

# Co-ordinated Admission Scheme for all Maintained Schools and Academies in the Area of Cumbria County Council 2023–2024

**Note: the list of schools may need to be revised to provide for the conversion of some schools to academies or to take account of other school organisational changes.**

For the purposes of this document 'school' refers to maintained schools and academies unless otherwise indicated.

## 1. Introduction

(1) In line with the requirements of the 1998 School Standards and Framework Act (as amended) this scheme has been drawn up by Cumbria County Council to co-ordinate admissions to all maintained schools and academies in Cumbria, except for entry to Year 12 and for entry to special and nursery schools, regardless of whether the Local Authority (LA), the governing body or the academy trust is the admission authority.

(2) The scheme's purpose is to ensure that, as far as reasonably practicable:

i) Every parent or carer living in Cumbria who has applied for a place for their child for entry in September 2023 to Reception in an infant or primary school, Year 3 in junior school or to Year 7 at a secondary school in the normal admissions round, receives only one offer of a school place for each child on:

- (a) 1 March (or the next working day) for transferring to Year 7 at a secondary school;
- (b) 16 April (or the next working day) for starting infant or primary school (Reception year group);
- (c) 16 April (or the next working day) for transferring to Year 3 at a junior school.

**16 April 2023 will be a Sunday; offers of Reception and Year 3 places for September 2023 will therefore be made on Monday 17 April 2023 (the next working day after 16 April 2023).**

**NOTE:** The School Admissions Code 2021 states that for secondary school applications, all offers must be made on the same secondary National Offer Day ie. 1 March or the next working day. For primary school applications, all offers must be made on the same primary National Offer Day ie. 16 April or the next working day.

ii) Every parent or carer living in Cumbria who applies for a school place at a school at any other time, except for admission to Year 12 and for entry to special and nursery schools receives only one offer of a place for each child on the following basis:

- (a) Applications received after the first day of the school term of the admissions year, and at any other time for entry to the normal year of entry, will be treated as 'in year' admissions.

**NOTE:** The management of school applications may be severely delayed where separated parents or carers of the child each submit a separate application for

different schools. The School Admissions Code 2021 states that only one offer per child is 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. It is not appropriate for the LA to become involved in private disputes.

The LA does recognise that there may be exceptional situations where parents or carers cannot ultimately reach an agreement between themselves and it is, therefore, necessary for the LA to take a decision. Where this is the case the LA will, if appropriate, advise parents to seek independent legal advice. The LA will also try to establish the child's permanent address and prioritise the application made by the parent or carer living at this address in accordance with the published admission arrangements. In most circumstances this will be the application submitted by the parent or carer who is in receipt of the child benefit for the child to whom the application relates.

There may be some circumstances where the LA will suggest that parents or carers seek independent legal advice and ask that they provide copies of any relevant court order relating to child arrangements.

- (3) The scheme does not apply to those places set aside for boarders.
- (4) The scheme will be implemented in line with the timetables set out in Appendix 1 and 2.
- (5) Appendix 3 and 4 list the admission authorities to which the scheme applies.

## **2. The Common Application Forms**

- (1) There will be three standard forms known as the Common Application Forms. In line with county council policy, online applications are encouraged and references to the various forms below include those available online. Hard copies are also available. The forms are as follows:

SA1 – Admission to Infant or Primary School – September 2023

SA2 – Transfer to Junior School – September 2023

SA3 – Transfer to Secondary School – September 2023

- (2) The forms will be used for the purpose of admitting pupils into the Reception Year for infant and primary, Year 3 for junior and Year 7 for secondary intake groups in September 2023. They will:
  - invite parents or carers to express three preferences for schools in rank order of preference including, where relevant, any schools outside the LA's area;
  - explain that parents or carers are entitled to give their reasons for their preferences; and
  - specify the closing date and to whom the form must be returned.
- (3) The LA will ensure that the SA1, SA2, and SA3 are available online and from the LA. They will be available online from 6 September 2022. Parents and/or carers of children in their last year at an infant school will receive information about how to apply for a junior school place from the infant school. Those with a child in the last year of a primary or junior school will receive information about how to apply for a

secondary school place from their current primary or junior school. Information about schools together with an application form will be made available on the Cumbria County Council website.

- (4) The governing body of a voluntary aided, foundation, free school or an academy trust can require parents or carers who wish to express a preference for their school on the common application form, to provide additional information on a supplementary form, or by way of supporting evidence only where the information is required for the governing body or academy trust to apply their oversubscription criteria. Where a supplementary form or supporting evidence is required it must be returned to the school where entry is sought.
- (5) A supplementary form **will not** be regarded as a valid application unless the parent and/or carer has also completed a common application form and the school has been given as one of their preferences.
- (6) Where common application forms are sent directly to voluntary aided, foundation, free schools or academies, they must be passed to the LA within five school days.

### 3. The Closing Date for Application Forms [SA1, SA2 and SA3]

- (1) Completed forms must be returned as follows:

SA3 – by 31 October 2022 online, to the child’s current junior or primary school or directly to the School Admissions and Appeals Team;

SA1 – by 15 January 2023 online, to the parent or carer’s preferred school or directly to the School Admissions and Appeals Team (note 15 January 2023 is a Sunday); and

SA2 – by 15 January 2023 online, to the child’s current infant school or directly to the School Admissions and Appeals Team (note 15 January 2023 is a Sunday).

Parents or carers who are resident in Cumbria and whose children do not attend a school in Cumbria, or any parent or carer preferring to return their form direct to the LA, should return the form to the School Admissions and Appeals Team. The same closing dates apply.

Parents or carers who are resident in Cumbria and who wish to apply for a school place at a maintained school or academy outside of Cumbria should still complete one of the above forms and make an application via Cumbria. Their application should be submitted to the School Admissions and Appeals Team in Cumbria by the closing dates, as set out above.

- (2) Where a preference has been expressed for a voluntary aided, foundation, free school or an academy requiring a supplementary form or supporting evidence, this should be returned directly to that school by the above closing dates.
- (3) All schools must forward completed application forms to the LA on a weekly basis as and when they are received. The final deadlines for the forms to be sent by first class post are:

SA3 – 4 November 2022

SA1 – 21 January 2023

SA2 – 21 January 2023

- (4) In relation to all schools, preferences which are submitted or changed after the closing date will only be considered in exceptional circumstances.
- (5) Even if there are exceptional circumstances, it will not be possible to consider applications received or changed after:

6 January 2023 for Transfer to Secondary - Year 7 [SA3]

10 February 2023 for Starting Infant or Primary - Reception [SA1]

10 February 2023 for Transfer to Junior - Year 3 [SA2]

until after the allocation of places has been made for all those parents or carers who applied on time.

#### 4. Completing the SA1, SA2 and SA3 Application Forms

- (1) If a parent or carer completes the application form in such a way that the ranking of two or more preferences is not clear, the distance between home and school, 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 Geographical Information System (GIS) mapping system, will be used to rank the preferences concerned. The nearest school will be regarded as the highest preference.
- (2) If more than one form is received, and any earlier applications have not been withdrawn in writing, the most recently dated application form [submitted by the relevant closing date] will be used. If forms are not dated or are dated on the same day, those schools where the order of preferences is not clear will be ranked as in 4(1) above. See also, section 1(2)(ii) relating to parental disputes.

#### 5. Testing of Ability or Aptitude

- (1) Where a selection test of any kind, i.e. for ability or aptitude, is part of the school's admission arrangements, the admission authority for the school must make it clear to parents or carers that, whilst they can be tested, they are still required to express a preference for that school on the appropriate form SA1, SA2 or SA3 otherwise they **will not** have applied for a school place.

#### 6. Determining Offers in Response to the Common Application Forms [i.e. SA1, SA2 and SA3]

- (1) All preferences will be considered equally. This is known as an **equal preference scheme**. It means that a child will be considered for a place at each school named on the application form irrespective of whether the school was given as the 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> preference on the application. Where a child is eligible for a place at more than one of the preferred schools given on the original application form, a place at the school given as the highest preference will be offered on national offer day.
- (2) The LA will only make any decision with respect to the offer or refusal of a place in response to any preferences expressed on the application forms where:
  - it is acting in its separate capacity as an admission authority, or

- an applicant is eligible for a place at more than one school [see 6(1) above]; or
- an applicant is not eligible for a place at any school for which they have expressed a preference. A place would only be offered at a voluntary aided, foundation, free school or an academy if its admission number had not been reached in offering places to those parents and/or carers who submitted a timely application and gave the school as one of their three preferences.

## 7. Parents and Carers Applying for a Place at a School Outside of Cumbria

- (1) Parents or carers may express a preference for school[s] in another LA area.
- (2) If a pupil would be eligible for a place at a school in Cumbria and a neighbouring Authority has also indicated that a place can be offered at one of its schools, the parents and/or carers will be offered the place at the school which was ranked as their highest preference.

## 8. Processing Parental Preferences

The following timetable sets out the final deadline dates that will be applied to the processing of parent or carer preferences received by the relevant closing date (31 October 2022 for secondary schools [SA3] and 15 January 2023 for infant, primary [SA1] and junior schools [SA2]):

|   | <b>Secondary<br/>[SA3]</b> | <b>Reception<br/>[SA1]</b> | <b>Junior<br/>[SA2]</b> |
|---|----------------------------|----------------------------|-------------------------|
| LA notification to other LAs of preferences expressed for schools in their area.  | 18.11.22                   | 26.01.23                   | 26.01.23                |
| LA notification to voluntary aided, foundation, free schools and academies of all first, second and third preference applications received [see note]. Details of number of applications received to community and voluntary controlled schools.  | 25.11.22                   | 27.01.23                   | 27.01.23                |
| Final date for governing bodies of voluntary aided, foundation and free schools and academy trusts to consider all applications, apply the school's oversubscription criteria and provide the LA with a list showing which category in their admissions policy each applicant falls into. | 9.12.22                    | 10.02.23                   | 10.02.23                |
|   | <b>Secondary<br/>[SA3]</b> | <b>Reception<br/>[SA1]</b> | <b>Junior<br/>[SA2]</b> |
| <b>Ranking of applicants in the category in which the cut-off point falls must also be shown.</b><br><br>Note: Any school having difficulties meeting this deadline must agree an alternative one with the School Admissions and Appeals Team.  | 9.12.22                    | 10.02.23                   | 10.02.23                |

|  |                           |                            |                            |
|--|---------------------------|----------------------------|----------------------------|
| Liaison period for the LA and voluntary aided, foundation, free schools and academies to finalise allocations. Lists for oversubscribed schools will be compared. Where a place can be offered at more than one school, the LA will identify the highest preference school that can be offered. This will become the 'provisional allocation'.   | 9.12.22<br>to<br>20.01.23 | 13.02.23<br>to<br>03.03.23 | 13.02.23<br>to<br>03.03.23 |
| <b>Finalise Allocations</b>  |                           |                            |                            |
| Other LAs notified of places in schools in Cumbria to be offered to their residents.   | 10.02.23                  | 17.03.23                   | 17.03.23                   |
| Notification to all maintained schools and academies of number of pupils to be offered a place. NB: This is confidential information and must <b>not</b> be passed on to parents or carers. The information is provisional and may, if necessary, change prior to the relevant National Offer Day.   | 21.02.23                  | 31.03.23                   | 31.03.23                   |
| LA notification to parents or carers informing them of the outcome of their application [Offer Days].  | 01.03.23                  | 17.04.23                   | 17.04.23                   |
| <p><b>Note</b></p> <p>The LA will notify voluntary aided, foundation, free schools and academies of all first, second and third preference applications which have been received for their school. In line with legislation, where these preferences are passed on, the order of parents or carers' preferences <u>will not</u> be made known to schools.</p> <p>Community and voluntary controlled schools will be informed how many first preference applications have been received.</p> <p>This information is <b>for school use only</b> to enable the admission authority to apply the schools oversubscription criteria in order to provide a full ranking list to the LA by the required deadline. The information should not be used for any other purpose.</p> |                           |                            |                            |

- During the liaison period with voluntary aided, foundation, free schools and academies, the LA will adjust the pupil lists to remove children who can be offered a higher preference school.
- Voluntary aided, foundation, free schools and academies will have provided a full ranking list to the LA by the specified deadline (9 December 2022 for secondary schools and 10 February 2023 for infant, primary and junior schools). However, during the liaison period, the LA may need to discuss changes to the allocation lists with voluntary aided, foundation free schools and academies and some further ranking may be required. Where this is the case, an appropriate deadline for the submission of revised information, to the LA, will be agreed with the individual school.

## 9. 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 oversubscription criteria set out in the General Admission Policy 2023-24. For any criteria that gives priority to those living closest to the school, distance measurements will be undertaken using the LAs computerised Geographical Information System (GIS). This measurement will be a straight-line measurement between the centre of the pupil's home address and a common point on the school site as determined by the LA.

## **(2) Shortest Walking Route by Road**

Where a place cannot be offered at any of the parents or carers' preferred schools, the LA will allocate a place at the nearest school in Cumbria to the home address with a place available after all timely applications have been processed. In these circumstances, the distance will be measured by the 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.

## **10. Where a Place is Not Available at the Parents or Carers' Preferred Schools**

- (1)** Where a child is not eligible for a place at any of their parents or carers' preferred schools, they will be allocated a place at the nearest school in Cumbria to the home address with a place available after all timely applications have been processed, measured by the shortest walking route by road (9(2) refers) using the LA's GIS mapping system. Unless a parent or carer has specifically stated that they would not accept a place at a Catholic school, a place at a Catholic school would be offered where this is the nearest appropriate school.
- (2)** If only one school is named on the application form and it is not possible to allocate a place at that school, the child will not automatically be considered for any other schools in the local area, eg. the catchment area school; this is because the schools were not named on the application form. In these circumstances a place will be allocated at the nearest school in Cumbria with a place available after all timely applications have been processed, measured by the shortest walking route by road (9(2) refers) using the LA's GIS mapping system.
- (3)** If a school is identified as the alternative school for more pupils than there are places available, the General Admission Policy 2023-24 or the school's oversubscription criteria will determine priority for a place.

## **11. Informing Parents and Carers of the Outcome of Their Application**

- (1)** The LA will inform all parents or carers of the outcome of their application as follows:

### Online applications

Parents or carers who have made their application online will receive an email on the following dates, or on the first working day thereafter:

|                                   |   |               |
|-----------------------------------|---|---------------|
| Year 7 Places [Secondary]         | - | 1 March 2023  |
| Reception Places [Infant/Primary] | - | 17 April 2023 |
| Year 3 Places [Junior]            | - | 17 April 2023 |

### Paper applications

Parents or carers who have made paper applications will receive a letter. Letters will be sent by post or e-mail on the dates above, or on the first working day thereafter.

All parents or carers who have been refused a place at their preferred school(s) will also receive a letter. This will be as well as the e-mail notification that will be issued if the application was made online.

The letters will give the following information:

- the name of the school at which a place has been offered;
- in relation to voluntary aided, foundation, free schools and academies, that the offer is made on behalf of the governing body or the academy trust;
- the reasons why the child has not been offered a place at the other schools which were given as a preference (if relevant);
- contact details for the LA where a place has not been offered;
- information about the statutory right of appeal against the decision to refuse a place at any school given as a higher preference;
- confirmation that the right of appeal is in relation to any school given as a preference and where a place has not been allocated; and
- confirmation that in the re-allocation process, parents or carers will be considered for any places that might become available in schools they ranked higher than the school they have been offered, and what to do if they wish to be considered for any vacancies beyond that point.

(2) Parents or carers who **don't wish** to take up the place offered because they have made alternative arrangements will be asked to do so by the following dates:

|                                   |               |
|-----------------------------------|---------------|
| Year 7 Places [Secondary]         | 15 March 2023 |
| Reception Places [Infant/Primary] | 3 May 2023    |
| Year 3 Places [Junior]            | 3 May 2023    |

If parents or carers do not respond by this date it will be deemed that they have accepted the place.

## 12. Re-allocating Places which are not Taken Up or Subsequently Become Vacant

(1) The LA will re-allocate any places which have become vacant since allocation letters were sent out. This will take place on or around:

|                                   |               |
|-----------------------------------|---------------|
| Year 7 Places [Secondary]         | 23 March 2023 |
| Reception Places [Infant/Primary] | 11 May 2023   |
| Year 3 Places [Junior]            | 11 May 2023   |

(2) Consideration will be given to all outstanding applicants, including any late applications.



- (3) Places will be re-allocated by applying the school's oversubscription criteria (for community and voluntary controlled schools the LA oversubscription criteria will apply). Where the information is not already held, the LA will liaise with voluntary aided, foundation, free schools and academies regarding the ranking of outstanding applicants.
- (4) During the course of the year, as vacancies arise, the LA will re-allocate the places to those applicants on the waiting list of community and voluntary controlled schools in accordance with its oversubscription criteria.

### **13. Late Applications Submitted After the Main Intake Closing Dates**

- (1) Applications received by the LA after the main admissions round closing dates and where there are no exceptional circumstances, or after the dates specified at 3(5) even if there are exceptional circumstances, will only be considered **after** the allocation decisions have been made in paragraph 8.
- (2) Where it is not possible to offer a place on the Offer Days [paragraph 8] a place will be offered as soon as possible thereafter however, this may not be until re-allocation day. For any school that is oversubscribed, late applicants will not be notified of the outcome of their application until after re-allocation day (see 12(1)).

### **14. Waiting Lists**

- (1) 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.
- (2) Waiting lists for schools will be kept by the relevant admission authority until 31 December 2023 as a minimum.

### **15. Applications Received After the First Day of the School Year and Other In-Year Requests for Admission**

- (1) Applications received after the first day of the school term of the admissions year, and at any time for entry other than to the normal year of entry, will be treated as in-year admissions. These applications should be made on Form SA8.
- (2) Once any places have been re-allocated on the specified dates, and until 31 August 2023, any applications for entry in September 2023 to Reception in an infant or primary school, Year 3 in a junior school or Year 7 in a secondary school will continue to be treated as main intake applications for the normal admissions round.
- (3) Forms SA1, SA2 and SA3 will be used for this purpose up until the first day of the school term of the normal admissions year. From re-allocation day up until the first day of the school term of the normal admissions year, the LA will continue to process all main intake applications. The LA will liaise with voluntary aided, foundation, free schools and academies regarding the allocation of places for the normal year of entry. The LA, as the admissions authority, will continue to process applications for community and voluntary controlled schools for the normal year of entry.
- (4) For community and voluntary controlled schools which have been oversubscribed, the LA will continue to re-allocate places up to the end of the autumn term in line with its published admission arrangements. Therefore, if parents contact schools to request a September 2023 Reception, Year 3 or Year 7 school place, the school should refer the parent to the LA.

- (5) Community and voluntary controlled schools that are not oversubscribed may advise parents about the availability of places in the normal year of entry or in any other year group at the school. However, if parents wish to make an application for a place, they should be directed to the LA. All applications for in-year admission to a community or voluntary controlled school must be made using a Form SA8 that will be processed by the LA.
- (6) The LA is responsible for processing all in-year applications for all community and voluntary controlled schools; Appendix 3 lists the community and voluntary controlled schools for which the LA is admissions authority. If a parent contacts the school requesting admission, the parent should be referred to the School Admissions and Appeals Team in order that Form SA8 can be completed by the parent.
- (7) The LA is also responsible for processing all in-year applications for the own admission authority schools listed at Appendix 4.
- (8) For the schools listed at Appendix 5, if any parent approaches a voluntary aided, foundation, free school or academy directly about an in-year admission, the governing body or academy trust should offer a place where possible and notify the LA. Where a place cannot be offered, the governing body or academy trust **must** offer the right of appeal, and advise the parent to contact the LA School Admissions and Appeals Team in order that a Form SA8 can be completed.

Own admission authority schools **must** notify the LA of both the application and its outcome to allow the LA to keep up to date figures on the availability of places in the area.

- (9) Where the LA receives an SA8 direct from a parent giving a voluntary aided, foundation, free school or academy as their first preference or in pursuing alternative preferences where higher preferences have been refused, the request will be referred to the governing body or academy trust to make a determination regarding the application. The governing body or academy trust should notify the parent or carer in writing of its decision with a copy to the LA.
- (10) Parents who are refused admission **must** be offered a right of appeal. The reason for the refusal and information about the appeals process **must** be provided by the relevant admission authority in the refusal letter.
- (11) The LA will keep track of any pupils who apply for in-year admission using form SA8, and intervene as appropriate to ensure that they are placed in a school without undue delay.

## 16. Applications for Energy Coast UTC and Queen Elizabeth Studio School

- (1) Energy Coast UTC and Queen Elizabeth Studio School offer the opportunity for pupils to join them at the beginning of Year 10. Details about both of these schools are included in the Transfer to Secondary School in Cumbria – September 2023 parental information booklet produced by the LA.
- (2) For further information and to apply for a place at Energy Coast UTC or Queen Elizabeth Studio School, parents should contact the schools directly.



## CO-ORDINATED ADMISSIONS SCHEME FOR INFANT, JUNIOR AND PRIMARY SCHOOLS [MAIN ADMISSIONS ROUND]

### Scheme Timetable - September 2023 Entry to Reception and Year 3

|                                |   |
|--------------------------------|---|
| <p><b>15 January 2023</b></p>  | <p>SA1s [Reception] to be submitted online to the School Admissions and Appeals Team; if submitting a paper form, return to the parents or carers first preference school or directly to the School Admissions and Appeals Team by 15 January 2023. Any supplementary form and documentary evidence, if required, that is relevant in relation to admission to voluntary aided, foundation, free schools and academies must be returned by parents or carers to the school for which the supplementary information is relevant by 15 January 2023.</p> <p>SA2s [Year 3] to be submitted online to the School Admissions and Appeals Team; if submitting a paper form, return to the parents or carers first preference school or directly to the School Admissions and Appeals Team by 15 January 2023. Any supplementary form and documentary evidence, if required, that is relevant in relation to admission to voluntary aided, foundation, free schools and academies must be returned by parents and carers to the school for which the supplementary information is relevant by 15 January 2023.</p> |
| <p><b>21 January 2023</b></p>  | <p>Schools to pass SA1s and SA2s to the LA on a weekly basis as and when they are received, but to be sent by first class post on this date at the latest.</p> <p>Schools to maintain a record of all forms received. This should include a list of who has submitted an application form together with the date the form is received in school.</p>  |
| <p><b>26 January 2023</b></p>  | <p>Other LAs to be notified of preferences which have been expressed for schools in their area.</p>   |
| <p><b>27 January 2023</b></p>  | <p>The LA will notify voluntary aided, foundation, free schools and academies of all first, second and third preference applications which have been received for their school.</p> <p>In line with legislation, where these preferences are passed on, the order of parents or carers' preferences <u>will not</u> be made known to schools.</p> <p>Community and voluntary controlled schools will be informed how many first preference applications have been received.</p>   |
| <p><b>10 February 2023</b></p> | <p>Voluntary aided, foundation, free schools and academies to provide LA with a list showing which category in their admissions policy each applicant falls into.</p> <p>This list should be in rank order, ranked from 1 onwards, beginning with the applicant with the highest priority for a place at the school through to the applicant with the lowest priority for a place.</p> <p>When the ranking list is returned to the LA, each applicant</p>   |

|                                     | <p>should have an individual ranking and the relevant category of the admission policy should be specified, eg:</p> <table border="1"> <thead> <tr> <th>Category in Policy</th> <th>Ranking</th> <th>Child Details (including DOB, address, sibling information, relevant distance measurement, etc.)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>Child A (child with highest priority for place)</td> </tr> <tr> <td>2</td> <td>2</td> <td>Child B</td> </tr> <tr> <td>2</td> <td>3</td> <td>Child C</td> </tr> <tr> <td>4</td> <td>4</td> <td>Child D</td> </tr> <tr> <td>4</td> <td>5</td> <td>Child E</td> </tr> <tr> <td>4</td> <td>6</td> <td>Child F</td> </tr> <tr> <td>5</td> <td>7</td> <td>Child G</td> </tr> </tbody> </table> <p>and so on.... until all applicants have been categorised and ranked.</p> <p>If the rankings returned do not include the category in policy and an individual ranking for each applicant LA will return the list to the school to be re-ranked correctly.</p> <p>If any school has difficulties with this deadline, an alternative one must be agreed with the LA.</p> | Category in Policy   | Ranking | Child Details (including DOB, address, sibling information, relevant distance measurement, etc.) | 1 | 1 | Child A (child with highest priority for place) | 2 | 2 | Child B | 2 | 3 | Child C | 4 | 4 | Child D | 4 | 5 | Child E | 4 | 6 | Child F | 5 | 7 | Child G |
|-------------------------------------|--|--|---------|--|---|---|---|---|---|---------|---|---|---------|---|---|---------|---|---|---------|---|---|---------|---|---|---------|
| Category in Policy                  | Ranking  | Child Details (including DOB, address, sibling information, relevant distance measurement, etc.) |         |  |   |   |   |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |
| 1                                   | 1  | Child A (child with highest priority for place)  |         |  |   |   |   |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |
| 2                                   | 2  | Child B  |         |  |   |   |   |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |
| 2                                   | 3  | Child C  |         |  |   |   |   |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |
| 4                                   | 4  | Child D  |         |  |   |   |   |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |
| 4                                   | 5  | Child E  |         |  |   |   |   |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |
| 4                                   | 6  | Child F  |         |  |   |   |   |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |
| 5                                   | 7  | Child G  |         |  |   |   |   |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |
| <b>10 February 2023</b>             | After this date, no late or changed applications to be considered, even if there are exceptional circumstances.  |  |         |  |   |   |   |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |
| <b>13 February to 03 March 2023</b> | The LA will liaise with voluntary aided, foundation, free schools and academies in order to finalise allocations.  |  |         |  |   |   |   |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |
| <b>17 March 2023</b>                | Other LAs will be notified of places in schools in Cumbria.  |  |         |  |   |   |   |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |
| <b>27 March to 31 March 2023</b>    | LA will finalise allocations.  |  |         |  |   |   |   |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |
| <b>3 April 2023</b>                 | <p>LA will provide a <b>provisional</b> list of places allocated to all maintained schools and academies in Cumbria.</p> <p>Schools should be aware that, if necessary, there may be changes to allocations between 3 April and the notification of places on National Offer Day.</p> <p>The provisional list of places allocated is for school use only; information from the list <b>must not</b> be shared with parents or carers.</p>  |  |         |  |   |   |   |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |
| <b>17 April 2023</b>                | <p>LA will notify parents or carers of their allocation.</p> <p>(<b>Note:</b> 16 April 2023 is a Sunday; offers with therefore be made on Monday, 17 April 2023).</p>  |  |         |  |   |   |   |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |
| <b>3 May 2023</b>                   | Parents or carers who don't wish to take up the place offered because they have made alternative arrangements will be asked to respond by this date. Where parents and carers have not responded by this date, the LA will assume acceptance of the place offered.   |  |         |  |   |   |   |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |
| <b>11 May 2023</b>                  | LA will re-allocate any places which have become available.  |  |         |  |   |   |   |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |

## CO-ORDINATED ADMISSIONS SCHEME - SECONDARY SCHOOLS [MAIN ADMISSIONS ROUND]

### Scheme Timetable - September 2023 Entry to Year 7

| <p><b>31 October 2022</b></p>  | <p>SA3s to be submitted online to the School Admissions and Appeals Team; if submitting a paper form, return to the child's current school or directly to the School Admissions and Appeals Team by 31 October 2022. Any supplementary form and documentary evidence, if required, that is relevant in relation to admission to voluntary aided, foundation, free schools and academies must be returned by parents or carers to the school for which the supplementary information is relevant by 31 October 2022.</p> <p>Each primary/junior school should maintain a record of the applications it receives from parents or carers as well as the date these are received. Before the closing date for applications (31 October 2022) the school should contact those parents or carers where the record kept in school indicates that a parent or carer may not have applied for a Year 7 school place.</p>   |  |         |  |   |   |   |   |   |         |
|--------------------------------|---|--|---------|--|---|---|---|---|---|---------|
| <p><b>04 November 2022</b></p> | <p>Schools to pass SA3s and any supplementary forms to the LA on a weekly basis as and when they are received, but to be sent by first class post on this date at the latest.</p>   |  |         |  |   |   |   |   |   |         |
| <p><b>18 November 2022</b></p> | <p>Other LAs to be notified of preferences which have been expressed for schools in their area.</p>   |  |         |  |   |   |   |   |   |         |
| <p><b>25 November 2022</b></p> | <p>The LA will notify voluntary aided, foundation, free schools and academies of all first, second and third preference applications which have been received for their school.</p> <p>In line with legislation, where these preferences are passed on, the order of parents or carers' preferences <u>will not</u> be made known to schools.</p> <p>Community and voluntary controlled schools will be informed how many first preference applications have been received.</p>   |  |         |  |   |   |   |   |   |         |
| <p><b>9 December 2022</b></p>  | <p>Voluntary aided, foundation, free schools and academies to provide LA with a list showing which category in their admissions policy each applicant falls into.</p> <p>This list should be in rank order, ranked from 1 onwards, beginning with the applicant with the highest priority for a place at the school through to the applicant with the lowest priority for a place.</p> <p>When the ranking list is returned to the LA, each applicant should have an individual ranking and the relevant category of the admission policy should be specified, eg:</p> <table border="1" data-bbox="544 1921 1468 2116"> <thead> <tr> <th>Category in Policy</th> <th>Ranking</th> <th>Child Details (including DOB, address, sibling information, relevant distance measurement, etc.)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>Child A (child with highest priority for place)</td> </tr> <tr> <td>2</td> <td>2</td> <td>Child B</td> </tr> </tbody> </table> | Category in Policy   | Ranking | Child Details (including DOB, address, sibling information, relevant distance measurement, etc.) | 1 | 1 | Child A (child with highest priority for place) | 2 | 2 | Child B |
| Category in Policy             | Ranking   | Child Details (including DOB, address, sibling information, relevant distance measurement, etc.) |         |  |   |   |   |   |   |         |
| 1                              | 1   | Child A (child with highest priority for place)  |         |  |   |   |   |   |   |         |
| 2                              | 2   | Child B  |         |  |   |   |   |   |   |         |

|  |  |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |     |          |   |     |          |   |     |   |
|--|--|---|---|---------|---|---|---------|---|---|---------|---|---|---------|---|---|---------|---|-----|----------|---|-----|----------|---|-----|---|
|  | <table border="1"> <tbody> <tr> <td>2</td> <td>3</td> <td>Child C</td> </tr> <tr> <td>4</td> <td>4</td> <td>Child D</td> </tr> <tr> <td>4</td> <td>5</td> <td>Child E</td> </tr> <tr> <td>4</td> <td>6</td> <td>Child F</td> </tr> <tr> <td>5</td> <td>7</td> <td>Child G</td> </tr> </tbody> </table> <p>and so on....</p> <table border="1"> <tbody> <tr> <td>8</td> <td>198</td> <td>Child GP</td> </tr> <tr> <td>8</td> <td>199</td> <td>Child GQ</td> </tr> <tr> <td>8</td> <td>200</td> <td>Child GR (child with lowest priority for place)</td> </tr> </tbody> </table> <p>If the rankings returned do not include the category in policy and an individual ranking for each applicant LA will return the list to the school to be re-ranked correctly.<br/>If any school has difficulties with this deadline, an alternative one must be agreed with the LA.</p> | 2   | 3 | Child C | 4 | 4 | Child D | 4 | 5 | Child E | 4 | 6 | Child F | 5 | 7 | Child G | 8 | 198 | Child GP | 8 | 199 | Child GQ | 8 | 200 | Child GR (child with lowest priority for place) |
| 2  | 3  | Child C   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |     |          |   |     |          |   |     |   |
| 4  | 4  | Child D   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |     |          |   |     |          |   |     |   |
| 4  | 5  | Child E   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |     |          |   |     |          |   |     |   |
| 4  | 6  | Child F   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |     |          |   |     |          |   |     |   |
| 5  | 7  | Child G   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |     |          |   |     |          |   |     |   |
| 8  | 198  | Child GP  |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |     |          |   |     |          |   |     |   |
| 8  | 199  | Child GQ  |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |     |          |   |     |          |   |     |   |
| 8  | 200  | Child GR (child with lowest priority for place) |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |     |          |   |     |          |   |     |   |
| <b>09 December 2022 to<br/>20 January 2023</b> | The LA will liaise with voluntary aided and foundation schools, free schools and academies in order to finalise allocations.   |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |     |          |   |     |          |   |     |   |
| <b>06 January 2023</b>                         | After this date, no late or changed applications to be considered, even if there are exceptional circumstances.  |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |     |          |   |     |          |   |     |   |
| <b>10 February 2023</b>                        | Other LAs will be notified of places in schools in Cumbria which can be offered to their residents.  |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |     |          |   |     |          |   |     |   |
| <b>13 to 17 February 2023</b>                  | LA will finalise allocations.  |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |     |          |   |     |          |   |     |   |
| <b>21 February 2023</b>                        | LA will provide a <b>provisional</b> list of places allocated to all maintained schools and academies in Cumbria.<br>Schools should be aware that, if necessary, there may be changes to allocations between 21 February and the notification of places on National Offer Day.<br>The provisional list of places allocated is for school use only; information from the list <b>must not</b> be shared with parents or carers.   |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |     |          |   |     |          |   |     |   |
| <b>1 March 2023</b>                            | LA will notify parents or carers resident in Cumbria of their allocation.  |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |     |          |   |     |          |   |     |   |
| <b>15 March 2023</b>                           | Parents or carers who don't wish to take up the place offered because they have made alternative arrangements will be asked to respond by this date. Where parents and carers have not responded by this date, the LA will assume acceptance of the place offered.   |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |     |          |   |     |          |   |     |   |
| <b>23 March 2023</b>                           | LA will re-allocate any places which have become available.  |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |     |          |   |     |          |   |     |   |

## CO-ORDINATED ADMISSIONS SCHEME – INFANT, PRIMARY AND JUNIOR SCHOOLS

### Admission Authorities in the Area of Cumbria to which the Scheme Applies: Normal Round Admissions and In-Year Admissions

#### Subject to any school converting to foundation or academy status, the LA is the Admission Authority for the following community and voluntary controlled infant and primary schools

|   |                                      |
|---|--------------------------------------|
| All Saints' CE Primary School             | Fellview Primary School              |
| Allithwaite School                        | Frizington Community Primary School  |
| Allonby Primary School                    | Goodly Dale Community Primary School |
| Alston Primary School                     | Gosforth CE School                   |
| Armathwaite School                        | Grange CE Primary School             |
| Asby Endowed School                       | Grasslot Infant School               |
| Ashfield Infant School                    | Great Orton School                   |
| Barrow Island Community Primary School    | Greystoke School                     |
| Beckstone Primary School                  | Haverigg Primary School              |
| Belle Vue Primary School                  | Hawkshead, Esthwaite Primary School  |
| Bewcastle School                          | Heron Hill Primary School            |
| Blennerhasset School                      | High Hesket CE School                |
| Bolton Primary School                     | Holm Cultram Abbey CE School         |
| Bookwell Primary School                   | Holme Community School               |
| Bransty Primary School                    | Holme St Cuthbert School             |
| Bridekirk Dovenby CE Primary School       | Houghton CE School                   |
| Brisbane Park Infant School               | Inglewood Infant School              |
| Brook Street Primary School               | Ireby CE School                      |
| Brough Community Primary School           | Irthington Village School            |
| Broughton in Furness CE School            | Jericho School                       |
| Broughton Moor Primary School             | Kells Infant School                  |
| Brunswick School                          | Kingmoor Infant School               |
| Burgh by Sands Primary School             | Kirkbampton CE School                |
| Burlington CE Primary and Nursery School  | Kirkbride Primary School             |
| Cambridge Primary School                  | Kirkby Stephen Primary School        |
| Captain Shaw's CE School                  | Kirkby Thore School                  |
| Cartmel CE Primary School                 | Kirkoswald CE School                 |
| Chapel Street Infant and Nursery School   | Lanercost CE School                  |
| Clifton School                            | Langwathby CE School                 |
| Coniston Primary School                   | Levens CE School                     |
| Croftlands Infant and Nursery School      | Lindal and Marton Primary School     |
| Crosscanonby St John's CE School          | Lindale CE School                    |
| Cummersdale School                        | Long Marton Community Primary School |
| Cumwhinton School                         | Low Furness CE Primary School        |
| Dane Ghyll Community Primary School       | Lowca Community School               |
| Derwent Vale Primary School and Nursery   | Maryport CE Primary School           |
| Distington Community School               | Milburn School                       |
| Ellenborough and Ewanrigg Infant School   | Millom Infant School                 |
| Ennerdale and Kinniside CE Primary School | Shankhill CE Primary School          |
| Milnthorpe Primary School                 | Silloth Primary School               |
| Montreal CE Primary School                | Sir John Barrow School               |



Moor Row Community Primary School  
Moresby Primary School  
Nenthead Primary School  
Netherton Infant School  
Newbarns Primary School  
Newlaithes Infant School  
Newton Primary School  
Newtown Community Primary School \*01/09/20  
Norman Street Primary School  
North Walney Primary School  
Old Hutton CE School  
Orgill Primary School  
Ormsgill Nursery and Primary School  
Pennine Way Primary School  
Pennington CE School  
Petteril Bank Primary School  
Plumbland CE School  
Plumpton School  
Ramsden Infant School  
Raughton Head CE School  
Richmond Hill School  
Robert Ferguson Primary School  
Rockcliffe CE School  
Roose School  
Seascale Primary School  
Sedbergh Primary School

Skelton School  
South Walney Infant and Nursery School  
St Bees Village School  
St Bridget's CE School, Brigham  
St Bridget's CE School, Parton  
St George's CE School  
St James' CE Infant School, Whitehaven  
St Michael's CE Primary School, Dalston  
St Michael's Infant and Nursery School  
Staveley CE School  
Stoneraise School  
Storth CE School  
Temple Sowerby CE Primary School  
Thursby Primary School  
Thwaites School  
Upperby Primary School  
Valley Primary School and Nursery  
Vicarage Park CE Primary School  
Vickerstown School  
Victoria Infant and Nursery School, Barrow  
Victoria Infant School, Workington  
Walton and Lees Hill CE Primary School  
Westfield Nursery and Primary School  
Wigton Infant School

**Subject to any school converting to foundation or academy status, the LA is the Admission Authority for the following community and voluntary controlled junior schools**

Ashfield Junior School  
Black Combe Junior School  
Croftlands Junior School  
Ewanrigg Junior School  
George Romney Junior School  
Greengate Junior School  
Inglewood Junior School  
Kingmoor Junior School

Monkwear School  
Newlaithes Junior School  
North Lakes School  
Seaton St Paul's CE Junior School  
South Walney Junior School  
St James' CE Junior School, Whitehaven  
Thomlinson Junior School  
Victoria Junior School, Workington

## **CO-ORDINATED ADMISSIONS SCHEME – SECONDARY SCHOOLS**

**Admission Authorities in the Area of Cumbria to which the Scheme Applies: Normal Round Admissions and In-Year Admissions**

**Subject to any school converting to foundation or academy status, the LA is the Admission Authority for the following community and voluntary controlled schools:**

Beacon Hill Community School  
Dowdales School  
John Ruskin School  
The Lakes School  
Millom School

The Nelson Thomlinson School  
Netherhall School  
Solway Community School  
Ulverston Victoria High School

**CO-ORDINATED ADMISSIONS SCHEME – INFANT, PRIMARY AND JUNIOR SCHOOLS, AND SECONDARY SCHOOLS**

**Admission Authorities in the Area of Cumbria to which the Scheme Applies: In-Year Admissions**

**The governing body or academy trust is the Admission Authority for the following voluntary aided, foundation, free schools and academies**

The revised School Admissions Code will make provision for a LA offer of a co-ordination service to own admission authority schools; appendix 4 will be updated as appropriate when the Code comes into force and if it is agreed that an offer should be made – 24/07/2020

## CO-ORDINATED ADMISSIONS SCHEME – INFANT, PRIMARY AND JUNIOR SCHOOLS

### Admission Authorities in the Area of Cumbria to which the Scheme Applies: Normal Round Admissions

#### The governing body or academy trust is the Admission Authority for the following voluntary aided, foundation, free schools and academies

|   |   |
|---|---|
| Ambleside CE Primary School                         | Ghyllside Primary School                                  |
| Appleby Primary School                              | Gilsland CE School  |
| Arlecdon Primary School                             | Grasmere CE School  |
| Arnside National CE School                          | Grayrigg CE School  |
| Askam Village School                                | Great Corby School & Nursery                              |
| Bassenthwaite School                                | Hallbankgate Village School                               |
| Beaconside CE Primary School                        | Hayton CE Primary School                                  |
| Beckermet CE School                                 | Hensingham Primary School                                 |
| Beetham CE School                                   | Holy Family Catholic Primary School                       |
| Bishop Harvey Goodwin School, The                   | Ireleth St Peter's CE School                              |
| Blackford CE Primary School                         | Ivegill CE School   |
| Borrowdale CE Primary School                        | Kirkland CE Academy                                       |
| Bowness on Solway Primary School                    | Langdale CE School  |
| Braithwaite CE [VA] Primary School                  | Lazonby CE School   |
| Brampton Primary School                             | Leven Valley CE School                                    |
| Broughton Primary School                            | Longtown Primary School                                   |
| Burton Morewood CE Primary Academy                  | Lorton School   |
| Caldew Lea School                                   | Lowther Endowed Primary School                            |
| Calthwaite CE School                                | Morland Area CE School                                    |
| Castle Carrock School                               | Northside School  |
| Castle Park School                                  | Orton CE School   |
| Chetwynde School                                    | Oughterside School  |
| Church Walk CE Primary School                       | Our Lady & St Patrick's Catholic Primary School, Maryport |
| Crosby on Eden CE School                            | Our Lady of the Rosary Catholic Primary School            |
| Crosby Ravensworth CE School                        | Parkside GGI Academy                                      |
| Crosscraze CE School                                | Patterdale CE School                                      |
| Crosthwaite CE School                               | Penny Bridge CE School                                    |
| Culgaith CE School                                  | Penruddock Primary School                                 |
| Dalton St Mary's CE Primary School                  | Rosley CE School  |
| Dean Barwick School                                 | Sacred Heart Catholic Primary School                      |
| Dean CE School                                      | Scotby CE Primary School                                  |
| Dean Gibson Catholic Primary School                 | Seaton Academy  |
| Dearham Primary School                              | Selside Endowed CE School                                 |
| Dent CE Voluntary Aided Primary School              | Shap Endowed CE School                                    |
| Eaglesfield Paddle CE VA Primary School             | St Bede's Roman Catholic Primary School                   |
| Fairfield Primary School                            | St Bega's CE School                                       |
| Fir Ends Primary School                             | St Begh's Catholic Junior School                          |
| Flimby School                                       | St Bridget's Catholic Primary School, Egremont            |
| Flookburgh CE School                                | St Catherine's Catholic Primary School                    |
| St Cuthbert's Catholic School and Nursery, Carlisle | St Columba's Catholic Primary School                      |

|  |  |
|--|--|
| St Cuthbert's Catholic Primary School, Wigton      | St Patrick's Catholic Primary School, Workington |
| St Cuthbert's Catholic Primary School, Windermere  | St Patrick's CE School                           |
| St Gregory and St Patrick's Catholic Infant School | St Pius X Catholic Primary School                |
| St Gregory's Catholic Primary School               | St Thomas's CE School                            |
| St Herbert's CE Primary School                     | St Martin & St Mary CE Primary School            |
| St James' Catholic Primary School, Millom          | Stainton CE School                               |
| St James' CE Junior School, Barrow                 | Stanwix School                                   |
| St Joseph's Catholic Primary School, Cockermouth   | Stramongate Primary School                       |
| St Joseph's Catholic Primary School, Frizington    | Tebay Community Primary School                   |
| St Margaret Mary's Catholic Primary School         | Threlkeld Primary School                         |
| St Mark's CE School                                | Thornhill Primary School                         |
| St Mary's Catholic Primary School, Harrington      | Victoria Academy, Barrow                         |
| St Mary's Catholic Primary School, Ulverston       | Waberthwaite CE School                           |
| St Mary's Catholic Primary School, Whitehaven      | Warcop CE School                                 |
| St Mary's CE Primary School, Kirkby Lonsdale       | Warwick Bridge School                            |
| St Matthew's CE School                             | Wiggonby CE School                               |
| St Michael's CE School, Bothel                     | Wreay CE School                                  |
| St Oswald's CE Primary School                      | Yanwath Primary School                           |
| St Patrick's Catholic Primary School, Cleator Moor | Yarlside Primary School                          |
|  | Yewdale School                                   |

## **CO-ORDINATED ADMISSIONS SCHEME – SECONDARY SCHOOLS**

### **Admission Authorities in the Area of Cumbria to which the Scheme Applies: Normal Round Admissions**

#### **The governing body is the Admission Authority for the following foundation and voluntary aided schools and academies:**

|                                |                                    |
|--------------------------------|------------------------------------|
| Appleby Grammar School         | Queen Elizabeth School             |
| Caldew School                  | Queen Katherine School, The        |
| Cartmel Priory CE School       | Samuel King's School               |
| Central Academy                | Settlebeck School                  |
| Chetwynde School               | St Benedict's Catholic High School |
| Cockermouth School             | St Bernard's Catholic High School  |
| Dallam School                  | St Joseph's Catholic High School   |
| Energy Coast UTC               | Trinity School                     |
| Furness Academy                | Ullswater Community College        |
| Keswick School                 | Walney school                      |
| Kirkbie Kendal School          | West Lakes Academy                 |
| Kirkby Stephen Grammar School  | The Whitehaven Academy             |
| Morton Academy                 | William Howard School              |
| Newman Catholic School         | Workington Academy                 |
| Queen Elizabeth Grammar School |                                    |