

CUMBRIA COUNTY COUNCIL

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Determined 2012/2013 Admission Arrangements for Community and Voluntary Controlled Schools

1. Introduction

These are the 2012/2013 admission arrangements for community and voluntary controlled primary and secondary schools, i.e. those schools where the Local Authority is the admission authority.

1. Co-ordinated Admission Arrangements

In line with current legislation, the Local Authority has drawn up a separate scheme to co-ordinate admissions to maintained schools and academies within Cumbria.

2. Published Admission Numbers

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

3. The General Admissions Policy for 2012/2013

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.

4. Address to be Used in Determining Priority for Admission

If a school is oversubscribed, the address of the parent / 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 / carer claiming child benefit will be used.

5. False and or Misleading Applications

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

Where parents/carers are found to make a false or misleading application for a school place and the Local Authority 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 priority for a school place for siblings will not be applied.

6. The Admissions Timetable

The timetable for the September 2012 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 time table detailed on Appendix 1(D).

7. 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 / 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/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.

8. 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 2012. The admissions policy will be applied to all outstanding applicants, including any late ones, to determine priority for the allocation of any vacancies. If parent / carers wish their child to be considered for any vacancies after the autumn term, they should contact the School Admissions Team early in December 2012 to place their child's name on a waiting list.

The above is the process for the normal admissions round. Parent / carers can at any time ask for their child's name to be placed on the waiting list for other year groups. Vacancies will always be allocated by applying the admissions policy and length of time on the waiting list will not be a consideration.

9. 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 / 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 2013 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.

10. The Admission of Twins and Children From Multiple Births

Where, in the case of twins and other children from multiple births, who need to be found a school place, and insufficient places are available for all siblings at the preferred school the following process will operate:

Parents/carers will be provided with a choice as follows:

- a) To accept one or more place(s) at the preferred school for one or more child(ren) and a place at a different school for the other child(ren); or
- b) To accept a place for all siblings at a school that is not the preferred school.

This process will apply for both in year school place applications and as part of the main school admissions round for entry to Reception and Years 3, 7 and 12.

11. Admissions to Nursery Classes and Schools

These arrangements do not apply to the admission to nursery classes and schools. The admission arrangements for entry to nursery classes and schools 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.

12. Admission to School Sixth Forms

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

13. Admission Arrangements to Armathwaite School and Culgaith CE School

Armathwaite (community) School has traditionally provided education for pupils aged 4 to 8 years and Culgaith CE (voluntary aided) School for pupils aged 3 to 8 years. This means that pupils from these schools transfer into junior schools a year later than other pupils in Cumbria. It is proposed that full and appropriate consultation is undertaken on a proposal to change these into primary schools that would cater for pupils up to the age of 11 years.

Subject to the outcome of that consultation and approval by Cabinet it is proposed that:

- a) Armathwaite School become an all through primary school from September 2012 with a published admission number yet to be confirmed; and
- b) The admission arrangements for other appropriate schools, including the published admission number for entry into the Reception year group and Year 4 to High Hesket CE School and Langwathby CE School be subject to further consultation.

Should Cabinet decide not to extend the age range of Armathwaite School, then the current admission arrangements would continue to apply.

14. 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 suitable school to the parental home.

15. In Year Admissions

Where a parent/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. This arrangement will be reviewed if exceptional circumstances occur and it is in the interest of the child for them to change school more quickly.

Determined 2012/2013 Admission Arrangements for Community and Voluntary Controlled Schools - Published Admission Numbers

The following are the admission numbers the Local Authority will publish for each community and voluntary controlled school as part of its 2012/2013 admission arrangements.

Infant/ Primary Schools

School	Determined 2012/2013 Published Admission Number	School	Determined 2012/2013 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 (was 50)
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	15
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	20	Frizington Primary	20
Bridekirk Dovenby CE	15	Ghyllside	60
Brisbane Park Infant	54	Goodly Dale Community Primary	14
Brook Street Primary	30	Gosforth CE	20
Brough	15	Grange CE	30
Broughton in Furness CE	15	Grasslot Infant	30
Broughton Moor	12	Great Corby	10
Brunswick	45	Great Orton	8
Burgh by Sands	15	Greengate Infant and Nursery	60
Burlington CE	10	Greystoke	9
Burton Morewood CE	25	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+8	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	50
Inglewood Infant	84	Pennington CE	30
Ireby CE	10	Petteril Bank	15
Irthington Village	8	Plumbland CE	8
Jericho	52	Plumpton	15
Kells Infant	30	Ramsden Infant	52
Kingmoor Infant	60	Raughton Head CE	6
Kirkbampton CE	15	Ravenstonedale Endowed	8
Kirkbride Primary	15	Richmond Hill	28
Kirkby Stephen Primary	30	Robert Ferguson Primary	45
Kirkby Thore	12	Rockcliffe CE	15
Kirkoswald CE	12	Roose	30
Lamplugh CE	10	Seascale	22
Lanercost CE	10	Sedbergh Primary	30
Langwathby CE**	30+10	Shankhill CE	8
Lees Hill CE	8	Silloth Primary	30
Levens CE	15	Sir John Barrow***	25+35
Lindal and Marton Primary	12	Skelton	10
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	15	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	Stramongate	60
Netherton Infant	30	Tebay Community	8
Newbarns Primary	60	Temple Sowerby CE	8
Newlaites Infant	60	Thornhill Primary	11
Newton	10	Threlkeld CE Primary	10
Newtown	15	Thursby	15
Norman Street Primary	45	Thwaites	9

Upperby Primary	40	Westfield Nursery and Primary	30
Valley Primary	45	Wigton Infant	60
Vicarage Park CE Primary	30	Wreay CE	12 (was 8)
Vickerstown	30	Yanwath Community Primary	15
Victoria Infant & Nursery, Barrow	75	Yarlside	30
Victoria Infant & Nursery, Workington	60	Yewdale	45 (was 35)
Welton	8		

Notes:

*Admission Limit for the Reception Year group – 15

Admission intake for Year 4 – 8

** Admission Limit for the Reception Year group – 30

Admission intake for Year 4 – 10

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

Admission intake Year 3 – 35

Junior Schools

Ashfield Junior	70	Monkway	38
Black Combe Junior	34	Newlathes 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 (was 75)	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 (213)
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 Sixth Form.

CUMBRIA EDUCATION SERVICE
GENERAL ADMISSIONS POLICY 2012/2013
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 – see note 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 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 2012 for entry to Reception and Year 3 or 1 March 2012 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) 2012/2013
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 a brother or sister in the school on 4 July 2012 and at the time of their admission - see note 2 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 - see note 3 overleaf.
4. Other students living in the catchment area.
5. Students living outside the catchment area who have a brother or sister in the school on 4 July 2012 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.

Note 2

Brother and sister 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.

Note 3

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 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 2012 Admissions - Timetable

For Entry Into Year 12	
Local Authority to produce and issue information to schools for them to distribute to students and parents/carers	Early September 2011
Closing Date For Students and Parent / carers to Apply For a Year 12 Place	Friday 23 March 2012 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 parent / carers of their allocation	Wednesday 4 July 2012

ST GEORGE'S CE VOLUNTARY CONTROLLED SCHOOL
BARROW IN FURNESS

ADMISSIONS POLICY 2012/2013

The proposed published admission number will be 30.

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 a brother or sister 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 note 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 LA within the meaning of section 22 of the 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.

Note 3

Church of England links will be defined as a parent / 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 / 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 / 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.

**CUMBRIA CHILDREN'S SERVICES
NURSERY ADMISSIONS POLICY – 2012/2013**

**Community and Voluntary Controlled Nursery Schools and Infant/Primary Schools
Providing Nursery Education**

Parents/carers seeking a place in a Local Authority nursery school or an infant/primary school providing nursery education should apply on the following basis:

<u>Children Born Between</u>	<u>Date of Entry</u>	<u>Closing Date for Applications</u>
01.04.09 - 31.08.09	September 2012	25 March 2012
01.09.09 - 31.12.09	January 2013	23 September 2012
01.01.09 - 31.03.09	April 2013	6 January 2013

If there are more applications than places for a particular nursery, children will be admitted on the basis of the following order of priorities.

Infant/primary schools providing nursery education

1. Children looked after, ie in public care.
2. Children living in the catchment area of the school.
3. Other children.

Nursery schools

1. Children looked after, ie in public care.
2. Other children.

Sub Categories [Tie-breakers]

If at any time it is not possible to offer a place to all of the children in any of the above categories, applications will be prioritised on the following basis:

- A. Children who have a brother or sister in the school (or, where appropriate, the associated junior school) at the time of admission giving priority to those with the youngest siblings. (see below)
- B. Children with exceptional social or medical needs. (see below)
- C. Children from families who would be eligible for free school meals giving priority to those living nearest, measured by the shortest walking route by road. (see below)
- D. In relation to C of E infant/primary schools, children with a parent / carer who regularly worships at a C of E church, giving priority to those living nearest to the school, measured by the shortest walking route by road. (see below)
- E. Other children giving priority to those living nearest measured by the shortest walking route by road.

Applications will be prioritised according to the above criteria. An exception may be made under the Authority's arrangements for the education of children with special needs where a child holds a Statement of Special Educational Needs or there is sufficient evidence to suggest that the preparation of a Statement is likely and it is considered that attendance at a particular nursery is necessary to meet the identified needs of that child.

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.

A brother and sister are those living at the same address and include 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 or associated junior school. Where there is reference to an associated junior school this is to describe situations where infant and junior schools share the same catchment area.

To be considered under criterion B a letter from a professional practitioner such as a doctor, social worker or Local Authority/other support worker must be submitted with the application. The letter must set out the particular reasons why the nursery in question is the most suitable and the difficulties that would be caused if the child had to attend another nursery.

Children from families who would be eligible for free school meals are defined as those families in receipt of Income Support, Job Seekers Allowance [Income Based], support under part VI of the Immigration and Asylum Act 1999, the Guarantee element of State Pension Credit or Child Tax Credit [but not Working Tax Credit] and have an annual income which is assessed by the Inland Revenue as qualifying. This amount is announced annually. To be considered under this category, documentary evidence of these payments must be submitted with the nursery application form.

If parents believe they qualify under criterion D, they must provide proof with the completed form that they regularly worship at a C of E church. Regular is defined as at least once a month for a period of two years prior to the closing date for the submission of application forms. It may relate to more than one church.

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

Applications should be submitted to the Headteacher of the nursery along with proof of date of birth and home address. Applications received after the closing date for oversubscribed nurseries will only be considered in very exceptional circumstances.

If an application is made to more than one oversubscribed nursery, only the application for the nursery at the catchment area school will be considered or, if there is no catchment area nursery or the catchment area nursery has no places to offer for entry that term, the nearest community or voluntary controlled nursery.

Parents / carers will be asked to provide alternative preferences and will be considered for a place at one of these nurseries if there are vacancies after places have been allocated to those parents / carers who have given it as a first preference.

Children who start at a nursery in the January or April after their third birthday will automatically keep the place the following September. Attendance at nursery does not, however, guarantee admission to the school's Reception class. Parents / carers are

required to submit a separate application to request a place at any school for entry for their child to the reception year group.

If an application is unsuccessful a further application must be submitted if admission is being sought for entry at the next intake point.

The Authority reserves the right to withdraw a place if the nursery grant has been previously allocated elsewhere.

The Authority may seek verification of any information provided and reserves the right to withdraw a place if it has been allocated on the basis of false information. If a nursery is oversubscribed the address of the parent / carer with whom the child normally lives will be used. If the address is difficult to determine, for example, where shared living arrangements are in place, the address of the parent / carer claiming the child benefit will be used.