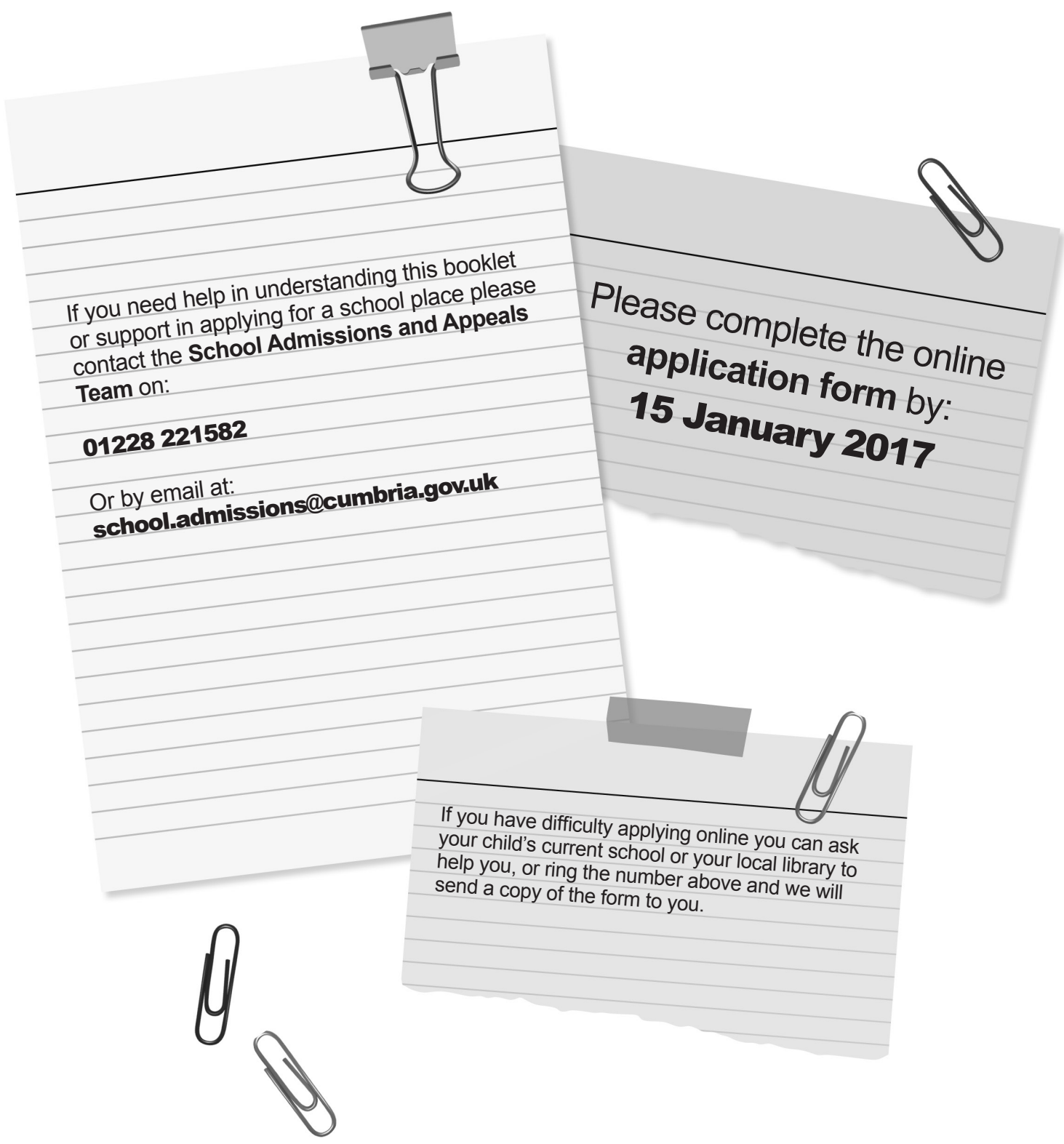


The closing
date to apply for
a Year 3 junior school
place is
15 January 2017

Transfer from infant to
junior school
in Cumbria
September
2017





If you need help in understanding this booklet or support in applying for a school place please contact the **School Admissions and Appeals Team** on:

01228 221582

Or by email at:
school.admissions@cumbria.gov.uk

Please complete the online application form by:
15 January 2017

If you have difficulty applying online you can ask your child's current school or your local library to help you, or ring the number above and we will send a copy of the form to you.

If you require this document in another format (e.g. CD, audio cassette, Braille or large type) or in another language, please telephone 01228 221582

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About the School Admissions and Appeals Team and this booklet

Hello!

We are the School Admissions and Appeals Team in Cumbria County Council's Children and Families Services. Our job is to manage all the applications for school places at maintained schools and academies for children living in Cumbria, ensuring that all parents/carers who apply are offered a school place. This booklet will tell you how to apply for a school place, give you information about how the admissions process works and explain more about admissions to community and voluntary controlled schools where the County Council is the admissions authority. You will find that throughout the booklet there are some sentences that tell you what you must do. If the law says you must do something, we have to make sure that you understand that. We have tried throughout this booklet to keep the information simple, clear and easy to understand.

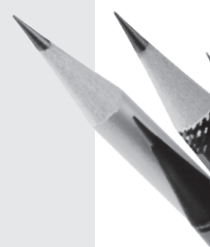
We talk about **preference** rather than **choice** because you can say on the application form which school **you would like** your child to attend, **but this is not the same as choosing the school your child will go to**. It does, however, encourage you to say which schools you would prefer.

Throughout the booklet we refer to schools. This always includes academies unless otherwise stated. Every year we receive late applications and it is a shame that some children may miss out on their preferred school just because an application form is late. The law says that we must not allow for late applications unless there are exceptional reasons. So please do make sure your application is on time – why not start thinking about it and complete the online application form?

If you can't find out what you need or need help in understanding this booklet, or need support in applying for a school place then please contact us on **01228 221582** or by email at **school.admissions@cumbria.gov.uk**

Alternatively, you can write to us at:

School Admissions and Appeals Team
Children and Families Services
Cumbria County Council
Lonsdale Building
The Courts
English Street
Carlisle
CA3 8NA



How to apply for a junior school place

If you live in Cumbria and your child is currently in Year 2 in an infant school, you must apply to Cumbria County Council (Local Authority) for a junior or primary school place, under the Local Authority's Co-ordinated Admissions Scheme.

Read through this booklet carefully before making an application. You can find details about each junior school, including individual schools' admissions policies, and whether you also need to complete a supplementary form.

Please apply online. If your child lives in Cumbria and attends an infant school in the county, the School Admissions and Appeals Team will send a letter to you through your child's infant school. This letter will include a unique identification number (UID). If you have more than one child transferring you will receive a UID for each child. If you do not have a UID, don't worry – you can still apply online, it just means that you will need to enter all of your child's details yourself.

The online application form can be found on Cumbria County Council's website at:

www.cumbria.gov.uk/schooladmissions

The advantages of applying online are:

- You will receive an **email confirmation** to say your application has been received.
- You will be able to find out which school your child has been offered by 9.00am on **18 April 2017**, before the letters are sent out to those who apply on a paper form.

If you are unable to apply online, you can download a form [SA2] from our website at: **www.cumbria.gov.uk/schooladmissions**. If you do not have access to a computer you could ask your child's current school or your local library to help, or ring the number on page 4 and we will send a paper copy of the form to you. If you are completing a paper form, please write in **BLOCK CAPITAL LETTERS**.

However you decide to apply, you **must** state the address where your child lives. **You must not use a business address, childminder's address or any address other than your child's home address.**

We ask you to name **three different preferences** of school that you would be happy for your child to attend because **we cannot guarantee that you will get your first preference.**

On the application form you should give your **first, second and third** preferences. If you complete the form in such a way that the ranking of two or more schools is not clear, we will rank them for you.

To rank schools for you, we will use the Local Authority's GIS mapping system to measure the distance, using the nearest walking route between the pupil's home address and the nearest entrance on the school site available. The nearest school will be taken as the highest preference.



Some schools ask you to fill in a **supplementary form** with **additional information** they might need, for example a church school may ask you to prove that you are a regular worshipper. Copies of these supplementary forms are available from the relevant schools and should be available on the school's website. They are also available on Cumbria County Council's website at **cumbria.gov.uk/schooladmissions** **You must return supplementary forms direct to the schools you are applying to.** Please remember that if you are completing a supplementary form, you must also apply online or complete and return the paper application form [SA2]. If you complete a supplementary form, please return directly to the school.

If we receive more than one application from you by the closing date and you have not withdrawn any earlier applications in writing, we will use the one with the latest date. If forms are not dated, or are dated on the same day, we will rank those schools where the order of preference is not clear using the measurement criteria explained on page 5.

If you are applying using a paper form, you **must sign and date it**. In signing your form you are agreeing that you have read this information booklet, and that the information you have provided is accurate and truthful and that you agree, if it is necessary, for the Local Authority to seek independent verification of your child's residence. If you are at all unsure about any of the above information, please do not hesitate to contact the School Admissions and Appeals Team.

Make sure that you submit your application online, or if you use the printed version, return it to your child's current school by the closing date of 15 January 2017.

On 18 April 2017 we will send you an email by 9.00am (if you applied online) or post a letter to the address you have given us (if you have used a paper form). The email or letter will tell you where your child has been allocated a place. We will also explain what you must do next. If you are not happy with the place you have been allocated the letter will explain how you can appeal against the decision. If your child has a Statement of Special Educational Need or EHCP, you should apply in the usual way. For further information on Special Educational Needs please see page 26.

In summary:

- **Please read this booklet carefully before you make your application.**
- You can apply online, or complete a paper application, but please **do not do both**.
- **Make sure your application is submitted by 15 January 2017.** The online application service will be available from 9 September 2016 until the closing date of 15 January 2017 at 11.59pm.
- If one of your preferred schools has a **supplementary form**, complete and **return the form to them by 15 January 2017**.
- We will email you the **outcome of your application** on 18 April 2017 if you apply online, or post a letter to you on this date if you apply using a paper form.
- If you or someone you know needs general advice about admissions, please contact the School Admissions and Appeals Team (contact details on page 4).

Information about applying for a junior school place

What is the Coordinated Admissions Scheme?

The scheme explains how the Local Authority coordinates (manages) admissions with other neighbouring authorities and schools that are their own admission authority (foundation and voluntary aided schools, free schools and academies). The purpose of the scheme is to ensure that each pupil living within Cumbria receives only one offer of a school place, whether that is at a school within the county or one maintained by a neighbouring authority.

What are the different types of school?

The type of school you apply for affects the way decisions are made. For all types of school you must apply to the county council's School Admissions and Appeals Team for a place.

For **community** and **voluntary controlled schools** the county council is the admission authority – it decides the admissions policy and makes decisions about the allocation of places.

For **voluntary aided** and **foundation schools**, each school's governing body is responsible for the admissions policy and decisions about the allocation of places.

For **academies** and **free schools**, the academy trust is responsible for the admissions policy and decisions about the allocation of places.

The Local Authority is not responsible for allocation decisions made by voluntary aided, foundation or free schools or academies.

You can find out more about individual schools and what type they are in the schools information on pages 17 to 25 of this booklet.

Do all children transfer to a junior school or can I apply for a place in a primary school?

The majority of children attending an infant school transfer to a junior school, but you can apply for a place in an all through primary school.

Primary schools admit children at the age of four. Some primary schools will, therefore, already be full as a result of children who started in the Reception intake and may not have any places to offer. You can get more information about this from the School Admissions and Appeals Team.

Who can apply for a place at a junior or primary school?

You can only apply for a place at a junior or primary school as part of the formal transfer process if your child currently attends an infant school. If your child attends a primary school and you would like them to move to a junior school or another primary school at the start of Year 3 then you will need to make an in year application at the start of the summer term. If you need any further information about this please contact the School Admissions and Appeals Team.

How are places allocated?

The School Admissions and Appeals Team collate all applications for school places from parents and carers of children living in Cumbria. We then start a process of liaising with foundation and voluntary aided schools, academies and free schools, and with neighbouring local authorities where necessary (for example if a family live close to the county boundary and want their child to attend a school in the neighbouring county). This process is called **coordination**.

Each admission authority (in the case of community and voluntary controlled schools this is the county council) then looks at **all** applications for their school, whether they have been named as a first, second or third preference. This is because **all preferences must be treated equally**.

This is known as the **equal preference scheme** and means that each of your preferences is treated as a separate application.

Each school has a **Published Admission Number (PAN)** which is the number of places that a school has available to offer. The allocation process is straightforward when a school is not oversubscribed – you are likely to get a place at your first preference school. Unfortunately, schools are sometimes oversubscribed and in this case admissions authorities need to work out who has highest priority for the

places in a fair and consistent way. They do this by using the oversubscription criteria contained in their admissions policy to rank all the applicants in order of priority.

If it is possible to offer a place at more than one of your preference schools, we will offer a place at whichever of those schools that you ranked the highest that has a place available for your child.

If it is not possible to offer you a place at any of your preferred schools, you will be offered a place at the nearest school with a place available. We will decide which is the nearest by measuring the shortest walking route by road using the Local Authority GIS mapping system.

How likely am I to get my first preference?

In Cumbria you are very likely to get your first preference. Last year over 98% of parents applying for junior or primary school places were offered their first preference. You cannot however assume you will be offered your first preference of school. There are always schools that are very popular for many different reasons and those schools tend to have more applications than there are places available. **This is why it is important to put the names of three different schools on your application form.** If you don't put three preferences and your first preference is unsuccessful, we will offer an alternative school. The law says that we must only do this after all applications from parents who have included the school as one of their preferences have been considered. This means that if you name only one school and we cannot offer a place, you will not be considered for a school place at an alternative school until places have been identified for other parents.

It is unlikely that you will not get any of your three preferences but nevertheless this has happened for a very small number of families in recent years. There is no advantage in listing fewer than three schools or including the same school more than once. This does not increase your chances of admission to a particular school. In fact, you are wasting one or more of your preferences and are more likely to be offered a place at a school some distance away from your home.

Information about the number of applications received and the number of places allocated at junior schools last year is available within each school's information on pages 17 to 25. For information about places allocated at primary schools, please contact the School Admissions and Appeals Team. Please be aware, however, that this does change from year to year, and just because a school has been undersubscribed one year does not mean that it will be the next year.

Is the admissions policy for each school important?

Yes. Deciding which school to give as your first preference is not just about which school you would prefer your child to attend. You also need to **consider your chances of being offered a place at that school.** This is very important if you are considering naming popular schools as your preferences and these are not your catchment school.

You should check the admissions policy for the schools you are considering to see what level of priority you would have. If a school has been consistently oversubscribed in the past and you would have a low priority under the oversubscription criteria, you should think seriously about whether you want to apply for this school. Think carefully about naming popular schools for all three preferences, particularly if you have a low priority under the admissions policy. Other applicants that rank more highly using the school's admissions policy may be allocated all the available places.

How could this affect me?

If you don't get a place at any of your preferred schools and these do not include your catchment school, you may then be disadvantaged in getting a place at your catchment school. All the places may already have been allocated to children whose parents have named the school as a preference.

What are catchment areas?

The Local Authority's Admissions Policy for community and voluntary controlled schools and the admissions policies for many voluntary aided and foundation schools and academies make reference to **catchment areas**. A catchment area is a defined geographical area, which gives priority for admission to families who live within its boundary. Catchment areas defined by the Local Authority are also used in deciding

on school transport entitlement. In some limited cases, foundation and voluntary aided schools and academies have a different catchment area defined for admission purposes from that which the Local Authority has defined for transport purposes. If you have any queries regarding this, please contact the School Admissions and Appeals Team.

Where an area does not form part of a catchment area the “catchment” school will be the nearest school, measuring the shortest walking route by road using the Local Authority GIS mapping system.

How do I find out which is my catchment school?

You can check with the School Admissions and Appeals Team by telephone or email. You can also ask for a map of the catchment area (for academies, voluntary aided, foundation and free schools, you will need to contact the school directly), please be aware that children from your area may be attending a school which is not the catchment school. **You should not make assumptions** so it is advisable to check with the School Admissions and Appeals Team.

Do I need to send anything with my application?

You should check with the schools you are intending to state as a preference to see whether any **supporting evidence** should be sent with your application or a **supplementary form** completed. For example, it may be that the policy gives priority to families of a particular faith and asks for evidence of this. **If you do not send the evidence this may affect the priority your child is given in the process.** Make sure that any supporting evidence or supplementary forms are submitted by the closing date of 15 January 2017.

What do I need to do if my child was previously looked after by a Local Authority?

If you are applying for a foundation or voluntary aided school, or an academy or free school and you want your application to be considered on the basis that they were previously looked after, please contact the school to find out what evidence you will need to provide. Information about what to do if you are applying for a community or voluntary

controlled school can be found on page 12.

Is school transport something I should consider?

Yes. The transport policy is explained on page 27 under ‘Home to school transport – 2017/18’. If home to school transport is a factor in deciding on your preferred schools, you should give this very careful consideration.

What happens to applications received after the closing date?

It is vital to get your application in on time. There is less chance of getting a place at your preferred school if your application is late.

At the initial offer stage of the admissions process, we do not consider applications which are either submitted or changed after the closing date of 15 January 2017 until we have dealt with all applications received on time, unless there are exceptional reasons that prevented you from submitting the form on time and you provide independent proof to confirm your circumstances. We will deal with these applications differently depending on the date we receive them.

If you submit an application after 15 January 2017 but before 17 February 2017 and you feel there are exceptional reasons for this, you must explain them when you submit it.

Exceptions are very rarely agreed. These are only likely to be:

- I Where a family were living outside England and were, therefore, not able to apply for a school place under the co-ordinated admission regulations. Please note: Families resident within England should have submitted an application form to their home Local Authority by their closing date.
- II If a single parent had been ill for some time.
- III If an immediate family member had died recently (mother, father or sibling of the child). If you live in England and move to or within Cumbria, you will not have grounds for a late application, but you may have grounds to change your preferences on the basis of your new address.

In each case we will write to you and ask for more details, for example to request some independent evidence. If you cannot provide the information required, or it is not received until after 17 February 2017, we will not be able to take into account your circumstances during the initial allocation process. However, we will be able to use it at a later stage, such as reallocation day. More information about reallocation day can be found on page 11.

If you have plans which mean you may not need a school place, you should apply anyway and withdraw your application when your plans are confirmed.

Even if there are exceptional reasons for a late application or a change of preference, it will not be possible to consider any applications received after 17 February 2017 until after places have been allocated. If your application is late (ie received after 15 January 2017) and is not considered as exceptional (as above), your application will not be dealt with until after the initial allocation of places. Your application will be dealt with on **reallocation day** (12 May 2017) and we will not inform you of the outcome of your application until after this date.

If your application is late and any of the schools you express a preference for are oversubscribed from the applications that we received on time, it is highly unlikely that you will be offered a place at those schools. This will be the case even if you live in the catchment area and/or have older children already attending the school.

What happens if I move house?

If you are planning to move house, you must still make an application by the closing date of 15 January 2017, even though you may need to ask to change your preferences later because of your change of address.

If you move house after applying you must notify us. It is your responsibility to make sure you do this – if you do not it could affect the offer of a place at one of your preferred schools.

If we offer you a place at an oversubscribed school on the basis of an address you moved away from before places

were allocated, we may withdraw it. If you move house after a place was allocated but before the start of the autumn term and we have reason to believe that your intended move was planned before places were allocated, we may withdraw the offer of a place.

How do I apply from outside Cumbria?

If you live outside Cumbria, you must make your application for a school place on the application form for the Local Authority where you live. You should contact the Local Authority for your area and ask for their information pack and application form.

How do I apply to another Local Authority?

One or more of the schools you apply for could be in the area of a neighbouring Local Authority. If your home address is in Cumbria, you should name your preferred schools on your application form exactly the same way as a Cumbrian school. School Admissions will then work with the relevant Local Authority regarding your application. If you live near the Cumbrian border you may want to contact a neighbouring Local Authority for information about its schools. Details of neighbouring Authorities are provided on page 31.

If you give a school in the area of a neighbouring Local Authority as your first preference and it can be offered, you would not be offered a Cumbrian school. If it cannot be offered, you would be considered for your alternative preferences.

What happens if both parents/carers cannot agree about where they would like their child to go to school?

Sometimes, separated parents or carers submit separate application forms for their children naming different preference schools. We are unable to process both applications, because the law says that only one offer per child can be made. It would not be appropriate for the School Admissions and Appeals Team to become involved in these situations. If we receive applications in these circumstances we will write to both applicants to explain the situation.

It is best if parents/carers can resolve issues between themselves and inform us, in writing, which application should be used. However, we do know that sometimes agreement cannot be reached and the School Admissions and Appeals Team then need to make a decision as to which form to use. When this happens we will try to establish the child's permanent address, using the address of the parent/carer who claims child benefit and process that parent/carer's application.

As with all applications, the School Admissions and Appeals Team will only discuss the content or progress of any application with the applicant themselves.

What can I do if I am not happy with the school that I am offered?

Usually your child will be offered a place at one of your preferred schools. Last year over 99.9% of applicants for a junior or primary school place in Cumbria were offered one of their three preferences. If you are not offered a place in your preferred school or if you are unhappy with the school place allocated for whatever reason, you have the right of appeal to an independent admission appeal panel. Information about admission appeals can be found on page 28.

What happens if my child doesn't get a place and then one becomes available?

If you have not been offered a place at one of your preferred schools on 18 April 2017, because the school was oversubscribed, your child will be considered for any places which become available. The Local Authority will reallocate any available places on 12 May 2017. This is known as **reallocation day**. All outstanding applications will be considered, including any late ones, using the school's oversubscription criteria to prioritise.

Can my child's name go on a waiting list?

After reallocation day, it is up to the admission authority for the school or academy to maintain their waiting list. For oversubscribed schools, the admission authority **must** maintain a waiting list for at least one term in the academic year of admission. More information about waiting lists for community and voluntary controlled schools can be found on page 13.

How do I apply for a school place at another time (i.e. in year)?

From the first day of the school term all applications received will be treated as in-year admissions.

You can contact your preferred school directly, and in most cases it will be able to deal with your request. If you are offered a place, you can arrange an admission date with the school. If your request is refused, this should be done in writing with the reason for refusal, and you will be informed of your right of appeal against this decision.

If you prefer, you can also contact the School Admissions team to make an application and for more information about admission to school.

Some schools may also refer you to the team to handle your application (i.e. community and voluntary controlled schools, where the LA is the admissions authority).



Information about admission to community and voluntary controlled schools

How do I find out if my preferred school is a community or voluntary controlled school?

You can find out if a school is community or voluntary controlled in the individual schools information on pages 17 to 25.

How are places allocated at community and voluntary controlled schools?

If a community or voluntary controlled school is oversubscribed, places will be allocated using the oversubscription criteria contained in the Local Authority's Admissions Policy, detailed on pages 15 and 16.

Does the infant school my child is attending affect how places are allocated?

No, a child's current school is not a factor in allocating places at community and voluntary controlled schools.

What do I need to do if my child was previously looked after by the Local Authority?

If your child was previously looked after, and you wish to be considered under category 1 of the Local Authority Admissions Policy on pages 15 and 16, you will need to provide some evidence with your application. If your child was adopted, this will be a copy of the Adoption Order. If your child became subject to a Child Arrangements Order or Special Guardianship Order, you will need to provide copies of these. If you are unsure of what you need to do, or whether your child can be considered under this category, please contact the School Admissions and Appeals Team.

Will younger brothers and sisters be able to go to the same school?

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. If you choose a junior or primary school other than your catchment area school, places may not be available for your younger children as catchment children will have higher priority.

Which address will be used in determining my child's priority for admission?

If a school is oversubscribed, the address where the child normally lives will be used in the allocation process. It is not possible to use an alternative address such as the address of your child's grandparents or child minder. In some cases, for example where shared parental living arrangements are in place, a child's address may be difficult to decide. In these circumstances, the address used for child benefit purposes, (i.e. the address for the parent claiming the child benefit) will be used. There are no exceptions to this rule. Residency at a particular address is a key factor in allocating places at oversubscribed schools. If we offer a school place and then discover that the offer was made on the basis of fraudulent or misleading information (for example, a false claim to be living at an address), we may withdraw the place.

What happens if I am moving house?

If you are about to move house or think you may do so in the near future, **you must contact us and tell us the address that you will be moving to.** For your application to be considered on the basis of your new address you will need to be able to provide evidence of your move as soon as possible – stating an intention to move to an area will not be enough.

Examples of evidence we will request are signed tenancy agreements, evidence of exchange of contracts relating to a purchase and HM Land Registry certificates. Whatever evidence you provide, we will need to be satisfied that you will be resident at this new address at the time your child would be admitted to the school for which you are applying. We may have to ask you for further evidence such as utility bills. If you cannot provide the evidence required, or we do not feel that your evidence is sufficient, or it is not received until after 17 February 2017, then we will not be able to consider you for a school place based on your new address during the initial allocation process. However, we may be able to use it at a later stage (for example, on reallocation day).

A temporary move (for example, to stay with family) would not normally be considered, as the Local Authority would have to be satisfied that there is a long-term intention to remain at a particular address.

You should always keep the School Admissions and Appeals Team informed of the progress with your move.

This is your responsibility; it could affect the offer of a place at one of your preferred schools.

What happens if I provide false information?

Unfortunately, a small number of parents each year try to secure a place for their child by either providing false information or withholding relevant information on residency.

Every place secured on the basis of false information potentially deprives another child of their rightful place, and the Local Authority takes allegations of falsified addresses very seriously. All allegations will be investigated. Offers made for places in oversubscribed schools on the basis of false or misleading information will be withdrawn, as they have been in previous years.

The Local Authority will, as necessary, seek independent verification of your child's address, or of any other information provided on the application form. Local Authority officers may visit the address given as the child's residence in order to verify that he/she lives at that address.

This process may happen before or after places have been allocated.

Can my child's name go on a waiting list if they are not offered a place?

If your child does not get a place in the main allocation or reallocation process (detailed on page 11), they will continue to be considered for any places which may become available until the end of the Autumn term 2017. If you still want your child to be considered for any vacancies in community or voluntary controlled schools from the start of the spring term onwards (i.e. from 4 January 2018), you should contact the School Admissions and Appeals Team to put your child's name on a waiting list.

From 4 January 2018, only children on the waiting list will be considered. Vacancies will always be allocated by applying the Admissions Policy. Length of time on the waiting list will not be a factor.



Junior schools in Cumbria

The government has enacted legislation to provide for maintained schools to become academies. This may mean that by 1 September 2017 some of the maintained schools detailed in this book will become academies.

Finding your way around this section

This section contains information about junior schools in Cumbria. **If you need any further information about primary schools please contact the School Admissions and Appeals Team.**

Admissions Policies

- The Local Authority Admissions Policy, used to allocate places at oversubscribed community and voluntary controlled schools, is shown on pages 15 and 16.
- Some information about the admissions policy for each voluntary aided and foundation school (including their oversubscription criteria) is provided under the entry for the school. If you want to read the full policy you can look on the school's website, contact the school for a copy or look on the county council website at cumbria.gov.uk/schooladmissions. Where relevant, if you are applying to a school on the basis of faith and wish your application to be considered under these criteria, you should complete the school's supplementary form which is available on the county council website or direct from the school.

School information

- Important contact details for schools, including address, telephone number, email and web addresses and the name of the Head Teacher;
- The type of school, whether this be community, voluntary controlled, foundation, voluntary aided, an academy or free school;
- The age range of children attending the school;
- The Department for Education reference number;
- The Published Admission Number;

- The number of first, second and third preferences that were expressed for places in the September 2016 Year 3 intake. These only apply to applications which were received by the closing date and do not include late applications or late changes of preference.
- The number of places offered on National Offer Day (18 April 2017). Again, these do not include any late applications or changes of preference considered on reallocation day, or any applicants admitted as a result of successful appeals or offered places once the coordinated process had ended, such as in-year applicants.

Please remember that the information provided about the number of applications and offers made should be treated with caution because the position can change from one year to the next. A school which is undersubscribed one year may be oversubscribed the next. Also, a school may have exceeded its Published Admission Number in September 2016 in order to meet demand, but may not be able to do so in September 2017.

- The number of children on roll at the school in January 2016 (at the date of the last School's Census).

You can find out if your preferred school has a supplementary form under each school's entry.

There are other ways to find out more about schools. You could:

- Visit the school – attend any open evenings
- Ask for the prospectus
- Look at the school's website
- Read the latest Ofsted report
ofsted.gov.uk
- Look at the performance data education.gov.uk/schools/performance

More information about school admissions can be found at

Cumbria County Council

General Admissions Policy 2017/2018

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 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 Statement of Special Educational Needs - 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 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 note 6 overleaf.
6. Children living outside the catchment area who have brothers or sisters in the school (or associated infant or junior school) 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 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 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 an Education, Health and Care Plan, or (ii) is currently undergoing a co-ordinated 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). 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.

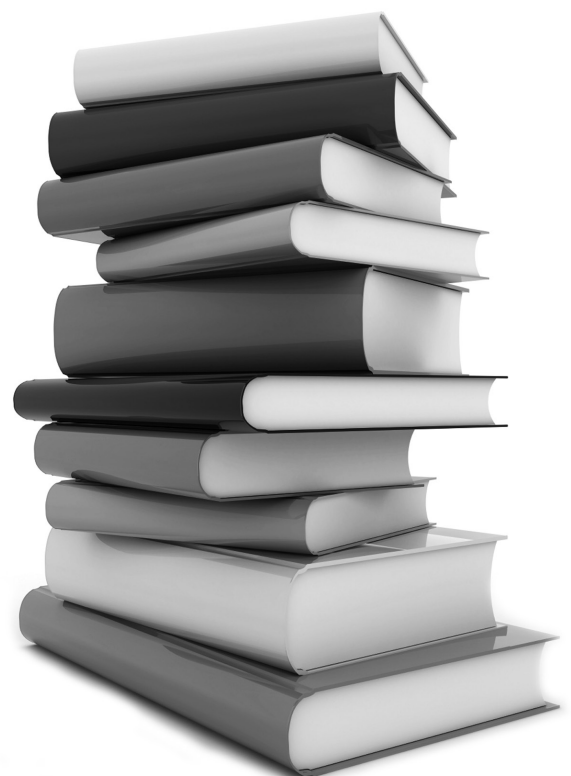
Note 5

To be considered under criteria 4 or 7 parents or carers must provide proof with the completed form that 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 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.



Ashfield Junior School

High Street Workington Cumbria CA14 4ES t: 01900 604565 e: admin@ashfield-jun.cumbria.sch.uk w: www.ashfieldjuniorschool.co.uk Head: Mrs S Frost Community School	Age range: 7-11 DfE number: 2148 Published Admission Number: 64 Number of 1st preferences 2016: 64 Number of 2nd preferences 2016: 6 Number of 3rd preferences 2016: 5 Offers made on National Offer Day 2016: 64 Number on roll (Jan 2016): 235
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This is a Community School so the LA's admissions policy applies, see pages 15-16.

Black Combe Junior School

Moor Road Millom Cumbria LA18 5DT t: 01229 772862 e: admin@blackcombe.cumbria.sch.uk w: www.blackcombe.cumbria.sch.uk Head: Mrs H Webber Community School	Age range: 7-11 DfE number: 2220 Published Admission Number: 34 Number of 1st preferences 2016: 17 Number of 2nd preferences 2016: 0 Number of 3rd preferences 2016: 0 Offers made on National Offer Day 2016: 17 Number on roll (Jan 2016): 99
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This is a Community School so the LA's admissions policy applies, see pages 15-16.

Croftlands Junior School

Oakwood Drive Ulverston Cumbria LA12 9JU t: 01229 585211 e: office@croftlands-jun.cumbria.sch.uk w: www.croftlands-jun.cumbria.sch.uk Head: Miss C R Styles Community School	Age range: 7-11 DfE number: 2414 Published Admission Number: 60 Number of 1st preferences 2016: 313 Number of 2nd preferences 2016: 0 Number of 3rd preferences 2016: 0 Offers made on National Offer Day 2016: 33 Number on roll (Jan 2016): 157
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This is a Community School so the LA's admissions policy applies, see pages 15-16.

Ewanrigg Junior School

Ennerdale Road Maryport Cumbria CA15 8HN t: 01900 812330 e: admin@ewanrigg.cumbria.sch.uk w: www.ewanrigg.cumbria.sch.uk Head: Miss Y Craig Community School	Age range: 7-11 DfE number: 2126 Published Admission Number: 42 Number of 1st preferences 2016: 42 Number of 2nd preferences 2016: 2 Number of 3rd preferences 2016: 0 Offers made on National Offer Day 2016: 42 Number on roll (Jan 2016): 170
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This is a Community School so the LA's admissions policy applies, see pages 15-16.

George Romney Junior School

Cobden Street Dalton-in-Furness Cumbria LA15 8SE t: 01229 463002 e: admin@georgeromney.cumbria.sch.uk w: www.georgeromney.cumbria.sch.uk Head: Mr D Reddy Community School	Age range: 7-11 DfE number: 2701 Published Admission Number: 60 Number of 1st preferences 2016: 33 Number of 2nd preferences 2016: 0 Number of 3rd preferences 2016: 0 Offers made on National Offer Day 2016: 33 Number on roll (Jan 2016): 146
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This is a Community School so the LA's admissions policy applies, see pages 15-16.

Greengate Junior School

Greengate Street Barrow-in-Furness Cumbria LA14 1BG t: 01229 812592 e: admin@greengate-jun.cumbria.sch.uk w: www.greengate-jun.cumbria.sch.uk Head: Mrs S Jackson Community School	Age range: 7-11 DfE number: 2509 Published Admission Number: 80 Number of 1st preferences 2016: 59 Number of 2nd preferences 2016: 10 Number of 3rd preferences 2016: 9 Offers made on National Offer Day 2016: 65 Number on roll (Jan 2016): 221
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This is a Community School so the LA's admissions policy applies, see pages 15-16.

Inglewood Junior School

Arnside Road Harraby Carlisle Cumbria CA1 3QA t: 01228 595426 e: admin@inglewood-jun.cumbria.sch.uk w: www.inglewood-jun.cumbria.sch.uk Head: Mr D Grimshaw Community School	Age range: 7-11 DfE number: 2606 Published Admission Number: 90 NNumber of 1st preferences 2016: 75 Number of 2nd preferences 2016: 0 Number of 3rd preferences 2016: 0 Offers made on National Offer Day 2016: 75 Number on roll (Jan 2016): 314
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This is a Community School so the LA's admissions policy applies, see pages 15-16.

Kingmoor Junior School

Liddle Close Lowry Hill Carlisle Cumbria CA3 0DU t: 01228 409715 e: admin@kingmoor-jun.cumbria.sch.uk w: www.kingmoor-jun.cumbria.sch.uk Head: Mrs L Slater Community School	Age range: 7-11 DfE number: 2623 Published Admission Number: 75 Number of 1st preferences 2016: 86 Number of 2nd preferences 2016: 1 Number of 3rd preferences 2016: 1 Offers made on National Offer Day 2016: 86 Number on roll (Jan 2016): 274
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This is a Community School so the LA's admissions policy applies, see pages 15-16.

Maryport CE Junior School

Camp Road Maryport Cumbria CA15 6JN t: 01900 812299 e: admin@maryport-jun.cumbria.sch.uk w: www.maryport-jun.cumbria.sch.uk Head: Mrs J Ormond Community School	Age range: 7-11 DfE number: 3112 Published Admission Number: 48 Number of 1st preferences 2016: 20 Number of 2nd preferences 2016: 6 Number of 3rd preferences 2016: 6 Offers made on National Offer Day 2016: 20 Number on roll (Jan 2016): 132
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This is a Voluntary Controlled so the LA's admissions policy applies, see pages 15-16.

Monkway School

Monkway Brow Whitehaven Cumbria CA28 9DT t: 01946 696790 e: head@monkway.cumbria.sch.uk w: www.monkway.cumbria.sch.uk Head: Mrs P Telford Community School	Age range: 7-11 DfE number: 2231 Published Admission Number: 38 Number of 1st preferences 2016: 39 Number of 2nd preferences 2016: 1 Number of 3rd preferences 2016: 0 Offers made on National Offer Day 2016: 40 Number on roll (Jan 2016): 119
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This is a Community School so the LA's admissions policy applies, see pages 15-16.

Newlaithes Junior School

Langrigg Road Carlisle Cumbria CA2 6DX t: 01228 512768 e: admin@newlaithes-jun.cumbria.sch.uk w: www.newlaithes.com Head: Mr A Cannon Community School	Age range: 7-11 DfE number: 2618 Published Admission Number: 60 Number of 1st preferences 2016: 59 Number of 2nd preferences 2016: 0 Number of 3rd preferences 2016: 0 Offers made on National Offer Day 2016: 59 Number on roll (Jan 2016): 232
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This is a Community School so the LA's admissions policy applies, see pages 15-16.

North Lakes School

Huntley Avenue Penrith Cumbria CA11 8NU t: 01768 899876 e: admin@northlakes.cumbria.sch.uk w: www.northlakes.cumbria.sch.uk Head: Mr M Pincombe Community School	Age range: 7-11 DfE number: 2046 Published Admission Number: 57 Number of 1st preferences 2016: 57 Number of 2nd preferences 2016: 0 Number of 3rd preferences 2016: 0 Offers made on National Offer Day 2016: 58 Number on roll (Jan 2016): 175
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This is a Community School so the LA's admissions policy applies, see pages 15-16.

Seaton St Paul's CE Junior School

Seaton Park Seaton Workington Cumbria CA14 1HA t: 01900 605774 e: admin@seaton-jun.cumbria.sch.uk w: www.seaton-jun.cumbria.sch.uk Head: Mrs A Dickinson Voluntary Controlled Church of England School	Age range: 7-11 DfE number: 3116 Published Admission Number: 60 Number of 1st preferences 2016: 58 Number of 2nd preferences 2016: 4 Number of 3rd preferences 2016: 0 Offers made on National Offer Day 2016: 59 Number on roll (Jan 2016): 230
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This is a Voluntary Controlled School so the LA's admissions policy applies, see pages 15-16.

South Walney Junior School

Amphitrite Street South Walney Barrow-in-Furness Cumbria LA14 3EG t: 01229 471447 e: admin@swalneyj.cumbria.sch.uk w: www.swalneyj.cumbria.sch.uk Acting Head: Miss Z Lines Community School	Age range: 7-11 DfE number: 2515 Published Admission Number: 64 Number of 1st preferences 2016: 48 Number of 2nd preferences 2016: 1 Number of 3rd preferences 2016: 3 Offers made on National Offer Day 2016: 49 Number on roll (Jan 2016): 219
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This is a Community School so the LA's admissions policy applies, see pages 15-16.

St Begh's Catholic Junior School

Coach Road Whitehaven Cumbria CA28 7TE t: 01946 696959 e: head@st-beghs.cumbria.sch.uk w: www.stbeghs.co.uk Head: Mrs C Mallard Voluntary Aided Catholic School	Age range: 7-11 DfE number: 3520 Published Admission Number: 75 Number of 1st preferences 2016: 54 Number of 2nd preferences 2016: 1 Number of 3rd preferences 2016: 4 Offers made on National Offer Day 2016: 53 Number on roll (Jan 2016): 304
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*PLEASE NOTE; this school has applied to become an Academy and the DfE are due to confirm the conversion date later in the year.

This school may have a supplementary form or may require documentary evidence please see page 9 for further information.

September 2017 Admissions Policy

ADMISSIONS TO THE SCHOOL will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admissions than the school has places available.

1. Baptised Catholic children in public care, previously looked after children who have been adopted or have become subject to a child arrangements or special guardianship order.
2. Baptised Catholic children who live in the parishes of St. Begh's Whitehaven and St. Benedict's Whitehaven with a sibling in the school at the time of expected admission.
3. Other Baptised Catholic children who live in the parishes of St. Begh's Whitehaven and St. Benedict's Whitehaven.
4. Other Baptised Catholic children with a sibling in the school at the time of expected admission.
5. Other Baptised Catholic children.
6. Other children who are in public care, previously looked after children who have been adopted or have become subject to a child arrangements or special guardianship order.
7. Baptised Christian children with a sibling in school at the time of expected admission.
8. Baptised Christian children.
9. Other children.

If a Statement of Special Educational Needs (SEN) or Education, Healthcare Plan name our school, they must be admitted.

Notes

- a) All applicants will be considered at the same time and after the closing date for admissions which is 15th March.
- b) A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, child arrangements or special guardianship order.
- c) For a child to be considered as a Roman Catholic evidence of such Baptism will be required.
- d) Clarification of Christian denominations recognised by the Catholic Church will be sought if necessary.
- e) If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to flats) to the main entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. If the distance is the same for two or more applicants where this would be last place/s to be allocated, a random lottery will be carried out in a public place.
- f) Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.
- g) Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

- h) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn Term.
- i) For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. Direct application to the school can now be made under this heading. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- j) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on all parties.
- k) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

St James' CE Junior School, Whitehaven

Wellington Row Whitehaven Cumbria CA28 7HG t: 01946 695311 e: admin@stjamesjun.cumbria.sch.uk w: www.stjames-jun.cumbria.sch.uk Head: Mr A Beattie Voluntary Controlled Church of England School	Age range: 7-11 DfE number: 3211 Published Admission Number: 48 Number of 1st preferences 2016: 36 Number of 2nd preferences 2016: 8 Number of 3rd preferences 2016: 3 Offers made on National Offer Day 2016: 38 Number on roll (Jan 2016): 178
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This school may have a supplementary form or may require documentary evidence - please see page 9 for further information. This is a Voluntary Controlled School so the LA's admissions policy applies, see pages 15 and 16.

St James' CE Junior School, Barrow

Blake Street Barrow-in-Furness Cumbria LA14 1NY t: 01229 833610 e: office@stjamesjun-bif.cumbria.sch.uk w: www.stjamesjun-bif.cumbria.sch.uk Head: Miss A Rawlinson Voluntary Aided Church of England School	Age range: 7-11 DfE number: 3601 Published Admission Number: 60 Number of 1st preferences 2016: 39 Number of 2nd preferences 2016: 7 Number of 3rd preferences 2016: 5 Offers made on National Offer Day 2016: 38 Number on roll (Jan 2016): 140
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This school may have a supplementary form or may require documentary evidence - please see page 9 for further information.

All children will be admitted unless there are more applicants than places in which case the Governors will make allocations using the following criteria. These are listed in order of priority.

1. Children who are in Public Care. A child in public care is defined as a child who is looked after by the Local Authority within the meaning of section 22 of the Children's Act 1989. This also extends to previously looked after children and children who have been adopted or have been subject to a child arrangements order.
2. Children who have physical and/or medical needs who would be disadvantaged by travelling to another school. Written evidence from an appropriate professional would be required for the Governors to consider admission in this category (a letter from a doctor or social worker). *Decisions will be based on the evidence provided.*
3. Children living within the catchment area having a brother or sister attending our school at the time of their admission giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address including step, adopted and foster children.

4. Children living within the catchment area having a brother or sister attending Brisbane Park Infant School/Hindpool Nursery School at the time of their admission giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address including step, adopted and foster children.
5. Children living within the catchment area who with a parent attend at least twice a month, a church in membership of Churches Together in Britain or the Evangelical Alliance. Attendance may be at more than one church but should be for at least two years prior to the application date.
6. Children living within the catchment area who with a parent worship in a non-Christian faith which is in membership of the U.K. Interfaith Network. The Governors will seek confirmation that the parent meets the normal religious obligations of the faith.
7. Children living within the catchment area.
8. Children living outside the catchment area having brothers and sisters attending our School at the time of their admission giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address including step, adopted and foster children.
9. Children living outside the catchment area having a brother or sister attending Brisbane Park Infant School/Hindpool Nursery School at the time of their admission giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address including step, adopted and foster children.
10. Children living outside the catchment area who with a parent attend on a regular basis i.e. at least twice a month, a church in membership of Churches Together in Britain or the Evangelical Alliance. Attendance may be at more than one church but should be for at least two years prior to the application date.
11. Children living outside the catchment area who with a parent worship in a non-Christian faith which is in membership of the U.K. Interfaith Network. The Governors will seek confirmation that the parent meets the normal religious obligations of the faith.
12. Children living outside the catchment area.

This criteria outlined above will be strictly followed there being one exception. If a child has a statement of Special Educational Needs (Education, Health and Care Plan) naming St James' Church of England Junior School then irrespective of the criteria the child will be admitted in these circumstances the Governors have a statutory duty to admit the child concerned.

Tie Break

In some categories, where there are more applicants than places available, age will act as a determining factor but unless specified it will be distance. The distance is measured from the child's home front door to the main entrance door of the school. The distance is determined by the shortest walking route by road. The Governors will use the Local Authority School Admissions Department measuring system to ensure consistency of measurement. The closest addresses will have priority.

St Paul's CE Junior School

Hawcoat Lane Barrow-in-Furness Cumbria LA14 4HF t: 01229 822211 e: admin@st-pauls.cumbria.sch.uk w: www.st-pauls.cumbria.sch.uk Head: Mrs R Webster Voluntary Aided Church of England School	Age range: 7-11 DfE number: 5204 Published Admission Number: 35 Number of 1st preferences 2016: 28 Number of 2nd preferences 2016: 34 Number of 3rd preferences 2016: 7 Offers made on National Offer Day 2016: 31 Number on roll (Jan 2016): 101
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This school may have a supplementary form or may require documentary evidence - please see page 9 for further information.

September 2017 Admissions Policy

All children will be admitted unless there are more applicants than places in which case the Governors will make allocations using the following criteria. These are listed in order of priority.

1. Children were looked after and who were previously looked after, i.e. in public care giving priority, if necessary, to the youngest child(ren). 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's 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 public care.
2. Children who have physical and/or medical needs who would be disadvantaged by travelling to another school. Written evidence from an appropriate professional (eg a letter from a doctor or a social worker) would be required for the Governors to consider admission in this category.
3. Children living within the parish of St Paul's Church having a brother or sister attending our school at the time of their admission giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address including step, adopted and foster children.
4. Children living within the parish of St Paul's Church who with a parent attend at least twice a month, a church in membership of Churches Together in Britain or the Evangelical Alliance. Attendance may be at more than one church but should be for at least two years prior to the application date.
5. Children living within the parish of St Paul's Church.
6. Children living outside the parish of St Paul's Church having brothers and sisters attending our school at the time of their admission giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address including step, adopted and foster children.
7. Children living outside the parish of St Paul's Church who with a parent attend on a regular basis, i.e. at least twice a month, a church in membership of Churches Together in Britain or the Evangelical Alliance. Attendance may be at more than one church but should be for at least two years prior to the application date.
8. Where applicants do not fall into any of the above categories.

A map of the area covered by the parish of St Paul's Church is available in school or on www.achurchnearyou.com/parishfinder.

The criteria outlined above will be strictly followed there being one exception. If a child has a statement of Special Educational Needs now known as an Education Health care Plan (EHCP) naming St Paul's Church of England Aided Junior School then irrespective of the criteria the child will be admitted as in these circumstances the Governors have a statutory duty to admit the child concerned.

Tie Break.

In sibling categories, where there are more applicants than places available, age will act as a determining factor but unless specified it will be distance. The distance is measured from the child's home front door to the main entrance door of the school. The distance is determined by the shortest walking route by road. The governors will use the local authority measuring system to ensure consistency of measurement. The closest addresses will have priority.

Thomlinson Junior School

<p>The Goose Market High Street Wigton Cumbria CA7 9PG t: 016973 42432 e: office@thomlinson.cumbria.sch.uk w: www.thomlinson.cumbria.sch.uk Acting Head: Ms B Fryth Community School</p>	<p>Age range: 7-11 DfE number: 2069 Published Admission Number: 60 Number of 1st preferences 2016: 58 Number of 2nd preferences 2016: 0 Number of 3rd preferences 2016: 0 Offers made on National Offer Day 2016: 58 Number on roll (Jan 2016): 212</p>
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This is a Community School so the LA's admissions policy applies, see pages 15–16.

Victoria Academy

Devonshire Road Barrow-in-Furness Cumbria LA14 5NE t: 01229 870812 e: admin@victoriaacademy.org.uk w: www.victoriaacademy.org.uk Head: Ms C Vernon Academy	Age range: 7-11 DfE number: 2507 Published Admission Number: 62 Number of 1st preferences 2016: 54 Number of 2nd preferences 2016: 24 Number of 3rd preferences 2016: 5 Offers made on National Offer Day 2016: 54 Number on roll (Jan 2016): 211
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The 2017/18 admission arrangements for this school were not received by the Local Authority in time for inclusion in this booklet. Please contact the school directly in order to obtain a copy or for any queries regarding the school's oversubscription criteria.

Victoria Junior School

Victoria Road Workington Cumbria CA14 2RE t: 01900 606053 e: admin@victoriajunior.cumbria.sch.uk w: www.victoriajunior.cumbria.sch.uk Executive Head: Mrs P Robertson Community School	Age range: 7-11 DfE number: 2146 Published Admission Number: 90 Number of 1st preferences 2016: 32 Number of 2nd preferences 2016: 14 Number of 3rd preferences 2016: 5 Offers made on National Offer Day 2016: 36 Number on roll (Jan 2016): 268
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This is a Community School so the LA's admissions policy applies, see page 14–15.

Further help and advice

Help with Statements of Special Educational Need or Education, Health and Care Plan (EHCP)

If your child has a Statement of Special Educational Need/ EHCP, you should complete the application form [SA2] in the usual way.

Most children with a statement /EHCP can, with appropriate support, have their needs met in any local school.

Occasionally, a child's needs are such that they can only be met at a particular school. This may, for example, be a school which has been adapted to cater for children with mobility problems. In these circumstances it is the Local Authority's responsibility to offer your child a place in a school that is best able to meet their needs. This school will be named in your child's statement/EHCP and your child would be given priority when allocating places.

If you need further information about the school named in your child's statement/EHCP you can contact the Special Educational Needs and Disability Team on one of the following numbers:

Allerdale & Copeland	01946 506211
Carlisle & Eden	01228 226843
Barrow & South Lakeland	01229 407403 or 01539 713471

Cumbria Information, Advice and Support Service (formerly known as Parent Partnership Service)

Cumbria Information, Advice & Support Service (which was formerly known as the Parent Partnership Service) offers up to date information, impartial advice and practical support to parents/carers of children with special educational needs or severe medical conditions (disabilities), which affect the way their child can access education. For further information please visit cumbria.gov.uk/childrensservices/schoolsandlearning/ils/parentpartnership/ or call:

- Allerdale **07795 110940**
- Copeland **01946 506416**
- Carlisle & Eden **07827 308469** or **07769 935446**
- Furness & South Lakeland **01229 407559**
or **01229 407439**

Free school meals and school uniform grants

If you have previously received a school clothing grant and continue to be on benefits, your child's free school meals will continue also once they go into year 3. If your child is going into year 3 and you have not previously applied for free school meals or a school uniform grant, you can apply at any time so long as you are in receipt of one or more of the following qualifying benefits:

- Income Support (IS);
- Income Based Jobseekers Allowance (Not contribution based);
- An income-related Employment and Support Allowance (Not contribution related);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income (as assessed by Her Majesty's Revenue and Customs) that as of April 2012 does not exceed £16,190. Note: From 1st May 2009 where you are entitled to Working Tax Credit during the four-week period immediately after your employment ceases, or after you start to work less than 16 hours per week, your children are entitled to Free School Meals, this may be extended.
- The Guarantee element of State Pension Credit;
- Universal credit.

To complete an online application form, or to find out more information, please go to <http://www.cumbria.gov.uk/childrensservices/schoolsandlearning/fsm.asp> or contact **01228 221133**.

Home to school transport – 2017/2018

Local authorities must provide free home to school transport for pupils of compulsory school age who attend the nearest qualifying school (In Cumbria – this means the “catchment” or nearest qualifying school) and meet the following requirements:

- Live beyond the statutory walking distance;
- Where the pupil has mobility problems and is unable to walk to and from school;
- Where the pupil, accompanied as necessary, cannot be expected to walk because of the nature of the route;
- For some pupils from low income families (defined as those families whose children are in receipt of free school meals or the parents/carers are on the maximum level of Working Tax Credit).

The statutory walking distance is defined as two miles for a child under the age of eight years and three miles for children aged eight and over. This distance is measured along the shortest available route along which a child, accompanied by an adult if necessary, may walk in reasonable safety.

The legislation also requires local authorities to have regard to any wish of a parent/carer to have their child educated at a particular school where that wish is based on the parent's/carer's religion or belief. (Paragraph moved)

For those families whose children are of compulsory school age and are in receipt of free school meals or the parents/carers are on the maximum level of Working Tax Credit, free home to school transport must be provided as follows:

- For primary age pupils aged between eight and ten years – they are eligible for free transport to enable them to attend the nearest qualifying school where this is more than two miles from their home.
- Secondary age pupils aged eleven to sixteen are eligible for free transport as follows:
 - to one from the three nearest schools all of which must be more than 2 miles but not more than 6 miles from their home
 - are attending their nearest faith school preferred by parents on the basis of religion and which is greater than 2 miles but not more than 15 miles from their home.

Unless any of the above conditions applies you should not expect to receive home to school transport for your child.

If you wish to apply for home to school transport visit Cumbria County Council's website **cumbria.gov.uk/schooltransport** and apply online or download an application form.

You can also contact the School Transport Team to request an application form by calling **0333 240 6965** or by sending an email to **school.transport@cumbria.gov.uk**

Cumbria County Council operates an appeals process for all parents/carers who are refused home to school transport for their child. Further information about this appeals process is available on the Cumbria County Council's website.

Admission appeals

Who has the right of appeal?

Parents who are not offered a place at their preferred school or schools are given the right of appeal to a school admission appeals panel. The panel is completely independent of the Local Authority and the school who have no say over the panel's decisions. If this happens to you, we will send you a letter that will give you further information and will explain what to do next, including the deadline for appealing (if you want your appeal to be heard along with all of the other appeals for that school) and who to contact.

Who is responsible for setting up appeals?

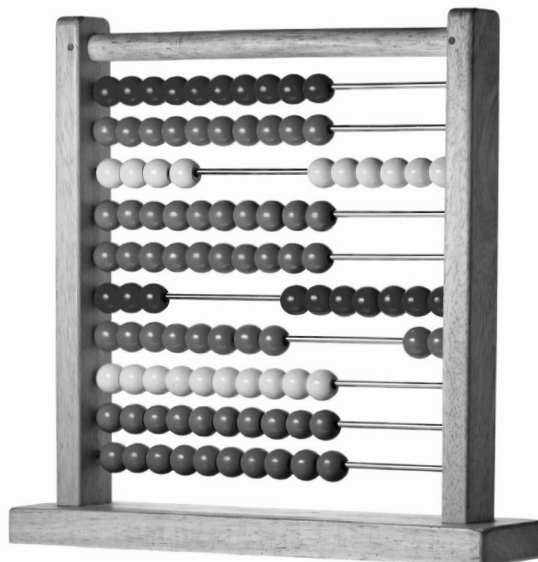
Individual admission authorities are responsible for making arrangements for admission appeals. For community and voluntary controlled schools, this is the Local Authority. For foundation and voluntary aided schools, free schools and academies, it is the responsibility of the governing body or academy trust. Appeals must be arranged in line with statutory requirements. In all cases the appeals panel is completely independent of the admissions authorities who have no say over the panel's decisions.

When will my appeal be heard?

Admission authorities must give anyone who wants to appeal at least 20 school days from the date of the notification that their application was unsuccessful to submit their appeal. Appeals against decisions made in the 'normal admissions round' must then be heard within 40 school days of the deadline for submitting appeals. For applications that were made by the closing date, admission authorities will usually try to ensure that the relevant independent appeals panel considers the appeal before the end of the summer term, but there are sometimes exceptions to this. Admission authorities are required to publish their appeals timetables on their websites by 28 February each year.

Who sits on an appeals panel?

Independent admission appeal panel members are trained volunteers who are completely independent of the admission authority. The admission authority has no say over their decisions. At least one of the three panel members will have a background in education. They have the services of a clerk, who provides legal advice and takes notes at the hearing. Parents can choose to attend the hearing, or have the hearing heard in their absence if, for any reason they are unable to attend.



What happens at an appeal?

At the appeal hearing, the panel will hear information from the admission authority about why the application was refused – and then need to make a decision as to whether or not the admissions arrangements were legal and correctly applied and whether or not the school would be ‘prejudiced’ (ie disadvantaged) by the admission of another child.

If the panel does decide that the arrangements were legal and applied correctly, and that the school would be prejudiced by the admission of another child, they then hear the case of the parents. They will ask questions of the parents to try to get all the information they need to make a decision as to who would suffer the greater prejudice – the school if the child were admitted, or the child and family if they were not. This is a balancing exercise – the panels look at a wide range of factors when making their decision. If they find that the disadvantage to the child and family would be greater than that of the school, then the appeal will be successful and the child will be admitted. The admission authority has no say over the panel’s decisions.

How can I challenge, or complain about, an appeals panel’s decision?

A decision of an appeal panel is binding on both the parents and the admission authority. If either side is unhappy with the decision of the panel and wants it overturned they can make an application to the High Court to judicially review the decision. The High Court will only consider such an application if the decision of the panel discloses an error of law.

If a parent is unhappy with the decision of an appeal panel, they may also complain the Local Government Ombudsman (LGO) in respect of community, voluntary controlled, foundation or voluntary aided schools. The LGO has the power to investigate alleged or apparent maladministration in connection with an appeal and can make recommendations to the local authority, including that the appeal is reheard.

In respect of academies and free schools parents can complain to the Education Funding Agency (EFA), instead of the LGO. If a school converts to an academy during the appeals process, the LGO is still able to investigate the complaint.

Where can I find out more information?

More information about appeals will be made available if you are not offered a place at your preferred schools. You can also find information about school admission appeals on gov.uk/schools-admissions/appealing-a-schools-decision or by following the link to appeals information on **cumbria.gov.uk/schooladmissions** or by contacting the School Admissions and Appeals Team.



Useful contact details

School Admissions and Appeals Team

Phone	01228 221582
Email	school.admissions@cumbria.gov.uk
Address	School Admissions and Appeals Children and Families Services Cumbria County Council Lonsdale Building The Courts English Street Carlisle CA3 8NA
Website	cumbria.gov.uk/schooladmissions



How do I find out where the specialist services are based?

There are specialist services available to help you and your child. If you wish to find out where in your area the specialist services are based, you should contact your local Children and Families Services office, details of which are given on the Children and Families Services website.

Local Authorities neighbouring Cumbria

Families living close to the Cumbrian border may wish to find out about schools in the area of their neighbouring LA. The addresses are:

Durham County Council County Hall Durham DH1 5UJ Tel: 03000 260000	Lancashire County Council PO Box 78 County Hall Fishergate Lancaster PR1 8XJ Tel: 01524 581200
Northumberland County Council County Hall Morpeth Northumberland NE61 2EF Tel: 01670 624889	North Yorkshire County Council Jesmond House 31-33 Victoria Avenue Harrogate HG1 4QE Tel: 01609 533679

Useful websites

- Department for Education
- Advice on Special Educational Needs
- OFSTED inspection reports
- ACE Education Advice and Training
- Information on school performance
- Cumbria Children and Families Services
- More information about school admissions and appeals can be found at:
 - Homepage **cumbria.gov.uk/childrensservices**
 - Admissions **cumbria.gov.uk/schooladmissions**

gov.uk
gov.uk
ofsted.gov.uk
ace-ed.org.uk
education.gov.uk/schools/performance
cumbria.gov.uk/childrensservices
direct.gov.uk

Data Protection

As the Data Controller, Cumbria County Council processes personal data in accordance with the Data Protection Act 1998.

The information you provide on your preference form will be used by the Children and Families Services Directorate and Governing Bodies of own admission authority schools. Where required they will apply the information to their published admission policies in order to allocate school places for children.

Where there is a need to co-ordinate admission arrangements with neighbouring local authorities, pupil data may also be shared to ensure the efficient allocation of places.

Information about your child may also be shared with Members of Parliament or Councillors, if you have asked them to act on your behalf.

If you require this document in another format (e.g. CD, audio cassette, Braille or large type) or in another language, please telephone 01228 221582.

আপনি যদি এই তথ্য আপনার নিজের ভাষায় পেতে চান তাহলে অনুগ্রহ করে **01228 221582** নম্বরে টেলিফোন করুন।

如果您希望通过母语了解此信息，
请致电 **01228 221582**

Jeigu norėtumėte gauti šią informaciją savo kalba, skambinkite telefonu 01228 221582

W celu uzyskania informacji w Państwa języku proszę zatelefonować pod numer 01228 221582

Se quiser aceder a esta informação na sua língua, telefone para o 01228 221582

Bu bilgiyi kendi dilinizde görmek istiyorsanız lütfen 01228 221582 numaralı telefonu arayınız



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