

# **Proposed Policy for the Admission Arrangements to Community and Voluntary Controlled Schools for 2019-2020**

## **1. Introduction**

These are the 2019-2020 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 2019-2020**

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.

## **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 An application will not be withdrawn because an offer was made in error once the student has taken up the place at the school. Where an offer is withdrawn on the basis of fraudulent or misleading information, the application will be considered on the basis of the correct information, and parents or carers will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 have made 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. 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
  - 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 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 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 2019 application and allocation processes will be in line with the co-ordinated admissions scheme 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 the co-ordinated admissions 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'.

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 2019

- ii) on the county council website – [www.cumbria.gov.uk/schooladmissions](http://www.cumbria.gov.uk/schooladmissions)
- iii) in the 2019-20 coordinated admissions scheme for all maintained schools and academies in the area of Cumbria

## 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. 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 or carers 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 LA as the admissions authority for community and voluntary controlled schools will admit these children into a Reception class a year later than usual at their parents'/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 place a September Reception place, in the normal year of admission (i.e. the academic year in which they turn 5) and 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 move year groups 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 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 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 Local Authority will exercise the discretion offered by the School 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. Transfer from Infant to Junior/Primary Schools**

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

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

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

## **16. 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.

## **17. 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 nearest walking route by road using the LA's GIS mapping system.

## **18. 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 2017

## Determined 2019-2020 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 2019-2020 admission arrangements.

### Infant/ Primary Schools

| School                  | Proposed 2019/2020 Published Admission Number | School                             | Proposed 2019/2020 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 | Old Hutton CE                             | 15 |
| Holme Community School        | 15 | Orgill Primary                            | 40 |
| Holme St Cuthbert             | 8  | Ormsgill Primary                          | 30 |
| Houghton CE                   | 30 | Pennine Way Primary                       | 90 |
| Inglewood Infant              | 90 | Pennington CE                             | 30 |
| Ireby CE                      | 10 | Petteril Bank                             | 30 |
| Irthington Village            | 8  | Plumbland CE                              | 8  |
| Jericho                       | 52 | Plumpton                                  | 15 |
| Kells Infant                  | 30 | Ramsden Infant                            | 52 |
| Kingmoor Infant               | 75 | Raughton Head CE                          | 6  |
| Kirkbampton CE                | 18 | Richmond Hill                             | 28 |
| Kirkbride Primary             | 15 | Robert Ferguson Primary                   | 60 |
| Kirkby Stephen Primary        | 30 | Rockcliffe CE                             | 20 |
| Kirkby Thore                  | 12 | Roose                                     | 30 |
| Kirkoswald CE                 | 13 | Seascale                                  | 22 |
| Lamplugh CE                   | 10 | Sedbergh Primary                          | 30 |
| Lanercost CE                  | 10 | Shankhill CE                              | 8  |
| Langwathby CE                 | 30 | Silloth Primary                           | 30 |
| Lees Hill CE                  | 8  | Sir John Barrow                           | 30 |
| Levens CE                     | 15 | Skelton                                   | 15 |
| Lindal and Marton Primary     | 12 | South Walney Infant                       | 60 |
| Lindale CE                    | 12 | St Bees Village                           | 30 |
| Long Marton Community Primary | 10 | St Bridget's CE, Brigham                  | 17 |
| Low Furness CE Primary        | 17 | St Bridget's CE, Parton                   | 10 |
| Lowca Community               | 12 | St George's CE                            | 30 |
| Maryport Infant               | 45 | St James' CE Infant, Whitehaven           | 45 |
| Milburn                       | 5  | St Michael's CE Primary                   | 30 |
| Millom Infant                 | 36 | St Michael's Nursery & Infant, Workington | 30 |
| Milnthorpe Primary            | 30 | Staveley CE                               | 20 |
| Montreal CE Primary           | 40 | Stonerise                                 | 16 |
| Moor Row                      | 15 | Storth CE                                 | 10 |
| Moresby Primary               | 15 | Temple Sowerby CE                         | 8  |
| Nenthead                      | 4  | Thornhill Primary                         | 11 |
| Netherton Infant              | 30 | Threlkeld CE Primary                      | 10 |
| Newbarns Primary              | 60 | Thursby                                   | 15 |
| Newlaithes Infant             | 60 | Thwaites                                  | 9  |

|                                   |    |                                       |    |
|-----------------------------------|----|---------------------------------------|----|
| Upperby Primary                   | 60 | Victoria Infant & Nursery, Workington | 60 |
| Valley Primary                    | 45 | Westfield Nursery and Primary         | 30 |
| Vicarage Park CE Primary          | 30 | Wigton Infant                         | 60 |
| Vickerstown                       | 30 | Wreay CE                              | 16 |
| Victoria Infant & Nursery, Barrow | 75 |                                       |    |

## Junior Schools

|                      |    |                                 |    |
|----------------------|----|---------------------------------|----|
| Ashfield Junior      | 64 | Monkwray                        | 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 | 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 |
| Maryport CE Junior   | 48 |                                 |    |

## Secondary Schools – Year 7

|                       |     |                         |     |
|-----------------------|-----|-------------------------|-----|
| Beacon Hill Community | 70  | Nelson Thomlinson, The  | 210 |
| 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 2019/2020  
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 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 or carer 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 or carer 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 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 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 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.

**CUMBRIA EDUCATION SERVICE  
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 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 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 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.

### **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 2019 Admissions - Timetable

| <b>For Entry Into Year 12</b>   |   |
|---|---|
| Local Authority information out to schools for students and parents and carers          | Autumn 2018   |
| Closing date for students and/or their parents or carers to apply for a Year 12 Place   | Friday 15 March 2019<br>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 28 June 2019   |