



## Policy Reference G01

### Admissions Policy

Every school within Cumbria Futures Federation aims to provide a safe and hardworking environment where every child can be successful, whatever their abilities.

#### Our Values

- Courage and Compassion
- Inclusion and Equality
- Respect and Courtesy
- Optimism and Perseverance
- Forgiveness and Tolerance
- Ambition and Achievement

These values inform our work. We share these values constantly through our day-to-day ethos and actions, through our assemblies, through our curriculum and through excellent teaching which provides rich opportunities for learning. We show our responsibility for others through our compassion, courage and determination to change things for the better.

Version No	Author/Owner	Date Written	Note of amendments made	Signature	Review Date
2016/01	JR	Feb 2016	Created 2016/14 version		
2017-01	JR	Feb 2017	Approved by Full Governors 04/02/2017		
2016-01	JR	Feb 2016	Updated to 2016 admissions date		
2019-01	FS/JR	May 2019	Updated to 2018 admissions date, updated mid year admissions policy.		

## ***Determined Policy for the Admission Arrangements to Community and Voluntary Controlled Schools for 2018-19***

### **1. Introduction**

These are the 2018-19 admission arrangements for community and voluntary controlled primary and secondary schools, i.e. those schools where the Local Authority (LA) is the admission authority

### **2. Co-ordinated Admission Arrangements**

In line with current legislation, the LA has drawn up a separate scheme to co-ordinate admissions to maintained schools and academies within Cumbria for the main admission rounds.

### **3. Published Admission Numbers**

The admission number the LA will publish for each community and voluntary controlled school is shown in Appendix 1(A).

### **4. The General Admissions Policy for 2018-2019**

The General Admissions Policy will be used to allocate places at those schools which are oversubscribed. This is attached as Appendix 1(B) for entry to Reception, Year 3 and Year 7. This is attached as Appendix 1(C) for entry to Year 12.

### **5. Address to be Used in Determining Priority for Admission**

If a school is oversubscribed, the address of the parent or carer with whom the child normally lives will be used in the allocation process. Where a child's address is difficult to determine, for example where shared living arrangements are in place, the address of the parent or carer claiming child benefit will be used.

### **6. Fraudulent Applications**

Where parents or carers are found to make a fraudulent application for a school place, for example, by providing an incorrect address the LA may withdraw that offer of a school place in accordance with the school admission regulations and the School Admissions Code.

Where parents or carers are found to make a fraudulent application for a school place and the LA decides not to withdraw that place in the best interest of the child, should a school place be sought for any other sibling or siblings the criteria that provides a higher priority for a school place for siblings will not be applied.

### **7. Parental disagreement**

The management of school applications may be severely delayed where separated parents or carers of the child each submit a separate application for different schools. The School Admissions Code 2012 states that only one offer per child is made by the LA. In this situation the LA asks that parents and/or carers

attempt to resolve matters between themselves, and inform the LA in writing of which application should be processed. It is not appropriate for the LA to become involved in private disputes. The LA does recognise that there may be exceptional situations where parents or carers cannot ultimately reach an agreement between themselves and it is, therefore, necessary for the LA to take a decision. Where this is the case the LA will try to establish the child's permanent address and prioritise the application made by the parent living at this address in accordance with the published admission arrangements.

## **8. The Admissions Timetable**

The timetable for the September 2019 application and allocation processes will be in line with the co-ordinated admissions schemes with the exception of entry to Year 12. This will be in accordance with the timetable detailed on Appendix 1(D).

## **9. Late Applications**

For oversubscribed schools, applications which are received or changed after the published closing date will only be considered in exceptional circumstances. This is only likely to be where a family was living outside of England and Wales and was, therefore, unable to submit an application by the closing date. Parent and carers moving within England and Wales must have submitted an application by the closing date to have grounds for a late change of preference. Even if there are exceptional circumstances, applications submitted after the published date will not be considered until after allocations for those parents and carers who applied on time have been made. Any evidence submitted after this date to support a late application or change of preference will not be considered.

## **10. Waiting Lists**

Once places have been allocated, children refused a place will continue to be considered for any vacancies which become available up until the end of the Autumn Term 2019. Vacancies will always be allocated by applying the admissions policy and length of time on the waiting list will not be a consideration.

## **11. Deferred Entry to and Part Time Attendance at Infant/Primary Schools**

If a child, who has not reached statutory school age, has been allocated a Reception place and their parent or carer wishes to delay their child's entry to school, the place will be held open. The place must be taken up once the child reaches statutory school age, but by the start of the summer term 2019 at the latest. It would not be held open beyond the beginning of the summer term and would, at that point, be available for another applicant.

A parent carer of a child, who has not reached statutory school age, who has been allocated a Reception place may ask the appropriate Headteacher to make arrangements for their child to attend school on a part time basis.

## **12. Twins and siblings of multiple births**

Where places are available for some but not all children from multiple births (including twins) the Local Authority will exercise the discretion offered by the Admissions Code to offer all of the children a place. Where this results in an infant class exceeding 30 pupils, additional children admitted under these

arrangements will be treated as 'excepted pupils' for the duration of their infant education and will not constitute a breach of legislative requirements.

### **13. Admissions to Nursery Schools and Infant/Primary Schools Offering Nursery Education**

These arrangements do not apply to the admission of nursery pupils. The nursery admission arrangements will be determined separately. Attendance at a school's nursery does not guarantee admission to the school's Reception group nor is it a factor in allocating places.

### **14. Admission to School Sixth Forms**

These arrangements apply to the admission of students to school sixth forms (Year 12).

### **15. Catchment Areas**

Cumbria County Council operates a 'catchment area' approach to school admissions. Most schools have a defined catchment area. Details of the arrangements for each school can be made available on request. Where an area is not included within an agreed catchment area, the "catchment area school" will be the nearest appropriate school to the parental home.

### **16. In Year Admissions**

Where a parent or carer wishes to change school for any reason that is not caused by a change of address, the Local Authority will not offer a place at a community or voluntary controlled school before the first day of the term following receipt of form SA8 (request for an in year school place).

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GENERAL ADMISSIONS POLICY (YEAR 12) 2019/2020  
Community and Voluntary Controlled Schools**

Where there are more applications than places available in Year 12 at a community or voluntary controlled school, 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.

1. Students (children) looked after, i.e. in public care, giving priority, if necessary, to the youngest child(ren) - see note 1 overleaf.
2. Students living in the catchment area who have brothers or sisters in the school on 4 July 2018 and at the time of their admission - see note 2 overleaf.
3. Students living outside the catchment area who, at the time of their admission, have brothers or sisters in the school who were directed to 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) in their Statement of Special Educational Need - see notes 2, and 3 overleaf.
4. Other students living in the catchment area.
5. Students living outside the catchment area who have brothers or sisters in the school on 4 July 2016 and at the time of their admission - see note 2 overleaf.
6. Students living outside the catchment area.
7. Where there is a need to prioritise places within any of the above criteria except criteria 1, priority will be given to those students who live nearest to the school – see note 4 overleaf.
8. Children living outside the catchment area, giving priority to those who live closest to the school, measured by a straight-line measure between the centre of the pupil's home address and a common point on the school site as determined by the LA -see notes 6 and 7 overleaf.

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 educational needs where a child holds an Education, Health and Care Plan, that names the school.

## **Explanatory Notes**

[These notes are part of the policy]

### **Note 1**

A child looked after, i.e., in public care, is defined as a child 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 Residence Order or Special Guardianship Order (Children Act 1989).

### **Note 2**

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.

In circumstances where there is an application for more than one child in the family, and it is not possible to offer a place to all of the children concerned, it will be up to the parent or carers to decide whether they wish to accept the place[s] offered. This will also be the case in relation to twins, etc.

### **Note 3**

In relation to a student with a Statement of Special Educational Need, the Statement must state that the student is **directed** by the Local Authority to attend a particular school which is necessary to meet his or her identified needs. It does not include those situations where the Statement indicates that the Local Authority considers the preferred mainstream school of the student or their parent or carer to be appropriate.

### **Note 4**

Distance measurements will be undertaken using the Local Authority's computerised Geographical Information System [GIS]. This measures the distance from the centre of the student's home to the nearest entrance on the school site which is available to students 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 5**

To be considered under criteria 4 or 7 parents or carers must provide proof with the completed form that the child regularly attends a church in membership of Churches Together in Britain or the Evangelical Alliance. 'Regular' is defined as at least twice a month. Attendance may be at more than one church but should be for at least two years prior to the application date. In criteria 4 or 7 applications will be prioritised using the distance measurement methodology set out at Note 6 below, with those living closest to the school measured by the shortest straight line distance given priority.

### **Note 6**

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 a common point on the school site as determined by the LA.

**Note 7**

Random allocation will be used as a tie-break in categories 5 and 8 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.