

# **Policy for the Admission Arrangements to Community and Voluntary Controlled Schools for 2018-2019**

## **1. Introduction**

These are the 2018-2019 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 coordinate admissions to maintained schools and academies within Cumbria for the main admissions round.

## **3. Published Admission Numbers**

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

## **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 2 for entry to Reception, Year 3 and Year 7 and as Appendix 3 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 and Withdrawal of a School Place**

The LA will not withdraw an offer of a place unless it has been made in error or it is established that the offer was obtained through a fraudulent or misleading application. An application will not be withdrawn because an offer was made in error once the student has taken up the place at the school. Where an offer is withdrawn on the basis of fraudulent or misleading information, the application will be considered on the basis of the correct information, and parents or carers will have a right of appeal where no place can be offered.

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 provide 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 during the main admissions round where separated parents or carers of the child each submit a separate application for different schools. The School Admissions Code 2014 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. The LA will not become involved in private disputes.

In a situation where parents and/or carers are unable to reach an agreement the LA will decide which application should be processed. In most circumstances the LA will process the application submitted by the parent and/or carer who is in receipt of child benefit for the child to whom the application relates.

## **8. The Admissions Timetable**

The timetable for the September 2018 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 in Appendix 4.

## **9. Late Applications**

For oversubscribed schools, applications which are received or changed after the published closing date will only be considered in exceptional circumstances. Even if there are exceptional circumstances, applications submitted after the relevant published date, contained within this scheme, will not be considered until after allocations for those parents and carers who applied on time have been made. Any evidence submitted after the relevant date to support a late application or change of preference will not be considered. Affected applicants will not receive an offer with other parents on national offer day, instead receiving one on 'reallocation day'.

## **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 2018. Vacancies will always be allocated by applying the admissions policy and length of time on the waiting list will not be a consideration.

## **11. Early, Deferred or Delayed Entry to all schools and Part Time Attendance at Infant/Primary Schools**

If a child who has not reached compulsory school age has been allocated a Reception place and their parent or carer wishes to defer entry to school, the place will be held open. Entry cannot be deferred beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the place was allocated. Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

Summer-born children do not attain compulsory school age until the September after they would normally start in Reception. In line with government recommendation, the county council will admit these children into a Reception class a year later than usual at their parents' request. These children will remain eligible for their full entitlement to schooling, and will subsequently transfer to junior (where applicable) and secondary school with other children in the year group in which they have been educated, rather than with their 'chronological cohort'

Other requests, for early or delayed transfer to secondary school, for example, will be considered on their individual merits. Unlike delayed entry for summer-born children, others have no automatic right to education outside of their chronological age group, although there is no legal bar to this.

Parents seeking early transfer should submit their request to the school admissions by 30 September for secondary applications, and by 31 October for primary applications **in the year before** that in which they would usually apply. This will allow time for the application to be considered prior to the closing date for applications. Parents will still need to submit preferences by the appropriate closing date.

Parents seeking delayed entry/transfer should submit their request by the same dates in the year in which they would apply if their child was transferring at the usual age. This will allow consideration of the request prior to the closing date for preferences to be submitted, allowing parents sufficient time to submit preferences in the event their request is denied.

## **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. Nursery admission arrangements will be determined separately. **Attendance at a school's nursery does not guarantee admission to the school's Reception group.**

## **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 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 may 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).

Any place offered must be taken up within 6 weeks or it may be withdrawn and offered to another applicant.

August 2016

## Determined 2018-2019 Admission Arrangements for Community and Voluntary Controlled Schools - Published Admission Numbers

The following are the proposed admission numbers the LA will publish for each community and voluntary controlled school as part of its 2018-2019 admission arrangements.

### Infant/ Primary Schools

School	Proposed 2018/2019 Published Admission Number	School	Proposed 2018/2019 Published Admission Number
All Saints' CE	30	Burlington CE	10
Allithwaite CE	15	Caldew Lea	49
Allonby Primary	8	Cambridge Primary	30
Alston Primary	15	Captain Shaw's CE	8
Arlecdon	12	Cartmel CE Primary	10
Armathwaite	10	Chapel Street Infants	52
Asby Endowed	6	Clifton	12
Ashfield Infant	60	Coniston CE Primary	14
Barrow Island	30	Croftlands Infant	60
Bassenthwaite	7	Crosscanonby St John's CE	10
Beckstone Primary	45	Cummersdale	12
Belle Vue Primary	60	Cumwhinton	25
Bewcastle	8	Dane Ghyll	30
Blennerhasset	7	Derwent Vale Primary and Nursery	15
Bolton	8	Distington Community Primary	20
Boltons CE	14	Ellenborough and Ewanrigg Infant	23
Bookwell Primary	30	Ennerdale and Kinniside CE Primary	8
Bransty	25	Fellview Primary	11
Bridekirk Dovenby CE	17	Frizington Primary	20
Brisbane Park Infant	54	Goodly Dale Community Primary	14
Brook Street Primary	45	Gosforth CE	20
Brough	15	Grange CE	30
Broughton in Furness CE	15	Grasslot Infant	30
Broughton Moor	12	Great Orton	10
Brunswick	45	Greystoke	9
Burgh by Sands	15	Haverigg	18

Hawkshead, Esthwaite	10	Newton	10
Hensingham Primary	30	Newtown	30
Heron Hill Primary	60	Norman Street Primary	50
High Hesketh CE	25	North Walney Primary	23
Holm Cultram Abbey CE	10	Northside	15
Holme Primary	15	Netherton Infant	30
Holme St Cuthbert	8	Old Hutton CE	15
Houghton CE	30	Orgill Primary	40
Inglewood Infant	90	Ormsgill Primary	30
Ireby CE	10	Pennine Way Primary	90
Irthington Village	8	Pennington CE	30
Jericho	52	Petteril Bank	30
Kells Infant	30	Plumbland CE	8
Kingmoor Infant	75	Plumpton	15
Kirkbampton CE	18	Ramsden Infant	52
Kirkbride Primary	15	Raughton Head CE	6
Kirkby Stephen Primary	30	Richmond Hill	28
Kirkby Thore	12	Robert Ferguson Primary	60
Kirkoswald CE	13	Rockcliffe CE	20
Lamplugh CE	10	Roose	30
Lanercost CE	10	Seascale	22
Langwathby CE	30	Sedbergh Primary	30
Lees Hill CE	8	Shankhill CE	8
Levens CE	15	Silloth Primary	30
Lindal and Marton Primary	12	Sir John Barrow	30
Lindale CE	12	Skelton	15
Long Marton Community Primary	10	South Walney Infant	60
Lorton	10	St Bees Village	30
Low Furness CE Primary	17	St Bridget's CE, Brigham	17
Lowca Community	12	St Bridget's CE, Parton	10
Maryport Infant	45	St George's CE	30
Milburn	5	St James' CE Infant, Whitehaven	45
Millom Infant	36	St Michael's CE Primary	30
Milnthorpe Primary	30	St Michael's Nursery & Infant, Workington	30
Montreal CE Primary	40	Staveley CE	20
Moor Row	15	Stonerise	16
Moresby Primary	15	Storth CE	10
Nenthead	4	Temple Sowerby CE	8
Newbarns Primary	60	Thornhill Primary	11
Newlaithes Infant	60	Threlkeld CE Primary	10

Thursby	15	Victoria Infant & Nursery, Barrow	75
Thwaites	9	Victoria Infant & Nursery, Workington	60
Upperby Primary	60	Westfield Nursery and Primary	30
Valley Primary	45	Wigton Infant	60
Vicarage Park CE Primary	30	Wreay CE	16
Vickerstown	30		

## Junior Schools

Ashfield Junior	64	Monkway	38
Black Combe Junior	34	Newlathes Junior	60
Croftlands Junior	60	North Lakes	57
Ewanrigg Junior	45	Seaton St Paul's CE Junior	60
George Romney Junior	60	South Walney Junior	64
Greengate Junior	80	St James' CE Junior, Whitehaven	48
Inglewood Junior	90	Thomlinson Junior	60
Kingmoor Junior	75	Victoria Junior, Workington	90
Maryport CE Junior	48		

## Secondary Schools – Year 7

Beacon Hill Community	70	Nelson Thomlinson, The	240
Dowdales	210	Netherhall	186
John Ruskin	48	Solway Community	59
Lakes, The	129	Ulverston Victoria High	186
Millom	145		

## Secondary Schools – Year 12

The Lakes School	25	Netherhall School	10
Millom School	25	Ulverston Victoria High School	50
The Nelson Thomlinson School	50		

**CUMBRIA EDUCATION SERVICE  
GENERAL ADMISSIONS POLICY 2018/2019  
Community and Voluntary Controlled Schools**

**Appendix 2**

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 - 6 which form part of the policy.

1. Children looked after and who were previously looked after, i.e. in public care, giving priority, if necessary, to the youngest child(ren) - see note 1 overleaf.
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 and 3 overleaf.
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 LA 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 LA as the next nearest with a place available or (b) the school is named in the sibling's Statement of Special Educational Need/ Education, Health and Care Plan (EHCP) - see notes 2, 3 and 4 overleaf.
4. In relation to Church of England Voluntary Controlled Schools, children living within the catchment area who with a parent regularly attend a church in membership of Churches Together in Britain or the Evangelical Alliance. See notes 5 and 6.
5. Other children living in the catchment area giving priority to those living 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.
6. 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 and 3 overleaf.
7. In relation to Church of England Voluntary Controlled Schools, children living outside the catchment area who with a parent regularly attend a church in membership of Churches Together in Britain or the Evangelical Alliance. See notes 5 and 6.
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 needs (i) where a child holds 1.



a Statement of Special Educational Need or 2. an Education, Health and Care Plan, or (ii) is currently undergoing a co-ordinated assessment, and in either case it is considered that attendance at a particular school is necessary to meet the identified needs of that child.

## **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).

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, 3 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 (excluding a nursery class) 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**

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

### **Note 5**

To be considered under criteria 4 or 7 parents or carers must provide proof with the completed form that they regularly attend 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.

**CUMBRIA EDUCATION SERVICE  
GENERAL ADMISSIONS POLICY (YEAR 12) 2018-2019  
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 and previously, 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 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 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 Statement of Special Educational Need/Education, Health and Care Plan - 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 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 and 5 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 needs (i) where a child holds 1. a Statement of Special Educational Need or 2. an Education, Health and Care Plan, or (ii) is currently undergoing a co-ordinated assessment, and in either case it is considered that attendance at a particular school is necessary to meet the identified needs of that child.

## **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 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**

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**

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

### **Note 4**

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

### **Note 5**

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.

## September 2018 Admissions - Timetable

For Entry Into Year 12	
Local Authority information out to schools for students and parent and carers	Autumn 2017
Closing date for students and/or their parents or carers to apply for a Year 12 Place	Friday 16 March 2018 Note: Some schools may encourage students to apply early to enable course options to be appropriately planned and resourced
Local Authority will notify students and or their parents or carers of their allocation	Friday 29 June 2018