

Determined Policy for the Admission Arrangements to Community and Voluntary Controlled Schools for 2013 - 2014

1. Introduction

These are the 2013/2014 admission arrangements for community and voluntary controlled primary and secondary schools, i.e. those schools where the Local Authority (LA) is the admission authority

2. Co-ordinated Admission Arrangements

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

3. Published Admission Numbers

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

4. The General Admissions Policy for 2013-2014

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

5. Address to be Used in Determining Priority for Admission

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

6. Fraudulent Applications

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

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

7. Parental disagreement

The management of school applications may be severely delayed where separated parents or carers of the child each submit a separate application for different schools. The School Admissions Code 2012 states that only one offer per child is made by the LA. In this situation the LA asks that parents and/or carers attempt to resolve matters between themselves, and inform the LA in writing of which application should be processed. It is not appropriate for the LA to become involved in private disputes. The LA does recognise that there may be exceptional situations where parents or carers cannot ultimately reach an agreement between themselves and it is, therefore, necessary for the LA to take a decision. Where this is the case the LA will try to establish the child's permanent address and prioritise the application made by the parent living at this address in accordance with the published admission arrangements.

8. The Admissions Timetable

The timetable for the September 2013 application and allocation processes will be in line with the co-ordinated admissions schemes with the exception of entry to Year 12. This will be in accordance with the timetable detailed on Appendix 1(D).

9. Late Applications

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

10. Waiting Lists

Once places have been allocated, children refused a place will continue to be considered for any vacancies which become available up until the end of the Autumn Term 2013. Vacancies will always be allocated by applying the admissions policy and length of time on the waiting list will not be a consideration.

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

If a child, who has not reached statutory school age, has been allocated a Reception place and their parent or carer wishes to delay their child's entry to school, the place will be held open. The place must be taken up once the child reaches statutory school age, but by the start of the summer term 2014 at the latest. It would not be held open beyond the beginning of the summer term and would, at that point, be available for another applicant.

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

12. 12. Twins and siblings of multiple births

Where places are available for some but not all children from multiple births (including twins) the Local Authority will exercise the discretion offered by the Admissions Code to offer all of the children a place. Where this results in an infant class exceeding 30 pupils, additional children admitted under these arrangements will be treated as 'excepted pupils' for the duration of their infant education and will not constitute a breach of legislative requirements.

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

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

14. Admission to School Sixth Forms

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

15. Catchment Areas

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

16. In Year Admissions

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

December 2011

Determined 2013-2014 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 2013/2014 admission arrangements.

Infant/ Primary Schools

School	Proposed 2013/2014 Published Admission Number	School	Proposed 2013/2014 Published Admission Number
All Saints CE	30	Captain Shaw's CE	8
Allithwaite CE	15	Cartmel CE Primary	10
Allonby Primary	8	Castle Park	45
Alston Primary	15	Chapel Street Infants	52
Arlecdon	12	Clifton	12
Armathwaite	10	Coniston CE Primary	14
Asby Endowed	6	Croftlands Infant	60
Ashfield Infant	60	Crosscanonby St John's CE	10
Barrow Island	30	Cummersdale	10
Bassenthwaite	7	Cumwhinton	20
Beckstone Primary	45	Dane Ghyll	30
Belle Vue Primary	60	Derwent Vale Primary and Nursery	15
Bewcastle	8	Distington Community Primary	20
Blennerhasset	7	Ellenborough and Ewanrigg Infant	23
Bolton	8	Ennerdale and Kinniside CE Primary	8
Boltons CE	14	Fairfield Infant	60
Bookwell Primary	30	Fellview Primary	11
Bransty	25	Frizington Primary	20
Bridekirk Dovenby CE	15	Ghyllside	60
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	8
Brunswick	45	Greengate Infant and Nursery	60
Burgh by Sands	15	Greystoke	9
Burlington CE	10	Haverigg	18
Caldew Lea	49	Hawkshead, Esthwaite	10
Cambridge Primary	45	Hensingham Primary	30

Heron Hill Primary	60	North Walney Primary	23
High Hesket CE	15	Northside	15
Holm Cultram Abbey CE	10	Old Hutton CE	15
Holme Primary	15	Orgill Primary	30
Holme St Cuthbert	8	Ormsgill Primary	30
Houghton CE	20	Pennine Way Primary	90
Inglewood Infant	90	Pennington CE	30
Ireby CE	10	Petteril Bank	20
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	15	Ravenstonedale Endowed	8
Kirkbride Primary	15	Richmond Hill	28
Kirkby Stephen Primary	30	Robert Ferguson Primary	60
Kirkby Thore	12	Rockcliffe CE	15
Kirkoswald CE	13	Roose	30
Lamplugh CE	10	Seascale	22
Lanercost CE	10	Sedbergh Primary	30
Langwathby CE**	30	Shankhill CE	8
Lees Hill CE	8	Silloth Primary	30
Levens CE	15	Sir John Barrow***	25+35
Lindal and Marton Primary	12	Skelton	15
Lindale CE	12	South Walney Infant	60
Long Marton Community Primary	10	St Bees Village	30
Lorton	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	20	Stanwix Primary	60
Montreal CE Primary	40	Staveley CE	20
Moor Row	15	Stoneraise	16
Moresby Primary	15	Storth CE	10
Nenthead	4	Tebay Community	8
Netherton Infant	30	Temple Sowerby CE	8
Newbarns Primary	60	Thornhill Primary	11
Newlaites Infant	60	Threlkeld CE Primary	10
Newton	10	Thursby	15
Newtown	30	Thwaites	9
Norman Street Primary	45	Upperby Primary	60

Valley Primary	45	Wigton Infant	60
Vicarage Park CE Primary	30	Wreay CE	12
Vickerstown	30	Yanwath Community Primary	15
Victoria Infant & Nursery, Barrow	75	Yarlside	30
Victoria Infant & Nursery, Workington	60	Yewdale	60
Westfield Nursery and Primary	30		

Notes:

*** Admission Limit for the Reception Year group – 25

Admission intake Year 3 – 35

Junior Schools

Ashfield Junior	70	Monkway	38
Black Combe Junior	34	Newlaithes Junior	60
Croftlands Junior	60	North Lakes	57
Ewanrigg Junior	45	Seaton CE Junior	60
Fairfield Junior	60	South Walney Junior	64
George Romney Junior	60	St James' CE Junior, Whitehaven	48
Greengate Junior	80	Thomlinson Junior	60
Inglewood Junior	90	Victoria Junior, Barrow	62
Kingmoor Junior	60	Victoria Junior, Workington	90
Maryport CE Junior	56		

Secondary Schools – Year 7

Beacon Hill Community	70	Netherhall	186
Cockermouth	220	Solway Community	59
Dowdales	210	Southfield Technology College	170
John Ruskin	48	Stainburn	178
Lakes, The	129	Ulverston Victoria High	186
Millom	145	Walney	180
Nelson Thomlinson, The	232	Whitehaven	244

Secondary Schools – Year 12

Cockermouth School	30	Netherhall School	10
The Lakes School	25	Southfield Technology College & Stainburn School *	35
Millom School	25	Ulverston Victoria High School	50
The Nelson Thomlinson School	50	Whitehaven School	25

* Note: Southfield Technology College and Stainburn School operate a single VI Form.

**CUMBRIA EDUCATION SERVICE
GENERAL ADMISSIONS POLICY 2013/2014
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 - 6 which form part of the policy.

1. Children looked after, i.e. in public care, giving priority, if necessary, to the youngest child(ren) and children who were previously looked after - 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 a) have a statement of special educational need that names that school or b) were directed to that school by the LA 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.
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 the shortest walking route by road - 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) on 28 April 2013 for entry to Reception and Year 3 or 1 March 2013 for entry to Year 7 and 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 the shortest walking route by road - 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 Needs, or (ii) is currently undergoing a statutory 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 Residence Order or Special Guardianship Order (Children Act 1989).

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 parents 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 route by road given priority.

Note 6

Distance measurements will be undertaken using the Local Authority's computerised Geographical Information System [GIS]. This measures the route from the centre of the pupil's home to the nearest entrance on the school site which is available to pupils at the time of undertaking the assessment. The route used will be the shortest walking route by road as identified by GIS at that time.

**CUMBRIA EDUCATION SERVICE
GENERAL ADMISSIONS POLICY (YEAR 12) 2013/2014
Community and Voluntary Controlled Schools**

Where there are more applications than places available in Year 12 at a community or voluntary controlled school, applications will be prioritised using the criteria below. They will be applied in conjunction with explanatory notes 1 - 4 which form part of the policy.

1. Students (children) looked after, i.e. in public care, giving priority, if necessary, to the youngest child(ren) - see note 1 overleaf.
2. Students living in the catchment area who have brothers or sisters in the school on 4 July 2013 and at the time of their admission - see note 2 overleaf.
3. Students living outside the catchment area who, at the time of their admission, have brothers or sisters in the school who were directed to that school by the Local Authority either (a) in the absence of a place being available in the catchment area school due to oversubscription and the school was identified by the Local Authority as the next nearest with a place available or (b) in their Statement of Special Educational Need - see notes 2, and 3 overleaf.
4. Other students living in the catchment area.
5. Students living outside the catchment area who have brothers or sisters in the school on 4 July 2013 and at the time of their admission - see note 2 overleaf.
6. Students living outside the catchment area.
7. Where there is a need to prioritise places within any of the above criteria except criteria 1, priority will be given to those students who live nearest to the school – see note 4 overleaf.

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 Needs, or (ii) is currently undergoing a statutory 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).

Note 2

Brothers and sisters are those living at the same address and includes step and foster children. Priority will only be given where it is known at the time of allocating places that a sibling will be attending the school at the time of admission.

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

Note 3

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

Note 4

Distance measurements will be undertaken using the Local Authority's computerised Geographical Information System [GIS]. This measures the distance from the centre of the student's home to the nearest entrance on the school site which is available to students at the time of undertaking the assessment. The route used will be the shortest walking route by road as identified by GIS at that time.

September 2013 Admissions - Timetable

For Entry Into Year 12	
Local Authority information out to schools for students and parent and carers	Early September 2012
Closing date for students and/or their parents or carers to apply for a Year 12 Place	Friday 22 March 2013 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	Wednesday 5 July 2013

ST GEORGE'S CE VOLUNTARY CONTROLLED SCHOOL
BARROW IN FURNESS

ADMISSIONS POLICY 2013/2014

If there are more applications than places, children will be allocated a place in the order of priority given below. The criteria will be applied in conjunction with the notes below as they form part of the policy.

1. Children looked after, i.e. in public care, giving priority, if necessary, to the youngest child(ren) - *see note 1.*
2. Children who have brothers or sisters in the school at the time of their admission, giving priority to those children with the youngest siblings - *see note 2.*
3. Children whose families have links with the Church of England, giving priority to those who live closest to the school, measured by the shortest walking route by road - *see notes 3 and 4.*
4. Other children, giving priority to those who live closest to the school, measured by the shortest walking route by road – *see note 4.*

Note 1

A child looked after, i.e., in public care, is defined as a child who is looked after by a local authority within the meaning of Section 22 of the Children Act 1989. Children previously looked after are children who were looked after, but have ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002) or became subject to a Residence Order or Special Guardianship Order (Children Act 1989).

Note 2

Brothers and sisters are those living at the same address and includes step and foster children. Priority will only be given where it is known at the time of allocating places that a sibling will be attending the school. 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 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

Church of England links will be defined as a parent or carer who regularly worships at St George's with St Luke's and St Perrin's Church. 'Regularly' is defined as at least once a month for a period of two years prior to the closing date for the submission of preference forms. Where a parent or carer has not worshiped at St George's with St Luke's and St Perrin's Church for the whole of the Last two years, proof of having previously worshipped regularly at other

C of E church[es] can be submitted for the remainder of the time. A letter of verification will be required from the relevant church[es] and must be attached to the completed preference form. The responsibility for providing evidence rests with the parent or carer.

Note 4

Distance measurements will be undertaken using the LA's computerised Geographical Information System [GIS]. This measures the route from the centre of the pupil's home to the nearest entrance on the school site which is available to pupils at the time of undertaking the assessment.