

# **Policy for the Admission Arrangements to Community and Voluntary Controlled Schools for 2021-2022**

## **1. Introduction**

These are the 2021-2022 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 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 2021-2022**

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, in most circumstances, the address of the parent or carer claiming child benefit will be used.

In some circumstances, the LA may also suggest that parents or carers seek independent legal advice and ask that they provide copies of any relevant court order relating to child arrangements.

Residency at a particular address is a key factor in allocating places at oversubscribed schools. If you move house you must contact the LA to provide details of the new address. For the application to be considered on the basis of the new address, documentary evidence will need to be provided. The LA will need to be satisfied that you will be resident at this new address on national offer day and at the time that your child would be admitted to the school that you are applying for. LA representatives may visit the address given as the child's residence to verify that he/she lives there.

## 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 An application will not be withdrawn because an offer was made in error once the student has taken up the place at the school.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 again 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 have made a fraudulent application for a school place but the LA decides that it is not in the best interest of the child to withdraw the place, 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.

Where a place has been offered on the basis of a timely parental application, the place will not be withdrawn unless one of the exceptions set out in paragraph 2.12 of the School Admissions Code 2014 applies:

- An admission authority **must not** withdraw an offer unless:
  - i) it has been offered in error;
  - ii) a parent or carer has not responded within a reasonable period of time; and
  - iii) it is established that the offer was obtained through a fraudulent or intentionally misleading application.

## 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 can be made by the LA. In this situation the LA asks that parents 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 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 or carer who is in receipt of child benefit for the child to whom the application relates. In some circumstances, the LA may also suggest that parents or carers seek independent legal advice and ask that they provide copies of any relevant court order relating to child arrangements.

## 8. The Admissions Timetable

The timetable for the September 2021 application and allocation processes for entry to Reception in an infant or primary school, Year 3 in a junior school and Year 7 in a secondary school will be in line with the co-ordinated admissions scheme.

## 9. Late Applications

For all 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 the co-ordinated admission scheme, will not be considered until after allocations for those parents or 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 're-allocation day'.

Details of closing dates, and other relevant dates can be found:

- i) in the parental information booklets for admission to an infant or primary school, transfer to junior school and transfer to secondary school in September 2021;
- ii) in the 2021-22 co-ordinated admissions scheme for all maintained schools and academies in the area of Cumbria; and
- iii) on the county council website – [www.cumbria.gov.uk/schooladmissions](http://www.cumbria.gov.uk/schooladmissions)

## 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 2021. 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

Children are entitled to a full-time place in the September following their fourth birthday but 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 or carers can request that their child takes up the place part-time until the child reaches compulsory school age.

Summer-born children (children born between 1 April and 31 August) do not attain compulsory school age until the September after they would normally start school in Reception. In line with government recommendation, the LA as the admission authority for **community and voluntary controlled schools** will admit these children into a Reception class a year later than usual at their parents' or carers 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'.

Where a summer-born child is allocated, and takes up a September Reception place, in the normal year of admission (i.e. the beginning of the academic year in which they turn 5) then subsequently attends school beyond the end of the autumn term of the admission year, an application for a Reception place the following September will not be considered as a 'summer-born' application. In this situation the child has already commenced school and any request to be admitted out of the normal year group will be considered on its individual merits.

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 or carers seeking early transfer should submit their request to 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 or carers will still need to submit preferences by the appropriate closing date.

Parents or carers 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 or carers 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 LA will exercise the discretion offered by the School Admissions Code 2014 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. Siblings**

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. Expressing a preference for a school other than the catchment school may result in there not being places available for younger siblings when they are due to start school. Catchment children will have a higher priority for places than children living outside of the catchment area, including those children living outside the catchment area with siblings that already attend the school.

Siblings are brothers or sisters living at the same address and includes step and foster children.

## **14. Children Previously Looked After by a Local Authority and Children Previously Looked After outside England**

### **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 (or became subject to a residence/child arrangements order or special guardianship order).

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**

There is no current provision in the School Admissions Code 2014 in relation to children who were previously looked after outside England. Advice issued by the Department for Education (DfE) 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 child previously looked after outside England to be considered under category 2 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. 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 2 of the LA General Admissions Policy.

For further information, please contact the School Admissions Team:

- E-mail: [school.admissions@cumbria.gov.uk](mailto:school.admissions@cumbria.gov.uk) or Tel: 01228 221582

## 15. **Children of UK Service Personnel (UK Armed Forces)**

Any admission requests received for children of UK service personnel will be processed in line with the School Admissions Code 2014, paragraph 2.18.

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, the LA will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child.

For further information, please contact the School Admissions Team:

- E-mail: [school.admissions@cumbria.gov.uk](mailto:school.admissions@cumbria.gov.uk) or Tel: 01228 221582

## 16. **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.**

All parents or carers of children who are due to start school will need to complete and submit an application (online or Form SA1) for a Reception place at the preferred school by the appropriate closing date.

## 17. **Transfer from Infant to Junior/Primary Schools**

Attendance at an infant school does not guarantee admission to the associated junior school.

## 18. Admission to School Sixth Forms

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

## 19. Catchment Areas

Cumbria County Council operates a 'catchment area' approach to school admissions. **Most** (not all) 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.

Any enquiries regarding catchment areas in relation to the allocation of school places should be directed to the School Admissions Team:

- E-mail: [school.admissions@cumbria.gov.uk](mailto:school.admissions@cumbria.gov.uk) or Tel: 01228 221582

## 20. Distance Measurements

### 1) Straight-line Measure

Where there are more applications than places available at a community or voluntary controlled school for entry to all year groups, applications will be prioritised using the criteria set out in Appendix 2 and Appendix 3. For any criteria that gives priority to those living closest to the school, distance measurements will be undertaken using the LAs computerised Geographical Information System (GIS). This measurement will be 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 LA.

### 2) Shortest Walking Route by Road

Where a place cannot be offered at any of the parents or carers' preferred schools, the LA will allocate a place at the nearest school in Cumbria to the home address with a place available after all timely applications have been processed. In these circumstances, the distance will be measured by the shortest walking route by road between the pupil's home address and the nearest available entrance on the school site, using the LA's GIS mapping system.

## 21. 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 LA 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 2019

## Determined 2021-2022 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 2021-2022 admission arrangements.

### Infant/Primary Schools

School	Proposed 2021/2022 Published Admission Number	School	Proposed 2021/2022 Published Admission Number
All Saints' CE Primary	30	Coniston Primary	14
Allithwaite CE	15	Croftlands Infant	60
Allonby Primary	8	Crosscanonby St John's CE	10
Alston Primary	15	Cummersdale	12
Armathwaite	10	Cumwhinton	25
Asby Endowed	6	Dane Ghyll Community Primary	30
Ashfield Infant	60	Derwent Vale Primary and Nursery	15
Barrow Island Community Primary	30	Distington Community Primary	20
Beckstone Primary	45	Ellenborough and Ewanrigg Infant	23
Belle Vue Primary	60	Ennerdale and Kinniside CE Primary	8
Bewcastle	8	Fellview Primary	11
Blennerhasset	7	Frizington Community Primary	20
Bolton Primary	8	Goodly Dale Community Primary	14
Boltons CE	14	Gosforth CE	20
Bookwell Primary	30	Grange CE Primary	30
Bransty Primary	25	Grasslot Infant	30
Bridekirk Dovenby CE Primary	17	Great Orton	10
Brisbane Park Infant	54	Greystoke	9
Brook Street Primary	30	Haverigg Primary	25
Brough Community Primary	15	Hawkshead, Esthwaite Primary	10
Broughton in Furness CE	15	Hensingham Primary * (01/11/2019)	30
Broughton Moor Primary	12	Heron Hill Primary	60
Brunswick	45	High Heskett CE	25
Burgh by Sands Primary	15	Holm Cultram Abbey CE	10
Burlington CE Primary and Nursery	10	Holme Community	15
Cambridge Primary	30	Holme St Cuthbert	8
Captain Shaw's CE	8	Houghton CE	30
Cartmel CE Primary	10	Inglewood Infant	90
Chapel Street Infants	52	Ireby CE	10
Clifton	12	Irthington Village	8

Jericho	60	Petteril Bank Primary	30
Kells Infant	30	Plumbland CE	8
Kingmoor Infant	75	Plumpton	15
Kirkbampton CE	15	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 Primary	22
Langwathby CE Primary	30	Sedbergh Primary	30
Lees Hill CE	8	Shankhill CE Primary	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
Low Furness CE Primary	17	St Bees Village Primary	30
Lowca Community	12	St Bridget's CE, Brigham	17
Maryport CE Primary School	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	30	St Michael's CE Primary	30
Montreal CE Primary	40	St Michael's Nursery & Infant, Workington	30
Moor Row Community Primary	15	Staveley CE	20
Moresby Primary	15	Stoneraise	16
Nenthead	4	Storth CE	10
Netherton Infant	30	Temple Sowerby CE Primary	8
Newbarns Primary	60	Threlkeld CE Primary	10
Newlaithes Infant	60	Thursby Primary	20
Newton Primary	10	Thwaites	9
Newtown	30	Upperby Primary	60
Norman Street Primary	50	Valley Primary	45
North Walney Primary	23	Vicarage Park CE Primary	30
Old Hutton CE	15	Vickerstown	30
Orgill Primary	40	Victoria Infant & Nursery, Barrow	75
Ormsgill Primary	30	Victoria Infant, Workington	60
Pennine Way Primary	90	Westfield Nursery and Primary	30
Pennington CE	30	Wigton Infant	60

\* These schools are in the process of converting to academy status. When conversion is complete, the governing body or academy trust will become the Admissions Authority.



## Junior Schools

Ashfield Junior	64	Monkway	38
Black Combe Junior	34	Newlaithes Junior	60
Croftlands Junior	60	North Lakes	57
Ewanrigg Junior	40	Seaton St Paul's CE Junior	60
George Romney Junior	45	South Walney Junior	64
Greengate Junior	60	St James' CE Junior, Whitehaven	48
Inglewood Junior	90	Thomlinson Junior	60
Kingmoor Junior	75	Victoria Junior, Workington	90

## Secondary Schools – Year 7

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

## Secondary Schools – Year 12

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

The numbers for Year 12 represent the number of pupils that may be admitted to Year 12 from an alternative school.

**CUMBRIA EDUCATION SERVICE  
GENERAL ADMISSIONS POLICY 2021/2022  
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 and who were previously looked after, i.e. in public care, giving priority, if necessary, to the youngest child(ren) - see note 1.
2. Children who were previously looked after outside of England – see note 1.
3. 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.
4. 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.
5. 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.
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, 3 and 4.
7. 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).

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.

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.

For a previously looked after child to be considered under criteria 1 or 2, the parent or carer must provide appropriate written evidence to support the application.

### **Note 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 (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 4, 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 5 and 7 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) 2021-2022  
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 – 5 which form part of the policy.

1. Students (children) looked after and previously looked after, i.e. in public care, giving priority, if necessary, to the youngest child(ren) – see note 1.
2. Students who were previously looked after outside of England – see note 1.
3. Students living in the catchment area who have brothers or sisters in the school at the time of their admission – see note 2.
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 Plan (EHCP) – see notes 2, and 3.
5. Other students living in the catchment area.
6. Students living outside the catchment area who have brothers or sisters in the school at the time of their admission – see note 2.
7. Students living outside the catchment area.
8. Where there is a need to prioritise places within any of the above criteria except criteria 1 and 2, 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 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 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.

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.

For a previously looked after child to be considered under criteria 1 or 2, the parent or carer must provide appropriate written evidence to support the application.

### **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 4, 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 measurement 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 7 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.