth Grammar School and who meet the academic standard, the following over-subscription criteria will be applied. Where applications for admission exceed the number of places available in Year 7, places will be allocated in descending score order from the ranked list of applicants. Where two or more applicants achieve the same test score, rank order will be determined as follows:

1. Looked after children (children who are in the care of local authorities as defined by Section 22 of the Children Act 1989) and previously looked after children, including children previously in state care outside of England (Previously looked after children are those 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).
2. Children eligible for Pupil Premium and/or Service Premium. Children who are eligible for the Pupil Premium are those who have been registered for free school meals (FSM) at any point in the 6 years prior to the closing date for registering for the test. Children who are eligible for the Service Premium are those who have one of their parents/carers serving in the regular armed forces or have been registered as a 'service child' at any point in the four years prior to the closing date for registering for the test. The school will require evidence of Pupil Premium registration or Service Premium eligibility and reserves the right to withdraw the offer of a place if the offer has been made on the basis of an incorrect, fraudulent or misleading application.

Parents/carers of children attracting Pupil Premium or Service Premium must have indicated eligibility for Pupil Premium/ Service Premium when registering their child for the test. Parents/carers will need to provide evidence of Pupil Premium or Service Premium eligibility no later than the 1 July 2022 or grant permission for Queen Elizabeth Grammar School to contact the child's current primary school.

3. Children resident within or attending state schools* within the catchment area.
4. Scores in the verbal reasoning elements of the entrance test.
5. Scores in the non-verbal reasoning elements of the entrance test.
6. By distance from the school, with priority given to children who live nearest to the school as measured by postcode. Distances are measured in a straight line from the child's address to the school. Where the distance between two children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

Queen Elizabeth School - (Westmorland & Furness)

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| Kirkby Lonsdale Carnforth Lancashire LA6 2HJ t: 015242 71275 e: office@qes.org.uk w: www.qegs.website Head: Mr D Marchant Academy | Age range: 11 - 18 DfE number: 5411 Published Admission Number: 256 Number of 1st preferences 2022: 313 Number of 2nd preferences 2022: 146 Number of 3rd preferences 2022: 100 Offers made on National Offer Day 2022: 257 Number on roll (Jan 2022): 1171 |
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September 2023 Admissions Policy

We believe in equal opportunities for all children.

QES has been oversubscribed in recent years and where applications for admission exceed the number of places available the following criteria will be applied in the order set out below to decide which children to admit:

1. Looked-after children and previously looked-after children;
2. Children of staff where a member of staff has been employed at the school for two or more years at the time the application was made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage;
3. Where the child has a brother or sister attending a school in the Lunesdale Learning Trust at the time of admission (Sept 2023) and this includes step siblings, adopted siblings or any other children living permanently at the same address;
4. Proximity of the child's home to the school, with those living nearer being accorded the higher priority (see separate explanatory note).

When there is over-subscription in 1, 2, and 3 above, the distance criterion at 4 will be applied. In the event of a tie-break, random allocation will be used to decide who has highest priority for admission if the distance between two or more children's homes and the school is the same. This process will be independently verified.

If the school is oversubscribed, the address of the parent with whom the child normally lives will be used in the allocation process. It is not possible to use an alternative address such as the address of a child's grandparents or childminder.

In some cases, where shared parental living arrangements are in place, a child's address may be difficult to determine. In these circumstances, the address used for child benefit purposes, i.e., the address of the parent claiming the child benefit will be used.

Residency at a particular address is a key factor in allocating places at oversubscribed schools. If the school offers a school place and then discovers that the offer was made on the basis of fraudulent or misleading information (for example a false claim to be living at an address), the school may withdraw the place.

Distance is measured using a straight line measurement from the door of the School's Main Reception to the centre of the pupil's home address. See website for further details about previous year's information and system used.

An exception will be made for a child whose statement of special educational needs (SEND) or Education, Health and Care Plan (EHCP) names the school, provided the school can meet the child's needs and that meeting the need is compatible with the education of others.

Admission Policy was amended in July 2022 following Appeals and according to 3.6 of Admission code: "revision necessary to give effect to a mandatory requirement of this code."

Queen Elizabeth Studio School - (Westmorland & Furness)

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| Kirkby Lonsdale Carnforth Lancashire LA6 2HJ t: 015242 71275 e: info@qestudio.org.uk w: www.qestudio.org.uk Head: Miss C O'Neill Academy | Age range: 14 - 19 DfE number: 4013 Published Admission Number: 90 Number of 1st preferences 2022: Number of 2nd preferences 2022: Number of 3rd preferences 2022: Offers made on National Offer Day 2022: 149 Number on roll (Jan 2022): 368 |
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When the Queen Elizabeth Studio School is oversubscribed, after the admission of pupils/students with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who are previously looked after and who immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. (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. Students attending QES in Year 9 for entry into Year 10 in the subsequent academic year and students attending QES in Year 11 for entry into Year 12 in the subsequent academic year.
3. Children of staff where a member of staff has been employed by the Lunesdale Learning Trust for two or more years at the time at which the application for admission to the school is made or when the member of staff has been recruited by the Trust to fill a vacant post for which there is a demonstrable skills shortage.
4. Where the child has a brother or sister attending Queen Elizabeth School or Queen Elizabeth Studio School at the time of admission and this includes step siblings, adopted siblings or any other children living permanently at the same address;
5. Where there are medical grounds for admitting the child. In this situation the application needs to be accompanied by a doctor's letter which underlines the reasons why Queen Elizabeth Studio School and not another school would best serve the needs of the applicant.

Tie Break- Where there is over-subscription in criteria 2-5, proximity of the child's home to the school will be applied, with those living nearer being accorded the higher priority. Distance will be measured using postcodes and Google Maps. If a child has more than one address, that which is nearest to school will be used. If the application of the distance criterion continues to create a tie-break, then random allocation by a person external to the school will determine the outcome.

The Queen Katherine School - (Westmorland & Furness)

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| Appleby Road Kendal Cumbria LA9 6PJ t: 01539 743900 e: admissions@queenkatherine.org w: www.queenkatherine.org Head: Mr J Hayes Academy | Age range: 11 - 18 DfE number: 5404 Published Admission Number: 241 Number of 1st preferences 2022: 140 Number of 2nd preferences 2022: 88 Number of 3rd preferences 2022: 25 Offers made on National Offer Day 2022: 152 Number on roll (Jan 2022): 953 |
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September 2023 Admissions Policy

Admission criteria, which will be applied to all applications for a place at TheQueen Katherine School if applications exceed the Published Admissionnumber, are:

1. Children looked after and who were previously looked after but have ceased to be so because they were adopted or became subject to a Child Arrangements Order or Special Guardianship Order.
2. Children whose sibling attends The Queen Katherine School (this includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address). The sibling must be attending school in September 2023 when the Year 7 child is due to start.
3. Children living in the Kendal catchment area. This includes any school situated in Kendal or the immediate surrounding area such as St Mark's, Natland or St Oswald's, Burneside.

4. Children of current employees of The Queen Katherine School under the following circumstances: a) where the member of staff has been employed at the school for more than two years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable shortage. Priority
5. Children from outside the Kendal catchment area such as St Martin and Mary's School, Windermere.

If the school reaches its planned admission limit within any of these criteria then, for those in that criteria, priority will be given to those who live nearest to the school, that distance being measured in a straight line on a map from the front entrance of the middle block to the child's home address.

In addition, the Admissions Authority for The Queen Katherine School will maintain a waiting list for the reallocation of any Year 7 places that become available after 25 March 2023 and up to the end of December 2023. Vacancies will be allocated using the over-subscription criteria. The length of time on the waiting list is not a factor.

An applicant who is refused a place at The Queen Katherine School has the right to appeal against this decision.

After allocation, any admissions appeal should be addressed to the Clerk to the Governors, c/o The Queen Katherine School.

Special Needs - The Queen Katherine School is designated as a school with strategic facilities to cater for children with special educational needs in the area of physical/medical difficulties.

If the school is oversubscribed, applications will be prioritised according to the criteria explained above. In addition, the Admission Authority for The Queen Katherine School will maintain a waiting list for the reallocation of any places that become available after March 2023, ranking children in the same order as the published over-subscription criteria. However, a child will be admitted where, under the Local Authority's arrangements for the education of children with special needs, a child holds an EHCP (Education Health Care Plan) which names The Queen Katherine School. An exception will also be made where a child is currently being assessed and has been identified as having physical/medical difficulties and it is considered that attendance at The Queen Katherine School is necessary to meet those needs. Admission in these circumstances would be subject to the maximum limit of 8 at any one time (and to the limit of 2 in any one Year Group).

Samuel King's School - (Westmorland & Furness)

(Federated with Alston Primary School and Nenthead Primary School)

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| Church Road Alston Cumbria CA9 3QU t: 01434 381236 e: alstonoffice@alston.cumbria.sch.uk w: www.alstonmoorfederation.org.uk Head: Mrs G Jackson Foundation School | Age range: 11 - 16 DfE number: 4011 Published Admission Number: 22 Number of 1st preferences 2022: 7 Number of 2nd preferences 2022: 6 Number of 3rd preferences 2022: 0 Offers made on National Offer Day 2021: 7 Number on roll (Jan 2022): 86 |
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September 2023 Admissions Policy

Where there are more applications than places available at The Alston Moor Federation's Schools, applications will be prioritised using the criteria below.

They will be applied in conjunction with explanatory notes 1 - 4 which form part of the policy. The Alston Moor Federation's Schools will maintain a waiting list for at least one term in the academic year of admission. This will be done when the school admissions number is oversubscribed and will be ranked in the same order using the criteria below.

1. Children looked after/subject to a child arrangements order, ie in public overleaf.
2. Children living in the catchment area who have brothers or sisters in the school at the time of their admission
3. Other children living in the catchment area giving priority to those living measured by the shortest walking route by road.
4. Children living outside the catchment area who, at the time of their available in the catchment area school due to oversubscription and the school was identified by the Local Authority as the next nearest with a place available or (b) in their Education, Health and Care Plan.
5. Children living outside the catchment area who have brothers or sisters in the school at the time of their admission.
6. Children living outside the catchment area, giving priority to those who live closest to the school, measured by the shortest walking route by road.

A copy of the catchment area map can be obtained from the school.

Applications will be prioritised on the above basis. An exception will be made under the Authority's policy for the education of children with special needs (i)

Settlebeck School - (Westmorland & Furness)

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| Long Lane Sedbergh Cumbria LA10 5AL t: 015396 20383 e: office@settlebeck.cumbria.sch.uk w: www.settlebeck.cumbria.sch.uk Head: Ms S Campbell Academy | Age range: 11 - 16 DfE number: 4060 Published Admission Number: 44 Number of 1st preferences 2022: 33 Number of 2nd preferences 2022: 19 Number of 3rd preferences 2022: 4 Offers made on National Offer Day 2022: 36 Number on roll (Jan 2022): 198 |
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September 2023 Admissions Policy

Where there are more applications than places available, entry to all year groups will be prioritised using the criteria below. They will be applied in conjunction with the explanatory notes 1 to 3 which form part of the policy.

1. Children looked after and children who were previously looked after – see note 1 below.
2. Children living in the catchment area who have siblings in the school at the time of admission – see note 2 below.
3. Other children living in the catchment of Sedbergh, Dent, Hawes, Grayrigg CE, Old Hutton and Tebay primary schools – see note 3 below.
4. Children living out of catchment area with siblings in the school – see note 2 below.
5. Children living outside the catchment area, giving priority to those who live the closest to the school. Distance will be calculated using AA AutoRoute – see note 3 below.

Distance will be calculated using AA AutoRoute – see note 3 below.

Note 1 - A child looked after is a child in public care, who is looked after by a local authority within the meaning of Section 22 of the Children Act 1989. Children previously looked after are children who were looked after, but have ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

Note 2 - In criteria 2 and 4 priority will be given to those children with the youngest siblings in school. Brothers and sisters are those living at the same address and includes step and foster children. Priority will only be given where it is known at the time of allocating places that a sibling will be attending the school at the time of admission.

Note 3 - In criteria 3 and 5 priority will be given to those living closest to the school. The distance will be measured from the child's front door to the main entrance of the school using the AA route map.

Settlebeck School is designated as a school with strategic facilities to cater for children with special educational needs in the area of autistic spectrum conditions. Applications for a resourced provision place are made via the Local Authority Area Inclusion Team: a panel is convened to consider applications and the ability of the school to meet need. Where the school is able to meet need and a place allocated, an application also needs to be made via the Cumbria County Website as outlined on page 1 of the policy.

For students with an Education Health and Care Plan (EHCP) who are not applying for a resourced provision place, the admissions procedures are those outlined on page 1 of the policy. If you are considering applying for a place at Settlebeck School, we would ask for an invite to the Year 5 annual review to ensure that early transition procedures can be planned.

If the school is oversubscribed, applications will be prioritised according to the criteria explained above. In addition, the Admission Authority for Settlebeck School will maintain a waiting list for the reallocation of any places that become available after March 2023, ranking children in the same order as the published oversubscription criteria.

However, an exception will be made where, under the LA's arrangements for the education of children with special needs, a child holds a statement of SEN or is currently being assessed and has been identified as having an autistic spectrum condition, and it is considered that attendance at Settlebeck School is necessary to meet those needs. Such an exceptional admission would be subject to the maximum limit of 6 at any one time (and to the limit of 2 in any one-year group).

Solway Community School - (Cumberland)

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| Liddell Street Silloth, Wigton Cumbria CA7 4DD t: 016973 31234 e: office@solway.cumbria.sch.uk w: www.solwayschool.co.uk Head: Mr T Hailwood Community School | Age range: 11 - 16 DfE number: 4008 Published Admission Number: 59 Number of 1st preferences 2022: 30 Number of 2nd preferences 2022: 16 Number of 3rd preferences 2022: 2 Offers made on National Offer Day 2021: 30 Number on roll (Jan 2022): 119 |
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This is a Community School so the LA's admissions policy applies. Please see pages 15 and 16.

St Benedict's Catholic High School - (Cumberland)

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| Red Lonning Hensingham, Whitehaven Cumbria CA28 8UG t: 01946 692275 e: admin@st-benedicts.cumbria.sch.uk w: www.st-benedicts.cumbria.sch.uk Head: Mrs E Jackson Voluntary Aided Catholic School | Age range: 11 - 18 DfE number: 4622 Published Admission Number: 186 Number of 1st preferences 2022: 219 Number of 2nd preferences 2022: 148 Number of 3rd preferences 2022: 43 Offers made on National Offer Day 2022: 201 Number on roll (Jan 2022): 1100 |
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This school may have a supplementary form or may require documentary evidence. Please see page 9 for further details.

September 2023 Admissions Policy

All preferences listed on the Local Authority Preference Form will be considered on an equal basis. Where St Benedict's School receives more applications than it has places available, the following oversubscription criteria will be applied in order of priority once, within the Published Admission Number, places have first been allocated to children who have an Education, Health and Care Plan (EHCP), which names the school:

- (a) Roman Catholic children who are looked after children or previously looked after children [See notes 1 & 2]
- (b) Any Roman Catholic child.
- (c) Other children who are looked after children or previously looked after children [See note 2]
- (d) Other children in an associated Roman Catholic Primary School
- (e) Other children with a sibling in the school in Years 7 – 13 at the date of the admissions' deadline. [See note 3]
- (f) Children of staff employed by the Governing Body on a permanent contract at the date of the admissions' deadline: (a) where the member of staff has been employed at the school for skill shortage.
- (g) Other children

Decisions on admission to the school in Year 7 for September 2023 will be made in accordance with the above criteria. Late applications will be considered in the light of whether any places remain available. [See notes 4 & 5]

Oversubscription Criteria - If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. The closest measured distance in a straight line from the front door of the applicant's address to the main entrance door of St Benedict's School (which shall be the door to the school on the eastern gable wall within the Winter Garden of Campus Whitehaven) will be the deciding factor in these cases. This will be decided using the measurements provided by the Local Authority (Cumbria County Council).

If there are two or more children equidistant and only one place remaining the school will either:

- Use a random lottery, picking names out of a hat in the presence of an independent witness, as the final tie-breaker; or
- Where twins, triplets or children from other multiple births are resident at the same address, and allocating the final available place to one of them would mean some sibling(s) being excluded, then all will be allocated a place at the school.

For children who are the subject of shared parental custody the school will use the address which is the child's main place of residence as determined by which parent is in receipt of child benefit. If parents do not qualify for child benefit then the address will be the address the child spends the most number of nights each week.

Parents/Carers who change address before their child takes up the place allocated, and who would consequently prefer a different school, should inform the School Admissions Team immediately on 01228 221582. If the move has not been completed, supporting evidence such as a solicitor's letter or a letter from the Housing Department will be needed.

St Bernard's Catholic High School - (Westmorland & Furness)

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| Rating Lane Barrow-in-Furness Cumbria LA13 9LE t: 01229 814560 e: contact@stbernardsschool.uk w: www.stbernardsschool.uk Head: Mr P Croft Academy | Age range: 11 - 16 DfE number: 4634 Published Admission Number: 170 Number of 1st preferences 2022: 120 Number of 2nd preferences 2022: 94 Number of 3rd preferences 2022: 45 Offers made on National Offer Day 2022: 139 Number on roll (Jan 2022): 685 |
|--|---|

This school may have a supplementary form or may require documentary evidence. Please see page 9 for further details.

September 2023 Admissions Policy

- The planned number of places available for new admissions in Year 7 during the School Year 2023-2024 including those pupils to be admitted at times other than September will be 170.
- As an Academy the Governors are the Admissions Authority. The criteria for admission to the school is outlined below and the Governors will apply the criteria to those pupils making an application.
- Where the number of applications which meet the criteria in a section takes the total pupil number above the planned admission figure then the Governors will use a straight line distance from the front door of the child's home to the main entrance to the school measured in miles or part thereof to determine which applicants to accept on the criteria of nearest to the school first.
- Applications to the school should be made using form SA3 which is available from the local authority. Closing date for receipt of applications is the same as that published by the local authority and will be 31st October 2022 admission to the school in September 2023.
- Pupils who have St. Bernard's Catholic High School on a named statement of SEN or EHC plan will automatically be allocated a place.
- Order of Priority:
 - Pupils who are in public care or adopted children who were previously in public care.
 - Baptised Roman Catholic pupils who have attended a Roman Catholic primary school.
 - Baptised Roman Catholic pupils who have attended a non-Catholic primary school.
 - Children of Staff who have been employed at St. Bernard's for two or more years, or who have been recruited to fill a particular skills shortage.
 - Non-Catholic pupils who have attended a Roman Catholic primary school.
 - Siblings who at the time of the admission, have a brother or sister attending St Bernard's Catholic High School.*
 - Children from other Christian denominations who attend church and can support their application with evidence of their faith commitment e.g. baptism certificate / letter from minister / reference from current Headteacher.
 - Non-Catholic pupils whose parents wish them to partake in the Christian education offered by St Bernard's and the consequent implication for attendance at religious worship, assemblies and associated Religious Education activities.
 - All remaining applicants.

St John Henry Newman Catholic School - (Cumberland)

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| Scalegate Road Carlisle CA2 4NL t: 01228 404942 e: office@newman.cumbria.sch.uk w: www.newman.cumbria.sch.uk Head: Mr J McAuley Voluntary Aided Catholic School | Age range: 11 - 18 DfE number: 4630 Published Admission Number: 120 Number of 1st preferences 2022: 151 Number of 2nd preferences 2022: 58 Number of 3rd preferences 2022: 48 Offers made on National Offer Day 2021: 150 Number on roll (Jan 2022): 620 |
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This school may have a supplementary form or may require documentary evidence. Please see page 9 for further details.

September 2023 Admissions Policy

The school's governors control admissions and will admit pupils in the following order of priority (see Note 4):

1. Children who are looked after/previously looked after, that is, children who are/were in public care, giving priority to the youngest (see Note 1).
2. Children who have been baptised according to the rites of the Roman Catholic Church (see Note 2).
3. Children who are in Year 6 at a Roman Catholic primary school.
4. Children who have brothers or sisters at St John Henry Newman Catholic School, with priority given to those with the youngest siblings. Brothers and sisters are those living at the same address and include step and foster siblings. Priority will only be given where it is known at the time of allocating places that a sibling will be attending the school at the time of admission.
5. Children who are in Year 6 at a recognised Christian primary school.
6. Children of other faiths whose parents are in sympathy with the aims and ethos of the school.
7. All other children.

The criteria outlined above will be strictly followed, there being one exception. If a child has an Education, Health and Care Plan (EHCP) naming St John Henry Newman Catholic School then irrespective of the criteria the child will be allocated a place.

Tie breaker: In the event of the school reaching capacity within the above categories, the school will use the distance, as a straight-line measurement from the home to the main entrance of the school.

Note 1 - A child in public care (looked after child) means a child who is/was previously looked after by a local authority in accordance with section 22 of the Children Act 1989. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Note 2 - A certificate of baptism may be requested.

Note 3 - Evidence Required for Oversubscription criteria:

| Order of priority | Oversubscription criteria | How verified |
|-------------------|---|---|
| a | Children who have been baptised according to the rites of the Roman Catholic Church (see Note 2). | Proof of baptism |
| b | Children who attend a Roman Catholic primary school. | Information from primary school. |
| c | Children who have brothers or sisters at Newman, with priority given to those with the youngest siblings. | Information held at the school. |
| d | Children who attend a Christian primary school | Information from primary school. |
| e | Children of other faiths whose parents are in sympathy with the ethos of the school | School to seek verification; from the application form/supporting documentation |
| f | All other children | |

Note 4 - The governors reserve the right to withdraw an offer of a place if any of the information submitted on which the offer of a place was made is false.

Waiting list: If the school has reached its admission number, a waiting list will be maintained from 1 April. Any parent can request that their child be placed on the waiting list in accordance with the admissions criteria.

Children will be placed on the waiting list according to the oversubscription criteria (see Note 3). The length of time someone has been on the waiting list will not be taken into account for the purpose of the allocation of places. The school will continue to maintain the waiting list for the relevant school year and outside the normal year of entry.

St Joseph's Catholic High School - Business and Enterprise College - (Cumberland)

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|---|---|
| Harrington Road Workington Cumbria CA14 3EE t: 01900 873290 e: office@sjchs.uk w: www.sjchs.uk Head: Mr I Nevitt Academy | Age range: 11 - 16 DfE number: 4810 Published Admission Number: 150 Number of 1st preferences 2022: 96 Number of 2nd preferences 2022: 69 Number of 3rd preferences 2022: 15 Offers made on National Offer Day 2022: 95 Number on roll (Jan 2022): 601 |
|---|---|

This school may have a supplementary form or may require documentary evidence. Please see page 9 for further details.

September 2023 Admissions Policy

The Governors will admit up to 150 children in September 2023. If there are fewer than 150 applications, all applicants will be offered places. If there are more applications than the number of places available, the following oversubscription criteria will be applied:

1. Looked After Children and previously Looked After Children
2. Baptised Catholic Children who currently attend St Gregory's, St Mary's, St Patrick's, Workington, St Joseph's, Cockermouth or Our Lady & St Patrick's, Maryport Catholic Primary Schools.
3. Baptised Catholic Children who will have a brother or sister in the school at the time of admission giving priority to those children with the youngest sibling.
4. Baptised Catholic Children living within the parishes of Our Lady & St Michaels, St Gregory's, St Mary's, Our Lady & St Patrick's or St Joseph's, Cockermouth.
5. Other baptised Catholic children.
6. Children who currently attend a Catholic primary school.
7. Children who will have a brother or sister in the school at the expected time of admission giving priority to those children with the youngest sibling.
8. Children of staff at the school may be conferred where the member of staff has been employed at the school for two or more years at the time the application is made or the member of staff is recruited to fill vacant post where there is a demonstrable skill shortage.
9. Children who attend a 'faith based Primary school'.
10. Children who are baptised in or are members of other Christian denominations and which is supported in writing by a Certificate of Baptism and/or letter from their minister.
11. Children living nearest the school. Distance measurements will be undertaken using the Local Authority's computerised Geographical Information System (GIS) and will be 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.

Note: If it is necessary to prioritise between applications within any category the distance criteria referred to in criterion 11 will be used.

Explanatory Notes

- a. All applications will be considered at the same time and after the closing date for admissions. Applications received after this date will be treated as a late application and will not be considered until after the main allocation of places has taken place.
- b. 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 (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- c. For a child to be considered as a Catholic evidence of a Catholic Baptism is required.
A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place.
The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.
Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with the [appropriate diocesan authority] will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
- d. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.
- e. 'Sibling' is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- f. Where there are twins or multiple birth children wanting admission and there is only one single place left within the admission number, then the Governing Body will exercise as much flexibility as possible. If places for both twins or all triplets etc cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group. If one a single place can be offered then it will be up to parents to decide when they wish to accept the place offered.

- g. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.
- h. For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria will be applied. Admissions in year will be placed at the beginning of the term if in provision.
- i. If an application for admission has been turned down by the Governing Body, parents may appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- j. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.

Trinity School - (Cumberland)

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| Strand Road Carlisle Cumbria CA1 1JB t: 01228 516051 e: info@trinity.cumbria.sch.uk w: www.trinity.cumbria.sch.uk Head: Ms J Hawkin Academy | Age range: 11 - 18 DfE number: 5402 Published Admission Number: 270 Number of 1st preferences 2022: 287 Number of 2nd preferences 2022: 213 Number of 3rd preferences 2022: 94 Offers made on National Offer Day 2022: 270 Number on roll (Jan 2022): 1697 |
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September 2023 Admissions Policy

If there are more applicants than places, the Admissions Authority will allocate places using the following criteria, which are listed in order of priority:

1. Places will be offered to Looked after children i.e. children who are looked after by a public authority and in public care, and previously looked after children who were adopted, or subject to a residence order, or special guardian order, immediately having been looked after.
2. Children who have a serious medical or social need, or physical or psychological condition which makes it essential that they attend Trinity School rather than any other school. Documented social, medical or psychological evidence must be provided in support from an appropriate independent registered professional such as a social worker, hospital consultant (not the young person's own GP) or health visitor at the time of the original application, and must set out why Trinity School is the only school that can meet the child's needs or circumstances.
3. A child who has brothers or sisters in the school at the time of their own admission, and who lives in the catchment area of the school. Priority will be given to those with youngest siblings. Brothers and sisters are those living permanently at the same address, and include step, adopted and foster siblings. [See note 1 below]
4. A child who lives in the school's catchment area as defined by Cumbria County Council. [See note 1 below]
5. A child who has brothers or sisters in the school at the time of their own admission, and who lives outside the catchment area of the school. Priority will be given to those with youngest siblings. Brothers and sisters are those living permanently at the same address, and include step, adopted and foster siblings. [See note 1 below]
6. A child who attends one of the primary schools whose pupils usually transfer to Trinity School for their secondary education. These schools: Stanwix Primary School, Kingmoor Junior School, Houghton CE School, Rockcliffe CE School, Blackford CE Primary School and Robert Ferguson Primary School. [See note 1 below]
7. A child of a member of staff who:
 - (i) has been employed in the school for two years or more at the time when the application for admission to the school is made.
 - (ii) was recruited to fill a vacant post for which there is a demonstrated skill shortage.
8. A child who lives outside the catchment area of the school, as defined by Cumbria County Council, based on closeness to the school. [See note 1 below]

Notes

1. Within criteria 1-8, closeness to the school will be the means used to place applicants in rank order if that is necessary. This means the distance from the child's permanent home address to the main entrance on Strand Road, constructed in 2011, measured in a straight line on a map.

Ullswater Community College - (Westmorland & Furness)

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|---|---|
| Wetheriggs Lane Penrith Cumbria CA11 8NG t: 01768 210206 e: admin@ullswatercc.co.uk w: www.ullswatercc.co.uk Head: Mr S Gilby Foundation | Age range: 11 - 18 DfE number: 4310 Published Admission Number: 240 Number of 1st preferences 2022: 204 Number of 2nd preferences 2022: 123 Number of 3rd preferences 2022: 27 Offers made on National Offer Day 2022: 249 Number on roll (Jan 2022): 1508 |
|---|---|

September 2023 Admissions Policy

All children whose education, health and care (EHC) plan names the school will be admitted before any other places are allocated. If the school is not oversubscribed, all applicants will be offered a place. Where there are more applications than places available, entry to all year groups will be prioritised using the criteria below. They will be applied in conjunction with explanatory notes 1 to 3, which form part of the policy.

1. Children looked after and children who were previously looked after – see note 1 below
2. Children living in the catchment area who have brothers or sisters in the school at the time of admission – see note 2 below
3. Other children living in the catchment area giving priority to those living closest to the school, measured by the shortest walking route by road - see note 3 below.
4. Children living outside the catchment area who have brothers or sisters in the school
5. Children living outside the catchment area, giving priority to those who live closest to the school, measured by the shortest walking route by road - see note 3 below.

Applications will be prioritised on the above basis. An exception will be made under the Authority's policy for the education of children with special needs (i) where a child holds an Education, Health and Care Plan, or (ii) is currently undergoing a statutory assessment, and in either case it is considered that attendance at a particular school is necessary to meet the identified needs of that child.

Note 1: A child looked after is a child in public care, who is looked after by a local authority within the meaning of Section 22 of the Children Act 1989. Children previously looked after are children who were looked after, but have ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order)

Note 2: In criteria 2 and 4 priority will be given to those children with the youngest siblings in school. Brothers and sisters are those living at the same address and includes step and foster children. Priority will only be given where it is known at the time of allocating places that a sibling will be attending the school at the time of admission.

Note 3: Distance measurements will be undertaken 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.

Tie break - In the case of two or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's gates on Wetheriggs Lane. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between two children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

Ulverston Victoria High School - (Westmorland & Furness)

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| Springfield Road Ulverston Cumbria LA12 0EB t: 01229 483900 e: enquiries-admissions@uvhs.uk w: www.uvhs.uk Head: Mr M Hardwick Community School | Age range: 11 - 18 DfE number: 4152 Published Admission Number: 186 Number of 1st preferences 2022: 209 Number of 2nd preferences 2022: 53 Number of 3rd preferences 2022: 24 Offers made on National Offer Day 2022: 209 Number on roll (Jan 2022): 1327 |
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This is a Community School so the LA's admissions policy applies. Please see pages 15–16.

Walney School - (Westmorland & Furness)

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| Sandygap Lane Walney, Barrow-in-Furness Cumbria LA14 3JT t: 01229 471528 e: office@walney.cumbria.sch.uk w: www.walneyschool.org.uk Head: Mr J Richardson Academy | Age range: 11 - 16 DfE number: 4003 Published Admission Number: 180 Number of 1st preferences 2022: 65 Number of 2nd preferences 2022: 22 Number of 3rd preferences 2022: 13 Offers made on National Offer Day 2022: 69 Number on roll (Jan 2022): 508 |
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September 2023 Admissions Policy

Admission criteria, which will be applied to all applications for a place at Walney School if applications exceed the Published Admission Number, are:

First - Looked after children, previously looked after children and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

Second - Children whose sibling attends Walney School at the time of the admission (this includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address).

Third - Children living in the catchment areas of South Walney Junior School, Vickerstown School, North Walney Junior School, Barrow Island Community Primary School and St Columba's Primary School. Children living in the catchment area of other Barrow primary schools, provided that Walney School is their nearest secondary school.

Fourth - Children of current employees of Walney School (in the following circumstances: a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage).

Fifth - Other children.

Priority - If the school reaches its planned admission limit within any of these criteria then, for those in that criteria, priority will be given to those who live nearest to the school, that distance being measured in a straight line on a map from the front entrance of the school to the front door of the house.

However, a child will be admitted where, under the LA's arrangements for the education of children with special needs, a child holds a statement of SEN or an Education Health and Care Plan, which names Walney School. An exception will also be made where a child is Admission in these circumstances would be subject to the maximum limit of 8 at any one time (and to the limit of 2 in any one year group).

If the school is oversubscribed, applications will be prioritised according to the criteria explained above. In addition, the Admission Authority for Walney School will maintain a waiting list for the reallocation of any places that become available after March 2024, ranking children in the same order as the published oversubscription criteria.

West Lakes Academy - (Cumberland)

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| Main Street Egremont Cumbria CA22 2DQ t: 01946 820356 e: contactus.wla@westlakesmat.org.uk w: www.westlakesacademy.org.uk Head: Mrs A Deeks Academy | Age range: 11 - 18 DfE number: 6907 Published Admission Number: 180 Number of 1st preferences 2022: 260 Number of 2nd preferences 2022: 66 Number of 3rd preferences 2022: 74 Offers made on National Offer Day 2022: 210 Number on roll (Jan 2022): 1218 |
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September 2023 Admissions Policy

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of pupils with Education, Health and Care Plans where West Lakes Academy is named in the Education, Health and Care Plan, the criteria will be applied in the order in which they are set out below:

- (a) Looked after children who are in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989 and 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). (A letter from the responsible local authority confirming the young person's status must be provided.) The definition of previously looked after children includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. This document refers to these children as internationally adopted previously looked after children (IAPLAC). This also includes children who were previously looked after in Wales, Scotland and Northern Ireland. A child is regarded as having been in 'state care outside of England' if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- (b) Young people who have a serious medical or social need, or physical or psychological condition which makes it essential that they attend the West Lakes Academy rather than any other school. Documented social, medical or psychological evidence must be provided in support from an appropriate independent registered professional such as a social worker, hospital consultant [not the young person's own GP] or health visitor at the time of the original application, and must set out why the academy is the only school that can meet the young person's needs or circumstances.
- (c) Young people living in the catchment area of the academy. If more young people from within the catchment area apply than there are places available, places will be allocated in the following order:
 - (1) Young people who at the time of application have a brother or sister (including adopted siblings, step-siblings and those living as siblings in the same family unit) on the roll of West Lakes Academy and who will still be on roll at the time of the sibling's admission.
 - (2) To those who attend a West Lakes Academy catchment primary school that is part of the West Lakes Multi Academy Trust.
 - (3) To those who attend a West Lakes Academy catchment primary school.
 - (4) To those who live nearest to the academy measured by the shortest walking route by road using the Local Authority's Geographical Information System, from the front door of the academy to the centre of the child's home address.
- (d) Children of staff:
 - (1) Where the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the academy is made; and
 - (2) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- (e) Children living outside the catchment who at the time have a brother or sister (including adopted siblings, step-siblings and those living in the same family unit) on the roll of West Lakes Academy and who will still be on the roll at the time of the sibling's admission.
- (f) Other children from outside the catchment area whose parent/carer wants a place for them; places will be offered to those meeting this criterion who live closest to West Lakes Academy measured by the straight line distance using the Local Authority's Geographical Information System from the front door of the academy to the centre of the child's home address.

Where there is a need to prioritise places within criteria c (1), c (2), c (3) d (1), d (2) and e, priority will be given to those students who live nearest to the academy, measured by the shortest walking route by road. Distance measurements will be undertaken using the Local Authority's computerised Geographical Information System [GIS] from the front door of the academy to the centre of the child's home address.

In the event of a tie break under Criteria C, D, E and F, when all other factors are equal, random allocation will apply.

If the last student to be offered a place within West Lakes Academy's published admission number (PAN) is a multiple birth or same cohort sibling (including adopted siblings, step-siblings, and those living as siblings in the same family unit) any further sibling will be admitted, if the parents so wish, even though this may raise the intake number above the academy's PAN. The PAN will remain unchanged so that no other students will be admitted until a place becomes available within the PAN.

These criteria apply for Year 7 entry. Applications will be considered by the academy for years other than the normal year of entry. If the year-group applied for has a place available, this will be offered to the applicant unless one of the exceptional circumstances apply for a child with challenging behaviour as set out in the School Admissions Code. If more applications are received than there are places available, the oversubscription criteria in paragraph 10 A-F shall apply.

The annual allocation of places will be supervised by at least two persons being West Lakes Academy Governors or a Committee of the Governing Body that has delegated power to prospective parents and students, and who have not otherwise been involved in discussing individual cases during the admissions process.

The Whitehaven Academy - (Cumberland)

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| <p>Cleator Moor Road Whitehaven Cumbria CA28 8TY t: 01946 595400 e: schooloffice@whitehavenacademy.org.uk w: www.whitehavenacademy.org.uk Head: Mr N Youngman Academy</p> | <p>Age range: 11 - 18 DfE number: 4015 Published Admission Number: 180 (for 11-16) Number of 1st preferences 2022: 128 Number of 2nd preferences 2022: 130 Number of 3rd preferences 2022: 57 Offers made on National Offer Day 2022: 177 Number on roll (Jan 2022): 596</p> |
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September 2023 Admissions Policy

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria below:

- a) Looked After Children i.e. children who are looked after by a public authority and are in public care, and previous looked after children who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after (confirmation regarding a young person's status must be provided from the local authority).
- b) Children with an Education Health Care Plan (EHCP) naming the academy will also be admitted.
- c) Children living in the catchment area of the Academy. If more children from within the catchment area apply than there are places available, places will be allocated in the following order:
 - i where the child lives in the academy's catchment area, as defined by the catchment area map, and have a brother or sister (sibling) attending the academy at the time of application;
 - ii where a child lives in the academy's catchment area and attends a CET primary school;
 - iii. children who live nearest to the Academy, within the catchment area, measured by the shortest walking route by road using the Local Authority's Geographical Information System, from the main entrance of the Academy to the centre of the child's home address. The child's home address is defined as the child's permanent residence. In situations where a child spends equal time between two addresses, the permanent address is defined as the address at which the child is registered with a GP. Apartments/flats will be treated equally with the measurement taken to the main entrance of the block.
- d) where a child lives outside the catchment area, places will be allocated in the following order:
 - i. where a child lives outside the catchment area and has a brother or sister attending the academy;

- ii. where a child lives outside the academy's catchment area and attends a CET primary school
- iii. where a child lives outside the academy's catchment area and they are the child of any staff member working at a CET school;
- iv. children from outside the catchment area who live nearest to the Academy measured by the shortest walking route by road using the Local Authority's Geographical Information System, from the main entrance of the Academy to the centre of the child's home address. The child's home address is defined as the child's permanent residence. In situations where a child spends equal time between two addresses, the permanent address is defined as the address at which the child is registered with a GP. Apartments/flats will be treated equally with the measurement taken to the main entrance of the block.

Tie Breakers: In the event of oversubscription, if after applying the distance tie-breaker there are more applications than places available from the apartment/flat block furthest away, a further tie-breaker of Random Allocation will be used for the applications from this block. This applies to tie breakers required in all categories. This will be overseen by someone independent of the Trust.

William Howard School - (Cumberland)

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| <p>Longtown Road Brampton Cumbria CA8 1AR t: 016977 45700 e: admissions@williamhoward.cumbria.sch.uk w: www.williamhoward.cumbria.sch.uk Head: Mr C McAree Academy</p> | <p>Age range: 11 - 18 DfE number: 5412 Published Admission Number: 240 Number of 1st preferences 2022: 232 Number of 2nd preferences 2022: 75 Number of 3rd preferences 2022: 21 Offers made on National Offer Day 2022: 247 Number on roll (Jan 2022): 1364</p> |
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September 2023 Admissions Policy

In the event of over-subscription the following criteria will apply:

1. Places will be offered firstly to Looked After Children i.e. children who are looked after by a public authority and are in public care, and previously looked after children who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after.
2. Where the child lives in the school's catchment area, as defined by the catchment area map, and have a brother or sister (sibling) attending the school at the time of application;
3. Applications from within the school's catchment area;
4. Where a child lives outside the catchment area and has a brother or sister in the school;
5. Where a child attends a Cumbria Education Trust primary school;
6. Children of staff members working at a Trust school;
7. Children from outside the catchment area.

In the event of oversubscription in any category above, priority will be determined by the proximity of the child's home to William Howard School using the shortest walking distance by road from the main entrance of William Howard School to the main door of the residence, with those living nearest being given priority. The child's home address is defined as the child's permanent residence. In situations where a child spends equal time between two addresses, the permanent address is defined as the address at which the child is registered with a GP.

(The distance would be determined by using a distance measuring tool – such as AA route planner or Datamap). Apartments/flats will be treated equally with the measurement taken to the main entrance of the block. If after applying the distance tie-breaker there are more applications than places available from the apartment/flat block furthest away, a further tie-breaker of Random Allocation will be used for the applications from this block. This will be overseen by someone independent of the school.

The criteria outlined above will be strictly followed there being one exception. If a child holds an the needs, then irrespective of the criteria the child will be admitted as in these circumstances the the needs, then irrespective of the criteria the child will be admitted as in these circumstances the Governors have a statutory duty to admit the child concerned.

The Workington Academy - (Cumberland)

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| Stainburn Road Workington Cumbria CA14 4EB t: 01900 873926 e: office@workingtonacademy.org w: www.workingtonacademy.org Head: Mr D Bird Academy | Age range: 11 - 18 DfE number: 4007 Published Admission Number: 208 Number of 1st preferences 2022: 263 Number of 2nd preferences 2022: 66 Number of 3rd preferences 2022: 19 Offers made on National Offer Day 2022: 262 Number on roll (Jan 2022): 1096 |
|--|--|

September 2023 Admissions Policy

Where the number of application for admission is greater than the published admissions number, applications will be considered against the criteria below:

- a) Children with an Education, Health and Care Plan (EHCP) naming the academy will be admitted.
- b) Looked After Children i.e. children who are looked after by a public authority and are in public care, and previously looked after children who were adopted, or subject to a child arrangement order, or special guardianship order, immediately following having been looked after (confirmation regarding a young person's status must be provided from the local authority) will be admitted.
- c) Children living in the catchment area of the Academy. If more children from within the catchment area apply than there are places available, places will be allocated in the following order:
 - i. where the child lives in the academy's catchment area, as defined by the catchment area map, and have a brother or sister (sibling) attending the academy at the time of admission¹;
 - ii. children who live nearest to the Academy measured by the shortest walking route by road using the Local Authority's Geographical Information System, from the main entrance of the Academy to the centre of the child's home address. The child's home address is defined as the child's permanent residence. In situations where a child spends equal time between two addresses, the permanent address is defined as the address at which the child is registered with a GP. Apartments/flats will be treated equally with the measurement taken to the main entrance of the block;
 - iii. where a child attends a Cumbria Education Trust primary school;
 - iv. children of staff members working at a Trust school;
 - v. where a child lives outside the catchment area and has a brother or sister attending the academy¹;
 - vi. children from outside the catchment area.

If after applying the distance tie-breaker there are more applications than places available from the apartment/flat block furthest away, a further tie-breaker of Random Allocation will be used for the applications from this block. This will be overseen by someone independent of the Trust.

Further help and advice

Help with Education, Health and Care Plans (EHCPs)

If your child has an Educational Health Care Plan the school application and placement process will be dealt with by the Special Education Needs Team for your area.

Most children with an EHCP can, with appropriate support, have their needs met in any local school. Occasionally, a child's needs are such that they can only be met at a particular school. This may, for example, be a school which has been adapted to cater for children with mobility problems. In these circumstances it is the Local Authority's responsibility to offer your child a place in a school that is best able to meet their needs. This school will be named in your child's an EHCP and your child would be given priority when allocating places.

If you need further information about the school named in your child's EHCP you can contact the Special Educational Needs and Disability Team on one of the following numbers:

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|------------------------------------|---------------------|
| Allerdale & Copeland | 01946 506211 |
| Carlisle & Eden | 01228 226843 |
| Barrow & South Lakeland | 01229 407403 |

Cumbria Information, Advice and Support Service (formerly known as Parent Partnership Service)

Cumbria Information, Advice & Support Service (which was formerly known as the Parent Partnership Service) offers up to date information, impartial advice and practical support to parents/carers of children with special educational needs or severe medical conditions (disabilities), which affect the way their child can access education. For further information please visit cumbria.gov.uk/childrensservices/schoolsandlearning/ils/parentpartnership/ or call:

Allerdale Area 07824 408922

Copeland, Coniston and Ambleside 07795 110940

Carlisle Area and North Cumbria 07788 360336

Kendal and East Cumbria 07769 935446

Barrow, Ulverston and Grange Area 01229 407439

Free school meals and school uniform grants

If you have previously received a school clothing grant and continue to be on benefits, your child's free school meals will continue also once they go into year 3. If your child is going into year 3 and you have not previously applied for free school meals or a school uniform grant, you can apply at any time so long as you are in receipt of one or more of the following qualifying benefits:

- Income Support (IS);
- Income Based Jobseekers Allowance (Not contribution based);
- An income-related Employment and Support Allowance (Not contribution related);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income (as assessed by Her Majesty's Revenue and Customs) that as of April 2012 does not exceed £16,190. Note: From 1st May 2009 where you are entitled to Working Tax Credit during the four-week period immediately after your employment ceases, or after you start to work less than 16 hours per week, your children are entitled to Free School Meals, this may be extended.
- The Guarantee element of State Pension Credit;
- Universal credit.

To fill in an online application form, or to find out more information, please go to cumbria.gov.uk/childrensservices/schoolsandlearning/freeschoolmeals.asp or contact **01228 606060**.

Home to school transport

Local authorities must provide free home to school transport for pupils of compulsory school age who attend the nearest qualifying school (In Cumbria – this means the “catchment” or nearest qualifying school) and meet the following requirements:

- Where the pupil lives beyond the statutory walking distance;
 - Where the pupil has mobility problems and is unable to walk to and from school;
 - Where the pupil, accompanied as necessary, cannot be expected to walk because of the nature of the route;
 - For some pupils from low income families (defined as those families whose children are in receipt of free school meals or the parents/carers are on the maximum level of Working Tax Credit).
- For primary age pupils aged between eight and ten years – they are eligible for free transport to enable them to attend the nearest qualifying school where this is more than two miles from their home.
 - Secondary age pupils aged eleven to sixteen are eligible for free transport as follows:
 - to one from the three nearest schools all of which must be more than 2 miles but not more than 6 miles from their home
 - are attending their nearest faith school preferred by parents on the basis of religion and which is greater than 2 miles but not more than 15 miles from their home.

The statutory walking distance is defined as two miles for a child under the age of eight years and three miles for children aged eight and over. This distance is measured along the shortest available route along which a child, accompanied by an adult if necessary, may walk in reasonable safety.

For those families whose children are of compulsory school age and are in receipt of free school meals or the parents/carers are on the maximum level of Working Tax Credit, free home to school transport must be provided as follows:

The legislation also requires local authorities to have regard to any wish of a parent/carer to have their child educated at a particular school where that wish is based on the parent's/carer's religion or belief.

Unless any of the above conditions applies you should not expect to receive home to school transport for your child.

If you wish to apply for home to school transport visit Cumbria County Council's website [cumbria.gov.uk/schooltransport](https://www.cumbria.gov.uk/schooltransport) and apply online.

You can also contact the School Transport Team to request an application form by calling **01228 226428** or by sending an email to school.transport@cumbria.gov.uk

Admission appeals

Who has the right of appeal?

Parents who are refused a place at their preferred school or schools are given the right of appeal to a school admission appeals panel. The panel is completely independent of the Local Authority and the school who have no say over the panel's decisions. If this happens to you, we will send you a letter that will give you further information and will explain what to do next, including the deadline for appealing (if you want your appeal to be heard along with all of the other appeals for that school) and who to contact.

Who is responsible for setting up appeals?

Individual admission authorities are responsible for making arrangements for admission appeals. For community and voluntary controlled schools, this is the Local Authority. For foundation and voluntary aided schools, free schools and academies, it is the responsibility of the governing body or academy trust. Appeals must be arranged in line with statutory requirements. In all cases the appeals panel is completely independent of the admissions authorities who have no say over the panel's decisions.

When will my appeal be heard?

Admission authorities must give anyone who wants to appeal at least 20 school days from the date of the notification that their application was unsuccessful to submit their appeal. Appeals against decisions made in the 'normal admissions round' must then be heard within 40 school days of the deadline for submitting appeals. For applications that were made by the closing date, admission authorities will usually try to ensure that the relevant independent appeals panel considers the appeal before the end of the summer term, but there are sometimes exceptions to this. Admission authorities are required to publish their appeals timetables on their websites by 28 February each year.

Who sits on an appeals panel?

Independent admission appeal panel members are trained volunteers who are completely independent of the admission authority. The admission authority has no say over their decisions. At least one of the three panel members will have a background in education. They have the services of a clerk, who provides legal advice and takes notes at the hearing. Parents can choose to attend the hearing, or have the hearing heard in their absence if, for any reason, they are unable to attend.

What happens at an appeal?

At the appeal hearing, the panel will hear information from the admission authority about why the application was refused – and then need to make a decision as to whether or not the admissions arrangements were legal and correctly applied and whether or not the school would be 'prejudiced' (ie disadvantaged) by the admission of another child.

If the panel does decide that the arrangements were legal and applied correctly, and that the school would be prejudiced by the admission of another child, they then hear the case of the parents. They will ask questions of the parents to try to get all the information they need to make a decision as to who would suffer the greater prejudice – the school if the child were admitted, or the child and family if they were not. This is a balancing exercise – the panels look at a wide range of factors when making their decision. If they find that the disadvantage to the child and family would be greater than that of the school, then the appeal will be successful and the child will be admitted. The admission authority has no say over the panel's decisions.

How can I challenge, or complain about, an appeals panel's decision?

A decision of an appeal panel is binding on both the parents and the admission authority. If either side is unhappy with the decision of the panel and wants it overturned they can make an application to the High Court to judicially review the decision. The High Court will only consider such an application if the decision of the panel discloses an error of law.

If a parent is unhappy with the decision of an appeal panel, they may also complain the Local Government Ombudsman (LGO) in respect of community, voluntary controlled, foundation or voluntary aided schools. The LGO has the power to investigate alleged or apparent maladministration in connection with an appeal and can make recommendations to the local authority, including that the appeal is reheard.

In respect of academies and free schools parents can complain to the Education Funding Agency (EFA), instead of the LGO. If a school converts to an academy during the appeals process, the LGO is still able to investigate the complaint.

Where can I find out more information?

More information about appeals will be made available if you are not offered a place at your preferred schools. You can also find information about school admission appeals on gov.uk/schools-admissions/appealing-a-schools-decision or by following the link to appeals information on cumbria.gov.uk/schooladmissions or by contacting the School Admissions and Appeals Team.



Useful contact details

School Admissions and Appeals Team

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| Phone | 01228 221582 |
| Email | school.admissions@cumbria.gov.uk |
| Address | School Admissions and Appeals Cumbria County Council PO Box 415 CA1 9GU |
| Website | cumbria.gov.uk/schooladmissions |



How do I find out where the specialist services are based?

There are specialist services available to help you and your child. If you wish to find out where in your area the specialist services are based, you should contact your local Children and Families Services office, details of which are given on the Children and Families Services website.

Local Authorities neighbouring Cumbria

Families living close to the Cumbrian border may wish to find out about schools in the area of their neighbouring LA. The addresses are:

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| Durham County Council Children and Young People's Services, Green Lane, Spennymoor, Co. Durham DL16 6JQ Tel: 03000 265896 E-mail: schooladmissions@durham.gov.uk | Lancashire County Council PO Box 78 County Hall Fishergate Preston PR1 8XJ Tel: 0300 1236707 Email: schooladmissions@lancashire.gov.uk |
| Northumberland County Council County Hall Morpeth Northumberland NE61 2EF Tel: 0345 6006400 E-mail: schooladmissions@northumberland.gov.uk | North Yorkshire County Council Jesmond House 31-33 Victoria Avenue Harrogate HG1 4QE Tel: 01609 533679 E-mail: schooladmissions@northyorks.gov.uk |

Useful websites

- Department for Education [gov.uk](https://www.gov.uk)
- Advice on Special Educational Needs [gov.uk](https://www.gov.uk)
- OFSTED inspection reports ofsted.gov.uk
- ACE Education Advice and Training ace-ed.org.uk
- Information on school performance gov.uk/school-performance-tables
- Cumbria Children's Services cumbria.gov.uk/childrensservices
- More information about school admissions and appeals can be found at:
 - Homepage cumbria.gov.uk/childrensservices
 - Admissions cumbria.gov.uk/schooladmissions

Data Protection

As a Data Controller, Cumbria County Council processes personal data in accordance with the Data Protection Act 2018. You and/or your children have certain rights in respect of this information including requesting a copy and having inaccurate data corrected.

The information you provide on your preference form may be shared with:

- Other teams within the Children and Families Services Directorate;
- Members of Parliament/Elected Members (where you have asked them to act on your behalf);
- Governing Bodies of own admission authority schools;
- Other Local Authorities

For the following purposes:

- to allocate a school place for your children;
- to co-ordinate admission arrangements with neighbouring local authorities

Information you provide as part of the admissions process will not be used for additional purposes without your consent.

You can find out more about how your data is handled in the council's Privacy Notice. (Go to www.cumbria.gov.uk and search 'Privacy').

If you require this document in another format (e.g. CD, audio cassette, Braille or large type) or in another language, please telephone 01228 221582.

আপনি যদি এই তথ্য আপনার নিজের ভাষায় পেতে চান তাহলে অনুগ্রহ করে 01228 221582 নম্বরে টেলিফোন করুন।

如果您希望通过母语了解此信息，
请致电 01228 221582

Jeigu norėtumėte gauti šią informaciją savo kalba,
skambinkite telefonu 01228 221582

W celu uzyskania informacji w Państwa języku proszę
zatelefonować pod numer 01228 221582

Se quiser aceder a esta informação na sua língua,
telefone para o 01228 221582

Bu bilgiyi kendi dilinizde görmek istiyorsanız lütfen
01228 221582 numaralı telefonu arayınız



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