

# **Determined Policy for the Admission Arrangements to Community and Voluntary Controlled Schools for 2016-2017**

## **1. Introduction**

These are the 2016-2017 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 2016-2017**

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 intentionally misleading application. Where an offer is withdrawn on the basis of fraudulent or misleading information, the application will be considered on the basis of the correct information, and parents or carers will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 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. The LA will not become involved in private disputes.

## **8. The Admissions Timetable**

The timetable for the September 2016 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.

**Energy Coast UTC – closing date for applications for September 2016 Year 10 applications will be 12 February 2016.**

## **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 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 2016. 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 delay their child's entry to school, the place will be held open. The place must be taken up in the term in which the child reaches compulsory school age. Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

Some parents, particularly of summer-born children, may seek places in Reception classes a year after their child becomes eligible for a place, i.e. they may seek a Reception place for the September after their child's 5<sup>th</sup> birthday rather than after the child's 4<sup>th</sup> birthday. We do not expect there to be a large number of such

applications, but each will be assessed with input from the Headteacher of the school in question, and a decision made based on the circumstances of each child concerned as to whether the application should be treated as one for Reception, or as an 'in-year' application for a place in Year 1, the child's 'correct' chronological year group. In some cases, an assessment of the child by an Educational Psychologist may be requested to inform the decision. Where it is decided that the application is for a Reception place, it will be considered alongside all others for the Reception class(es) in question, and ranked using the oversubscription criteria set out above.

As with early or delayed entry to primary schools, each such application for secondary school places will be assessed and a decision taken on the circumstances of each child. Again, the expectation is that the number of applications will be relatively small, but each will be considered with input from the Headteacher of the child's primary school, the Headteacher of the prospective and, potentially, an Educational Psychologist.

## **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).

**Energy Coast UTC will process their own applications for admission to Year 12 in September 2016.**

## **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).

April 2015

## Determined 2016-2017 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 2016-2017 admission arrangements.

### Infant/ Primary Schools

School	Proposed 2016/2017 Published Admission Number	School	Proposed 2016/2017 Published Admission Number
All Saints' CE	30	Burlington CE	10
Allithwaite CE	15	Caldew Lea	49
Allonby Primary	8	Cambridge Primary	45
Alston Primary	15	Captain Shaw's CE	8
Arlecdon	12	Cartmel CE Primary	10
Armathwaite	10	Castle Park	45
Asby Endowed	6	Chapel Street Infants	52
Ashfield Infant	60	Clifton	12
Barrow Island	30	Coniston CE Primary	14
Bassenthwaite	7	Croftlands Infant	60
Beckstone Primary	45	Crosscanonby St John's CE	10
Belle Vue Primary	60	Cummersdale	12
Bewcastle	8	Cumwhinton	25
Blennerhasset	7	Dane Ghyll	30
Bolton	8	Derwent Vale Primary and Nursery	15
Boltons CE	14	Distington Community Primary	20
Bookwell Primary	30	Ellenborough and Ewanrigg Infant	23
Bransty	25	Ennerdale and Kinniside CE Primary	8
Bridekirk Dovenby CE	15	Fairfield Primary	60
Brisbane Park Infant	54	Fellview Primary	11
Brook Street Primary	45	Frizington Primary	20
Brough	15	Goodly Dale Community Primary	14
Broughton in Furness CE	15	Gosforth CE	20
Broughton Moor	12	Grange CE	30
Brunswick	45	Grasslot Infant	30
Burgh by Sands	15	Great Orton	8

Greengate Infant and Nursery	60	Nenthead	4
Greystoke	9	Netherton Infant	30
Haverigg	18	North Walney Primary	23
Hawkshead, Esthwaite	10	Northside	15
Hensingham Primary	30	Newbarns Primary	60
Heron Hill Primary	60	Newlaithes Infant	60
High Hesket CE	23	Newton	10
Holm Cultram Abbey CE	10	Newtown	30
Holme Primary	15	Norman Street Primary	50
Holme St Cuthbert	8	Old Hutton CE	15
Houghton CE	20	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	Ravenstonedale Endowed	8
Kirkby Thore	12	Richmond Hill	28
Kirkoswald CE	13	Robert Ferguson Primary	60
Lamplugh CE	10	Rockcliffe CE	15
Lanercost CE	10	Roose	30
Langwathby CE	30	Seascale	22
Lees Hill CE	8	Sedbergh Primary	30
Levens CE	15	Shankhill CE	8
Lindal and Marton Primary	12	Silloth Primary	30
Lindale CE	12	Sir John Barrow	45
Long Marton Community Primary	10	Skelton	15
Lorton	10	South Walney Infant	60
Low Furness CE Primary	17	St Bees Village	30
Lowca Community	12	St Bridget's CE, Brigham	17
Maryport Infant	45	St Bridget's CE, Parton	10
Milburn	5	St George's CE	30
Millom Infant	36	St James' CE Infant, Whitehaven	45
Milnthorpe Primary	20	St Michael's CE Primary	30
Montreal CE Primary	40	St Michael's Nursery & Infant,	30
Moor Row	15	Stanwix Primary	60
Moresby Primary	15	Staveley CE	20

Stoneraise	16	Vicarage Park CE Primary	30
Storth CE	10	Vickerstown	30
Tebay Community	8	Victoria Infant & Nursery, Barrow	75
Temple Sowerby CE	8	Victoria Infant & Nursery, Workington	60
Thornhill Primary	11	Westfield Nursery and Primary	30
Threlkeld CE Primary	10	Wigton Infant	60
Thursby	15	Wreay CE	15
Thwaites	9	Yanwath Community Primary	17
Upperby Primary	60	Yarlside	30
Valley Primary	45	Yewdale	60

## Junior Schools

Ashfield Junior	64	Monkway	38
Black Combe Junior	34	Newlaithes Junior	60
Croftlands Junior	60	North Lakes	57
Ewanrigg Junior	45	Seaton 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, Barrow	62
Maryport CE Junior	48	Victoria Junior, Workington	90

## Secondary Schools – Year 7

Beacon Hill Community	70	Nelson Thomlinson, The	240
Cockermouth	220	Netherhall	186
Dowdales	210	Solway Community	59
John Ruskin	48	Ulverston Victoria High	186
Lakes, The	129	Workington Academy (replacing	210
Millom	145	Southfield Technology College and Stainburn	

## Energy Coast UTC – Year 10 - 140

### Secondary Schools – Year 12

Cockermouth School	30	Netherhall School	10
The Lakes School	25	Ulverston Victoria High School	50
Millom School	25	Workington Academy (replacing Southfield Technology College and Stainburn)	
The Nelson Thomlinson School	50		

**Energy Coast UTC will process their own applications for admission to Year 12 in September 2016.**

**CUMBRIA CHILDREN'S SERVICES  
GENERAL ADMISSIONS POLICY 2016/2017  
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 Needs/Education Health and Care Plan - 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 note 6 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 note 6 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 a



Statement of Special Educational Need/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.

**CUMBRIA EDUCATION SERVICE  
GENERAL ADMISSIONS POLICY (YEAR 12) 2016-2017  
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 Needs - 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 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 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 Residence 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.

## September 2015 Admissions - Timetable

<b>For Entry Into Year 12</b>	
Local Authority information out to schools for students and parent and carers	Autumn 2015
Closing date for students and/or their parents or carers to apply for a Year 12 Place	Friday 18 March 2016  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 1 July 2016

**Energy Coast UTC will process its own applications for admission to Year 12 in September 2016.**

