Proposed Policy for the Admission Arrangements to Community and Voluntary Controlled Schools for 2025-2026 in Westmorland & Furness

Introduction

These are the 2025-2026 admission arrangements for community and voluntary controlled primary and secondary schools, i.e. those schools where the Local Authority (LA) is the admission authority.

1. 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 the local Authority area of Westmorland & Furness for the main admissions round.

2. Published Admission Numbers

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

3. The General Admissions Policy for 2025-2026

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.

4. 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.

5. 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 An application will not be withdrawn because an offer was made in error once the student has taken up the place at the school.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 2.13 of the School Admissions Code 2021 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.

6. 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 2021 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.

7. The Admissions Timetable

The timetable for the September 2025 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.

8. 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 2025;
ii) in the 2025-26 co-ordinated admissions scheme for all maintained schools and academies in the local authority area of Westmorland and Furness; and
iii) on the county council website www.westmorlandandfurness.gov.uk

9. Waiting Lists

In the main admissions round the LA will maintain a waiting list for each community and voluntary controlled primary and secondary school, i.e. those schools where the LA is the admission authority, until 31 December of the normal school year of admission.

Once places have been allocated, children refused a place will continue to be considered for any vacancies which become available up until 31 December of the normal year of admission.

Each child that is added to the list will require the list to be ranked again in line with the published oversubscription criteria. Priority will not be given based on the date that the application was received or the name was added to the waiting list. Vacancies will always be allocated by applying the determined admissions arrangements and length of time on the waiting list will not be a consideration.

If a request for an in-year school place is refused, parents and carers can request that the child's name be added to a waiting list. The request must be submitted in writing, by letter or e-mail. If a place becomes available, it will be allocated using the oversubscription criteria set out in the LA's general admissions policy (Appendix 2). The child's name will remain on the waiting list until the end of the academic year in which the request for the school place was submitted. To re-apply to remain on the waiting list for the following academic year, parents and carers will need to contact school admissions again by e-mail or in writing; e-mail: school.admissions@westmorlandandfurness.gov.uk

10. 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 for 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 and in line with the provisions of the School Admissions Code 2021. 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 to school or transfer to a junior or secondary school 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.

11. 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 2021 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.

12. 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.

13. 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 (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).

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

Current advice issued by the Department for Education (DfE) in July 2021 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 1 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 (to be updated as appropriate). 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 1 of the LA General Admissions Policy.

For further information, please contact the School Admissions Team:

- E-mail: school.admissions@westmorlandandfurness.gov.uk or Tel:

14. Children of UK Service Personnel (UK Armed Forces) and Crown Servants

Any admission requests received for children of UK service personnel and crown servants will be processed in line with the School Admissions Code 2021, paragraph 2.21.

For further information, please contact the School Admissions Team:

- E-mail: school.admissions@westmorlandandfurness.gov.uk or Tel:

15. 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.

16. Transfer from Infant to Junior/Primary Schools

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

All parents or carers of children in Year 2 at a junior school will need to complete and submit an application (online or Form SA2) for a Year 3 place at the preferred school by the appropriate closing date.

17. Admission to School Sixth Forms

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

18. Catchment Areas

Westmorland and Furness 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@westmorlandandfurness.gov.uk or Tel:

19. 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 the local authority area of Westmorland and Furness 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.

20. In-Year Admissions

1) The LA is the admissions authority for all community and voluntary schools in the local authority area of Westmorland and Furness. A list of community and voluntary schools is attached as Appendix 1.

2) Applications for an in-year place at a community or voluntary school **must** be made by completing the application Form SA8.

3) Parents/carers can find a copy of the Form SA8 on the county council website at: www.westmorlandandfurness.gov.uk or by contacting the School Admissions Team, e-mail: school.admissions@westmorlandandfurness.gov.uk or tel:

4) The completed Form SA8 **must** be returned to the LA School Admissions Team for processing. Completed forms can be returned by post or by e-mail.

5) On receipt of an in-year application, the LA School Admissions Team will contact the preferred school(s) regarding the availability of a place in the relevant year group.

6) The outcome of the application will be notified to the parent/carer within 10 school days.

7) Where an application for a place is offered and accepted, arrangements will be made for the child to start school as soon as possible. The parent/carer will be advised to contact the school to make the necessary arrangements for admission.

8) Where an application for a place is refused, the reason for the refusal will be set out in the letter and information about the right of appeal will also be provided.

9) Parents/carers who are refused a place at the preferred school(s) can request that their child's name be added to a waiting list to be considered should a place become available in the relevant year group at the school. For more information about waiting lists maintained by the LA please refer to section 10 of these arrangements.

10) If the LA receives a number of in-year requests for places at a particular school and there are insufficient places to offer a place to all applicants, the place or places that are available will be allocated in line with the determined admission arrangements.

Where a parent or carer wishes to change school for their child there may be circumstances when 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). However, wherever possible, when a place has been offered, arrangements for admission to the school will be made as soon as possible.

Any place offered must be taken up within 6 (school) weeks or it may be withdrawn and offered to another applicant.

June 2023

Appendix 1

Determined 2025-2026 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 2025-2026 admission arrangements.

Infant/Primary Schools

School	Proposed 2023/2024 Published Admission Number	School	Proposed 2023/2024 Published Admission Number
Allithwaite CE (wf)	15	Levens CE (wf)	15
Armathwaite (wf))	10	Lindal and Marton Primary (wf)	12
Asby Endowed (wf)	6	Lindale CE (wf)	12
Barrow Island Community Primary (wf)	30	Long Marton Community Primary (wf)	10
Bolton Primary (wf)	8	Low Furness CE Primary (wf)	17
Brisbane Park Infant (wf)	54	Milburn (wf)	5
Brough Community Primary (wf)	15	Milnthorpe Primary (wf)	30
Broughton in Furness CE (wf)	15	Newbarns Primary (wf)	60
Brunswick (wf)	45	Newton Primary (wf)	10
Burlington CE Primary and Nursery (wf)	10	North Walney Primary (wf)	23
Cambridge Primary (wf)	30	Old Hutton CE (wf)	15
Cartmel CE Primary (wf)	10	Ormsgill Primary (wf)	30
Chapel Street Infants (wf)	52	Pennington CE (wf)	30
Clifton (wf)	12	Plumpton (wf)	15
Coniston Primary (wf)	14	Ramsden Infant (wf)	52
Croftlands Infant (wf)	60	Roose (wf)	30
Dane Ghyll Community Primary (wf)	30	Sedbergh Primary (wf)	30
Goodly Dale Community Primary (wf)	14	Sir John Barrow (wf)	30
Grange CE Primary (wf)	30	Skelton (wf)	15
Greystoke (wf)	9	South Walney Infant (wf)	60
Hawkshead, Esthwaite Primary (wf)	10	St George's CE (wf)	30
Heron Hill Primary (wf)	60	Staveley CE (wf)	20
High Hesket CE (wf)	25	Storth CE (wf)	10
Holme Community (wf)	15	Temple Sowerby CE Primary (wf)	8
Kirkby Stephen Primary (wf)	30	Vicarage Park CE Primary (wf)	30
Kirkby Thore (wf)	12	Vickerstown (wf)	30
Kirkoswald CE (wf)	13	Victoria Infant & Nursery, Barrow (wf)	75
Langwathby CE Primary (wf)	30		

Junior Schools

Croftlands Junior (wf)	60	North Lakes (wf)	57
George Romney Junior (wf)	45	South Walney Junior (wf)	64
Greengate Junior (wf)	60		

Secondary Schools – Year 7

Dowdales (wf)	210	Lakes School, The (wf)	129
John Ruskin (wf)	48	Ulverston Victoria High (wf)	186

Secondary Schools – Year 12

Lakes School, The	25	Ulverston Victoria High School	50

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

Appendix 2

WESTMORLAND AND FURNESS COUNCIL
GENERAL ADMISSIONS POLICY 2025/2026
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, i.e. in public care, giving priority, if necessary, to the youngest child(ren); children who were previously looked after; and children who were previously looked after outside of England - see note 1.

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, 3 and 4.

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 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.

4. 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.

5. 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.

6. 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).

Advice issued by the Department for Education (DfE) in July 2021 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, the parent or carer must provide appropriate written evidence to support the application. Without this evidence it **will not** be possible to consider the application under category 1 of the LA General Admissions Policy.

Note 2

In criteria 2, 3 and 5, 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 3, 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 4 and 6 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.

Appendix 3

WESTMORLAND AND FURNESS COUNCIL
GENERAL ADMISSIONS POLICY (YEAR 12) 2025-2026
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) and students who were previously looked after outside of England – see note 1.

2. Students living in the catchment area who have brothers or sisters in the school at the time of their admission – see note 2.

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 (EHCP) – see notes 2, and 3.

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.

6. Students living outside the catchment area.

Where there is a need to prioritise places within any of the above criteria except criteria1, 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 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).

Advice issued by the Department for Education (DfE) in July 2021 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, the parent or carer must provide appropriate written evidence to support the application. Without this evidence it **will not** be possible to consider the application under category 1 of the LA General Admissions Policy.

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 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 4 and 6 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.