



Westmorland  
& Furness  
Council

[westmorlandandfurness.gov.uk](http://westmorlandandfurness.gov.uk)

# Transfer to **Secondary School** in Westmorland and Furness September 2025

**The closing date to apply for a Year 7 Secondary school  
place is 31 October 2024**






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:

**0300 303 8144**



Or by email at:  
**school.admissions@westmorlandandfurness.gov.uk**



Please make sure  
that you **apply** by:  
**31 October 2024**



If you have difficulty applying online you can ask your child's current school or ring the number above and we will send a copy of the form to you. You can also download a copy of the form which is available on our website:  
**www.westmorlandandfurness.gov.uk**



If you require this document in another format (e.g. CD, audio cassette, Braille or large type) or in another language, please telephone 0300 303 8144

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# About the School Admissions and Appeals Team and this booklet

## Hello!

We are Westmorland and Furness Council's School Admissions and Appeals Team. Our job is to manage all the applications for school places at maintained schools and academies for children living in the local authority area of Westmorland and Furness, 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 Council is the admissions authority. We have tried throughout this booklet to keep the information simple, clear and easy to read. However, if the law says you must do something, we have to make sure that you understand this.

We refer to 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?

You will probably be aware that two new councils – Cumberland Council and Westmorland & Furness Council replaced Cumbria County Council on 1 April 2023. Please ensure you check which Local Authority you should apply to (this should be the Local Authority you pay Council Tax to).

# How to apply for a secondary school place

If you live in the Local Authority of Westmorland and Furness and your child is currently in Year 6 in a primary or junior school, you must apply to Westmorland and Furness Council for a secondary school place in September 2025, under the Local Authority's Co-ordinated Admissions Scheme.

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

**Please apply online.** If your child lives in the local authority of Westmorland and Furness and attends a primary or junior school within the local authority, the School Admissions and Appeals Team will send a letter to you through your child's school. This letter will arrive in schools during the first week of the new academic year and it will give you information on how to make an online application.

The online application form can be found on Westmorland and Furness Council's website at: [www.westmorlandandfurness.gov.uk](http://www.westmorlandandfurness.gov.uk)

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 **3 March 2025**, 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 (SA3) from our website at: [www.westmorlandandfurness.gov.uk](http://www.westmorlandandfurness.gov.uk).

If you do not have access to computer you could ask your child's current school or your local library to help, or contact the School Admissions and Appeals Team and we will send a paper copy of the form to you. If you are completing 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, a relative's 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.**



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. **You must return supplementary forms direct to the schools you are applying to, not the Local Authority.** Please remember that if you are completing a supplementary form, you must also apply online or complete a paper application form[SA3]. If you complete a supplementary form, please return it directly to the school.

If we receive more than one application from you by the closing date, we will use the one with the latest date. You must sign and date your application form, either electronically or on paper. 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 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 or the School Admissions and Appeals Team by the closing date of 31 October 2024.**

On **3 March 2025** we will send you an email in the morning (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 to which school 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 an Education, Health & Care Plan (EHCP) or you would like more information on Special Educational Needs please contact the SEND Team, below within the 'Further help and advice' section.

### **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 31 October 2024.** The online application service will be available from 4 September 2024 until the closing date of 31 October 2024 at 11.59pm.
- If one of your preferred schools has a **supplementary form**, complete and **return the form to them by 31 October 2024.**
- We will email you the **outcome of your application** on 3 March 2025 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 on 0300 303 8144 or [school.admissions@westmorlandandfurness.gov.uk](mailto:school.admissions@westmorlandandfurness.gov.uk)

# Information about applying for a secondary 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 the Local Authority 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 Westmorland and Furness Council's School Admissions and Appeals Team for a place.

For **community** and **voluntary controlled schools** Westmorland and Furness 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 on the schools information pages below.

## How are places allocated?

The School Admissions and Appeals Team collate all applications for school places from parents and carers of children living within the local authority of Westmorland and Furness. 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 Local Authority) 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 preferred schools, we will offer a place at whichever of those schools that you ranked the highest.

**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 Westmorland and Furness Local Authority you are very likely to get your first preference. Last year over 95% of parents applying for secondary 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 we cannot offer you any of your preferred schools, we will offer an alternative school so naming three preferences means that you have a better chance of being offered a school you have selected yourself. 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 secondary schools last year is available within each school's information. 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 if none of these are 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, 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.

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 31 October 2024.

## What do I need to do if my child was previously looked after by a Local Authority/ or children who were previously looked after outside of England?

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 your child was 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 below.

## Is school transport something I should consider?

Yes. The transport policy is explained below under 'Home to school transport'. 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 31 October 2024 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 31 October 2024 but before 5 January 2025 and you feel there are exceptional reasons, **you must supply independent evidence/ documentation at the time of submission.** Otherwise your application will be classed as late.

We may 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 5 January 2025, 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 below.

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 5 January 2025 until places have been allocated for all timely applications. If your application is late (ie received after 31 October 2024) 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 after **reallocation day** (24 March 2025) and we will inform you of the outcome of your application 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 31 October 2024, 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 Westmorland and Furness Local Authority?

If you live outside the local authority area of Westmorland and Furness, 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 the local authority area of Westmorland and Furness, you should name your preferred schools on form your application in exactly the same way as a Westmorland and Furness Local Authority school. School Admissions will then work with the relevant Local Authority regarding your application. If you live near the Local Authority border you may want to contact a neighbouring Local Authority for information about its schools. Details of neighbouring Authorities are provided below.

## 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. If child benefit is not being claimed other acceptable documentation may be required.

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% of applicants for a secondary school place in Westmorland and Furness Local Authority 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 below.

## 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 3 March 2025 because the school was oversubscribed, your child will be considered for any places which become available. The Local Authority will reallocate any available places after 24 March 2025. This is known as **reallocation day**. All outstanding applications will be considered, including any late applications and changes of preference, 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 until at least the 31 December in the academic year of admission. More information about waiting lists for community and voluntary controlled schools can be found below.

## 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, you will receive a letter with the reason for refusal, and your right of appeal.

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

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

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

If you are a UK service personnel (UK Armed Forces) family with a confirmed posting to Westmorland and Furness Local Authority, or a Crown Servant family returning from overseas to live within the Westmorland and Furness Local Authority area, we will offer places in advance of the move provided the application is accompanied by:

- An assignment order that declares a relocation date and a unit postal address or quartering area address for UK service personnel or
- An official letter declaring a relocation date for crown servants. Evidence of a future address may also be required.

# 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 below.

## 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 below.

## Does the junior or primary 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 a Local Authority/ or children who were previously looked after outside of England?

If your child was previously looked after, and you wish to be considered under category 1 of the Local Authority Admissions Policy below, 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 Residence/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 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, the address where a child normally lives 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. 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.

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

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 is offered a school place and also when they take up this place, in September 2025. 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 5 January 2025, 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) could be considered, but 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.

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 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 above), they will continue to be considered for any places which may become available at this school until the end of the Autumn term 2025. 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, you should contact the School Admissions and Appeals Team to put your child's name on a waiting list by 7 January 2026.

From 7 January 2026, 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.



## Westmorland and Furness

### General Admissions Policy 2025/2026

### Community and Voluntary Controlled Schools

Where there are more applications than places available at a community or voluntary controlled school for entry to all year groups except Year 12, applications will be prioritised using the criteria below. They will be applied in conjunction with explanatory notes 1 – 7 which form part of the policy.

1. Children looked after, i.e. in public care, giving priority, if necessary, to the youngest child(ren); children who were previously looked after; and children who were previously looked after outside of England - see note 1.
2. Children living in the catchment area who have brothers or sisters in the school (or associated infant or junior school) at the time of admission - see notes 2, 3 and 4.
3. Children living outside the catchment area who, at the time of their admission, have brothers or sisters in the school (or associated infant or junior school) who were allocated a place at that school by the Local Authority either (a) in the absence of a place being available in the catchment area school due to oversubscription and the school was identified by the Local Authority as the next nearest with a place available or (b) the school is named in the sibling's Education, Health and Care Plan (EHCP) - see notes 2, 3 and 5.
4. Other children living in the catchment area giving priority to those living closest to the school, measured by a straight-line measurement between the centre of the pupil's home address and a common point on the school site as determined by the Local Authority - see notes 6 and 7.
5. Children living outside the catchment area who have brothers or sisters in the school (or associated infant or junior school) at the time of their admission - see notes 2, 3 and 4.
6. Children living outside the catchment area, giving priority to those who live closest to the school, measured by a straight-line measurement between the centre of the pupil's home address and a common point on the school site as determined by the Local Authority - see notes 6 and 7.

Applications will be prioritised on the above basis. An exception will be made under the Local Authority's policy for the education of children with special educational needs where a child holds an Education, Health and Care Plan (EHCP), that names the school.

## Explanatory notes

These notes are part of the policy.

### **Note 1**

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

Advice issued by the Department for Education (DfE) in July 2021 states that a child previously looked after outside of England is one that was looked after, outside England, by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society.

For a previously looked after child to be considered under criteria 1, the parent or carer must provide appropriate written evidence to support the application. Without this evidence it will not be possible to consider the application under category 1 of the LA General Admissions Policy.

### **Note 2**

In criteria 2, 3 and 5, priority will be given to those children with the youngest siblings. Brothers and sisters are those living at the same address and includes step and foster children. Priority will only be given where it is known at the time of allocating places that a sibling will be attending the school (excluding a nursery class – see note 4) at the time of admission.

### **Note 3**

Where reference is made to 'associated' infant and junior schools this is to describe those situations where infant and junior schools share the same catchment area.

### **Note 4**

Brothers and sisters in the school at the time of admission does not include a brother or sister who will be attending a nursery class that is attached to the school.

### **Note 5**

If a parent or carer believes that they qualify for consideration under criterion 3, they should indicate this on their preference form in the place provided for this purpose.

### **Note 6**

Distance measurements will be undertaken using the Local Authority's computerised Geographical Information System [GIS]. This measures a straight-line measurement between the centre of the pupil's home address and a common point on the school site as determined by the Local Authority.

### **Note 7**

Random allocation will be used as a tie-break in categories 4 and 6 to decide who has the highest priority for admission if the distance between the children's home address and the school is the same. This process will be independently verified.

# All secondary schools in Westmorland and Furness

The government has enacted legislation to provide for maintained schools to become academies. This may mean that by 1 September 2025 some of the maintained schools detailed in this book will become academies.

## Finding your way around this section

This section contains information about secondary schools in Westmorland and Furness.

### Admissions Policies

- The Local Authority Admissions Policy, used to allocate places at oversubscribed community and voluntary controlled schools, is shown above.
- Some information about the admissions policy for each academy, free, 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 [westmorlandandfurness.gov.uk](http://westmorlandandfurness.gov.uk).** 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 2024 Year 7 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 (1 March 2024). 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.
- The number of children on roll at the school in January 2024 (at the date of the last School's Census).

**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 under-subscribed one year may be oversubscribed the next. Also, a school may have exceeded its Published Admission Number in September 2024 in order to meet demand, but may not be able to do so in September 2025.**

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](http://ofsted.gov.uk)
- Look at the performance data [gov.uk/school-performance-tables](http://gov.uk/school-performance-tables)
- More information about school admissions can be found at [gov.uk/school-admissions](http://gov.uk/school-admissions)





## Appleby Grammar School

Battlebarrow Appleby in Westmorland Cumbria CA16 6XU <b>t:</b> 017683 51580 <b>e:</b> admin@appleby.cumbria.sch.uk <b>w:</b> www.appleby.cumbria.sch.uk Head: Mr P Nicholson Academy	Age range: 11 - 18 DfE number: 5407 Published Admission Number: 90 Number of 1st preferences 2024: 76 Number of 2nd preferences 2024: 13 Number of 3rd preferences 2024: 17 Offers made on National Offer Day 2024: 76 Number on roll (Jan 2024): 348
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### September 2025 Admissions Policy

If at any time there are more applicants than places available, children will be admitted in the following order of priority, which will be applied in conjunction with the notes below.

1. Children looked after, i.e. in public care, which includes previously looked after children, children who have been adopted or have become subject to a child arrangements or special guardianship order. If necessary giving priority to the youngest child(ren). [see note 1 below]
2. Children living in the catchment area who have brothers or sisters in the school at the time of their admission. [see note 2 below]
3. Other children living in the catchment area giving priority to those living closest to the school measured by the shortest walking route by road from the centre of the pupil's home address to the main gate of the school.
4. Children living outside the catchment area who have brothers or sisters in the school at the time of their admission. [see note 2 below]
5. Children living outside the catchment area giving priority to those who live closest to the school measured by a straight line from the centre of the pupil's home address to the main gate of the school. Distances will be undertaken using the Local Authority's Geographical Information System (GIS).

It is an expectation of Governors that the parents and the pupils entering the School will demonstrate a commitment to the ethos and values of the school.

**Note 1** A child looked after in public care is defined as a child accommodated or in care under Section 20 or Part (iv) or (v) of the Children Act 1989, Section 23 of the Children and Young Persons Act 1989 or as a result of Wardship proceedings.

**Note 2** If it is necessary to prioritise in categories 2 or 4, 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.

Applications will be prioritised using the above criteria. An exception will be made if a child has an Education Health Care Plan naming Appleby Grammar School, as in these circumstances the Governing Body would have a statutory duty to admit the child concerned.

A map of the catchment area is available from the school.

## Cartmel Priory CE School

Headless Cross, Cartmel Grange-over-Sands Cumbria LA11 7SA <b>t:</b> 015395 36202 <b>e:</b> admin@cartmelprioryschool.co.uk <b>w:</b> www.cartmelprioryschool.co.uk <b>Head:</b> Mrs S Beestone Academy	Age range: 11 - 16 DfE number: 5410 Published Admission Number: 76 Number of 1st preferences 2024: 66 Number of 2nd preferences 2024: 12 Number of 3rd preferences 2024: 5 Offers made on National Offer Day 2024: 68 Number on roll (Jan 2024): 367
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## September 2025 Admissions Policy

We believe in equal opportunities for all children. Children will be admitted unless the applications for admission exceed the number of places available, in which case the following criteria will be applied in the order set out below to decide which children to admit:

1. Children who are in Public Care or who were previously in Public Care but who have been adopted or became the subject of a Child Arrangements Order or Special Guardianship Order. This also includes children who were previously in Public Care outside of England. 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.
2. Children living within the catchment area having a brother or sister attending Cartmel Priory CE School at the time of their admission giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living permanently at the same address including step, adopted and foster children.
3. Children living in the catchment area.
4. Children living outside the catchment area who, at the time of their admission, have brothers or sisters in the school.
5. Children living outside the catchment area.

A map of the catchment area can be obtained from the school.

**Tie Break** Where there are more applicants than places available, distance from school will be the determining factor. 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 route by road. The closest addresses will have priority. Distances will be measured using the relevant Ordnance Survey map(s). In the event of a tie-break, random allocation will be used to decide who has highest priority for admission if the distance between two or more children's homes and the school is the same. This process will be independently verified.

## Chetwynde School

<p>Rating Lane Barrow-in-Furness Cumbria LA13 0NY <b>t:</b> 01229 824210 <b>e:</b> info@chetwynde.cumbria.sch.uk <b>w:</b> www.chetwynde.cumbria.sch.uk <b>Head:</b> Mr S Jefferson Academy</p>	<p>Age range: 3 - 16 DfE number: 6025 Published Admission Number: 60 Number of 1st preferences 2024: 42 Number of 2nd preferences 2024: 68 Number of 3rd preferences 2024: 37 Offers made on National Offer Day 2024: 36 Number on roll (Jan 2024): 514</p>
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## September 2025 Admissions Policy

Where there are more applications than places available, the order in which places will be allocated will be as follows:

### Children with an Educational Health and Care Plan (EHC plan)

Children with an EHC plan are admitted to school under separate statutory procedures which are managed by the child's home Local Authority, not under the school's determined admission arrangements. Parents or Carers of children with an EHC plan should therefore liaise with their child's home Local Authority's SEN team if they want them to propose to name the School in their child's EHC plan and consult with the School as to the suitability of the proposed placement.

Where, after consultation, the child's home Local Authority names the School in the child's EHC plan, the child must be admitted. Where this happens in the normal admission round (i.e. entry to Reception Year in September), these children will be allocated their places before all other applicants, which will reduce the number of places left within the published admission number (PAN). At other times, the child will be admitted whether or not the PAN will be exceeded.

### **Looked after, previously looked after children, adopted from care, special guardianship**

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, in England. A 'previously looked after child' is a child who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or residence order, or a special guardianship order. All references to previously looked after children in this Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Applications in this category must be accompanied by a signed and dated letter from the child's social worker or former social worker confirming their status, to be received by the application deadline in the normal admission round.

### **Children with a sibling at the School in Reception Year to Year 11**

The sibling must attend the School in Reception Year to Year 11 at the time when the applicant child is admitted. For the purpose of this category, a 'sibling' is a full sibling (sharing both Parents or Carers), a half sibling (sharing one parent), an adopted sibling, a long-term foster sibling (i.e. not a temporary placement), a step sibling (one child's parent married to the other child's parent), or a child of their parent's cohabiting partner. In all cases, the sibling must live at the child's home address (as defined by this policy) as part of the same core family unit. For the avoidance of doubt, a child of a friend or extended family member (e.g. cousin) will not be a 'sibling' for this purpose, even if they live at the same address as the applicant child. For inclusion in this category, Parents or Carers must state the sibling's details in the application form.

### **Children of staff members employed at South Cumbria Multi Academy Trust**

The staff member must have a permanent contract, be permanently based at South Cumbria Multi Academy Trust for more than 50% of their normal working hours each week during term time, and have been:

- Employed for at least two years at the time of application; or
- Recruited to fill a vacant post for which there is a demonstrable skill shortage

For the avoidance of doubt, it is not possible for a staff member to have priority at more than one School within the Trust.

For the purpose of this category, a 'child' of a staff member is their natural or adopted child (whether they live with the staff member or elsewhere), and/or their step-child or child of their cohabiting partner (where they live and sleep at the staff member's home address for more than 50% of their time from Sunday to Friday night during term time).

For the avoidance of doubt, a step-child or child of a cohabiting partner, who lives elsewhere, will not be eligible for a place under this category.

### **Children already within the Multi Academy Trust**

A child must be enrolled in a school already within South Cumbria Multi-Academy Trust at the time of application to be considered eligible under these criteria.

### **All other children**

This category will include all children who do not fall into any of the oversubscription categories above.

### **Tie Breaker**

Where there are more applications than places remaining in any of the oversubscription categories, the order in which places will be allocated will be determined by the distance between the child's home address (as defined by this policy) and the School, with those living nearest receiving highest priority.

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 the main entrance to the school building as determined by the LA in conjunction with the Headteacher at the time the determination was made.

## Dallam School

<p>Main Street, Milnthorpe, Cumbria, LA7 7EE t: 015395 65165 e: enquiries@dallamschool.co.uk w: www.dallamschool.co.uk <b>Head:</b> Mr Steven Henneberry Academy</p>	<p>Age range: 11 - 18 DfE number: 5405 Published Admission Number: 180 Number of 1st preferences 2024: 103 Number of 2nd preferences 2024: 147 Number of 3rd preferences 2024: 109 Offers made on National Offer Day 2024: 118 Number on roll (Jan 2024): 981</p>
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### September 2025 Admissions Policy

Where applications exceed the number of places available, first priority will be given to children with an Education Health and Care Plan that specifies Dallam School as the most appropriate school in that Statement or the Plan. The following criteria will then be applied, in the order set out below, to decide which children to admit:

- (1) Looked after children or previously looked after children, giving priority if necessary to the youngest children<sup>1</sup>
- (2) Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
- (3) Children living in or attending schools within the civil parish boundaries of Arnside, Beetham, Burton, Heversham, Holme, Levens, Meathop & Ulpha, Milnthorpe, Preston Richard, Silverdale, Witherslack, Yealand Redmayne and Yealand Conyers and children attending the school in Crosscrake (in the parish of Stainton).
- (4) Dallam will also give priority to children of staff in either or both of the following circumstances:
  - (a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - (b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- \* Criteria (5) will be used in the unlikely event that there are more applicants who cannot be separated by the oversubscription criteria outlined above. Where the distance between two children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.
- (5) Other children by distance from the school, with priority for admission given to children who live nearest to the school. Distance is measured using a straight-line measurement from the door of the school's main reception to the centre of the child's home address to the school.
  - \* Criteria (5) will be used in the unlikely event that there are more applicants who cannot be separated by the oversubscription criteria outlined above. Where the distance between two children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.
- <sup>1</sup> A child looked after is a child in public care, who is looked after by a local authority within the meaning of Section 22 of the Children Act 1989. Children previously looked after are children who were looked after, but have ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002) or became subject to a Child Arrangements Order or Special Guardianship Order (Children Act 1989).  
Advice issued by the Department for Education (DfE) in August 2018 states that a child previously looked after outside of England is one that was looked after, outside England, by a public authority, a religious organisation, or another provider of care whose sole purpose is to benefit society. On 16 June 2020 DfE indicated that new non-statutory advice on how to determine eligibility for a child previously looked after outside of England will be published; this advice will be adopted as soon as it becomes available. For previously looked after child to be considered the parent or carer must provide appropriate written evidence to support the application. Without this evidence it will not be possible to consider the application under Category 1.

## Dowdales School

<p>Nelson Street, Dalton-in-Furness Cumbria LA15 8AH <b>t:</b> 01229 469800 <b>e:</b> office@dowdales.cumbria.sch.uk <b>w:</b> www.dowdalesschool.co.uk <b>Head:</b> Miss E Aubrey Community School</p>	<p>Age range: 11 - 16 DfE number: 4150 Published Admission Number: 210 Number of 1st preferences 2024: 170 Number of 2nd preferences 2024: 111 Number of 3rd preferences 2024: 52 Offers made on National Offer Day 2024: 185 Number on roll (Jan 2024): 792</p>
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This is a Community School so the LA's admissions policy applies.

## Furness Academy

<p>Park Drive Barrow-in-Furness Cumbria LA13 9BB <b>t:</b> 01229 484270 <b>e:</b> info@furnessacademy.co.uk <b>w:</b> www.furnessacademy.co.uk <b>Head:</b> Mr S Laheney Academy</p>	<p>Age range: 11 - 16 DfE number: 6908 Published Admission Number: 210 Number of 1st preferences 2024: 269 Number of 2nd preferences 2024: 85 Number of 3rd preferences 2024: 41 Offers made on National Offer Day 2024: 240 Number on roll (Jan 2024): 1191</p>
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### September 2025 Admissions Policy

Where the number of applications for admissions is greater than the published admission number, applications will be considered against the criteria set out below.

After the admission of students with Education, Health and Care Plan (EHCP) where Furness Academy is named in the EHCP, the criteria will be applied in the order in which they are set out below:

- a. Looked after children who are in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989 and children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). (A letter from the responsible local authority confirming the young person's status must be provided.) The definition of previously looked after children includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. This document refers to these children as internationally adopted previously looked after children (IAPLAC). This also includes children who were previously looked after in Wales, Scotland and Northern Ireland. A child is regarded as having been in 'state care outside of England' if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. Children previously looked after are children who were looked after, but have ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002) or became subject to a Child Arrangements Order or Special Guardianship Order (Children Act 1989)
- b. Young people who at the time of the application have a brother or sister, (including half-siblings, adopted siblings and those living as siblings in the same family unit) on roll at Furness Academy, giving priority on the basis of the youngest sibling.
- c. Children of staff:
  1. Where the member of staff who is currently employed by Furness Education Trust at the time at which the application for admission to the Academy is made, and /or
  2. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- d. Students from schools within the same Trust as Furness Academy.
- e. For those who attend a Furness Academy catchment feeder primary school, for clarity the schools in catchment are; Cambridge Primary, Dane Ghyll Primary, Greengate Junior, Holy Family Primary School, Newbarns Primary, Roose Community Primary, Sacred Heart RC School, St Georges C of E Primary, St James C of E Junior, St Paul's C of E Junior, St Pius X Catholic School. The ranking is taken on those living nearest to the Academy measured

in a straight line (the distance to be determined by using a distance measurement tool in Google Maps) from the front door of the Academy to the front door of the child's home.

- f. To those living nearest to the Academy, within catchment, measured in a straight line (the distance to be determined by using a distance measurement tool in Google Maps) from the front door of the Academy to the front door of the child's home.
- g. Other Young People living outside the catchment area whose parent/carer wants a place for them; a place will be offered to those meeting this criterion who live closest to Furness Academy measured in a straight line (the distance to be determined by using a distance measu

In the event of a tie break under criteria a-g, when all other factors are equal, random allocation will apply.

### John Ruskin School

Lake Road Coniston Cumbria LA21 8EW <b>t:</b> 015394 41306 <b>e:</b> admin@jrs.org.uk <b>w:</b> www.jrs.org.uk <b>Head:</b> Mr P Blackburn Community School	Age range: 11 - 16 DfE number: 4151 Published Admission Number: 48 Number of 1st preferences 2024: 66 Number of 2nd preferences 2024:36 Number of 3rd preferences 2024: 8 Offers made on National Offer Day 2024: 50 Number on roll (Jan 2024): 243
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This is a Community School so the LA's admissions policy applies.

### Kirkbie Kendal School

Lound Road Kendal Cumbria LA9 7EQ <b>t:</b> 01539 727422 <b>e:</b> info@kksa.co.uk <b>w:</b> www.kirkbiekendal.cumbria.sch.uk <b>Head:</b> Mr M Harris Academy	Age range: 11 - 18 DfE number: 5400 Published Admission Number: 168 Number of 1st preferences 2024: 187 Number of 2nd preferences 2024: 92 Number of 3rd preferences 2024: 23 Offers made on National Offer Day 2024: 189 Number on roll (Jan 2024): 1049
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### September 2025 Admissions Policy

Where there are more applications than places available at Kirkbie Kendal 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 and 2 which form part of the policy.

First - Children Looked After and previously Looked After (see note 1).

Second - Children who have a brother or sister attending Kirkbie Kendal School (see note 2).

Third - Children living in the catchment areas of Heron Hill School, Vicarage Park School, Natland St Marks C of E, Old Hutton C of E School and children attending Dean Gibson R C School, children attending Ghyllside School.

Fourth - Children from the catchment areas of other Kendal Collaborative Partnership schools, Stramongate School, Castle Park School, Crosthwaite C of E School, St Oswald's C of E Burneside, St Thomas's C of E School, Selside C of E Primary School, Grayrigg C of E School.

Fifth - Children living in the catchment area of all other schools.

Priority If the school reaches its planned admission limit within any of the above criteria, then for those in that criteria priority will be given to those who live nearest to the school, that distance being measured in a straight line using the Local Authority GIS plotting system from the centre of the student's home address to the centre of the front vehicle entrance of the school.

Applications will be prioritised on the above basis. An exception will be made for students whose Education, Health and Care Plan names the school, provided the school can meet that child's needs and that meeting the need is compatible with the education of others.

In addition, the Admissions Authority for Kirkbie Kendal School will maintain a waiting list for the re-allocation of any Year 7 places that become available after 31st March 2025 and up to the end of December 2025. Vacancies will be allocated using the over-subscription criteria.

After allocation, any admissions appeal for a Year 7 place should be addressed to the Governance Professional, c/o Kirkbie Kendal School.

**For further details around the appeals process please see the Admission Appeals section of Westmorland and Furness Council's 'Transfer to Secondary School' booklet and/or the DfE link detailed in the In-Year Admissions section below.**

**Parents will be informed of the outcome of any appeal via the independent panel hearing their appeal or via Local Authority representatives.**

**Sixth Form Admissions** For students entering Year 12 in September 2025 who have not previously attended Kirkbie Kendal School, the school has set an admission number of 25. Students entering Year 12 normally are expected to have a minimum of 5 GCSE grades at 5 or above, including English and Mathematics. In addition, students are normally required to have achieved a grade 6 or above at GCSE in their chosen A level subjects or in related subject area(s). If the number of applicants exceeds the admission number, the school will apply the same oversubscription criteria as for other year groups.

Note 1 A child looked after is a child in public care, who is looked after by a local authority within the meaning of Section 22 of the Children Act 1989. Children previously looked after are children who were looked after, but have ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002) or became subject to a Child Arrangements Order or Special Guardianship Order (Children Act 1989). 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, priority will be given to those children with the youngest sibling in school. Brothers and sisters are those living at the same address and includes step and foster children. Priority will only be given where it is known at the time of allocating places that a sibling will be attending the school at the time of admission.

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

If the School is oversubscribed, the address of the parent with whom 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 a 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 determine. In these circumstances, the address used for child benefit purposes, ie, the address of the parent claiming the child benefit will be used.

Residency at a particular address is a key factor in allocating places at oversubscribed schools. If the school offers a school place and then discovers that the offer was made on the basis of fraudulent or misleading information (for example a false claim to be living at an address), the school may withdraw the place.

#### **Kirkby Stephen Grammar School Sports College**

Christian Head Kirkby Stephen Cumbria CA17 4HA <b>t:</b> 017683 71693 <b>e:</b> admin@ksgs.cumbria.sch.uk <b>w:</b> www.ksgs.cumbria.sch.uk <b>Head:</b> Mr G Hartley Academy	Age range: 11 - 18 DfE number: 5406 Published Admission Number: 64 Number of 1st preferences 2024: 84 Number of 2nd preferences 2024: 8 Number of 3rd preferences 2024: 3 Offers made on National Offer Day 2024: 90 Number on roll (Jan 2024): 351
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#### **September 2025 Admissions Policy**

Please contact the school for their 2025-26 Admissions Policy.



## The Lakes School

Troutbeck Bridge Windermere Cumbria LA23 1HW <b>t:</b> 015394 40810 <b>e:</b> admin@lakes.cumbria.sch.uk <b>w:</b> www.thelakeschool.com <b>Acting Head:</b> Ms S Rainey Community School	Age range: 11 - 18 DfE number: 4056 Published Admission Number: 129 Number of 1st preferences 2024: 69 Number of 2nd preferences 2024: 17 Number of 3rd preferences 2024: 11 Offers made on National Offer Day 2024: 70 Number on roll (Jan 2024): 450
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This is a Community School so the LA's admissions policy applies.

## Queen Elizabeth Grammar School

Grammar School House Ullswater Road Penrith Cumbria CA11 7EG <b>t:</b> 01768 864621 <b>e:</b> reception@qegs.cumbria.sch.uk <b>w:</b> www.qegspenrith.education <b>Head:</b> Mr D Marchant Academy	Age range: 11 - 18 DfE number: 5401 Published Admission Number: 160 Number of 1st preferences 2024: 180 Number of 2nd preferences 2024: 44 Number of 3rd preferences 2024: 8 Offers made on National Offer Day 2024: 160 Number on roll (Jan 2024): 1040
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### September 2025 Admissions Policy

Pupils will be selected for a place at Queen Elizabeth Grammar School on the basis of their aptitude for the academic nature of the education offered at the school, such selection being by way of evidence of aptitude from the entrance test. All who are considering applying for a place at Queen Elizabeth Grammar School should register for the entrance test application online. Please note that this does not replace the Local Authority online preference form (SA3) which must also be completed, otherwise a valid application will not have been made.

Should the number of applicants exceed the PAN, the remaining places will be allocated according to the oversubscription criteria.

- Children in Local Authority Care or Previously in Local Authority Care** – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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 (see the definition in Section 22(1) of the Children Act 1989) or c) previously in public authority care outside of England.
- Current Family Association** – A sister or brother attending Queen Elizabeth Grammar School at the time the child starts. In this context sister or brother means children who live as sister or brother, in the same house including natural sisters and brothers, adopted siblings, stepsisters or brothers and foster sisters and brothers. If siblings from multiple births (twins, triplets, etc.) apply for a school place and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, a place will be offered to each of the siblings, even if doing so takes the school above its PAN.
- Pupil Premium** – Priority will be given to 10 Students in receipt of Pupil Premium (including Service Premium). This equates to 2 places per Year 7 form group, based on a PAN of 160 (5 forms of entry). Students in receipt of Pupil Premium who have been allocated a place according to a higher oversubscription criteria will not count towards the total number of 10 places.

A child is eligible for **Pupil Premium** where they have been registered for free school meals (FSM) at any point in the last 6 years. This does not include students who have only been eligible to receive Universal Infant Free School Meals. Pupil Premium is also afforded to Children in Local Authority Care or Previously in Local Authority Care, however, these children will be prioritised in the relevant criteria above.

Children who are eligible for the **Service Premium** are those who have one of their parents/carers serving in the regular armed forces or have been registered as a 'service child' at any point in the four years prior to the closing date for registering for the test.

Parents/Carers wishing to apply under this priority must ensure they complete the attached Supplementary Information Form (Appendix 3) and return it to the school by 31st October in the year of application along with supporting evidence.

All children, in receipt of Pupil Premium, who gain a place at Queen Elizabeth Grammar School can receive financial assistance towards items such as school uniform and school trips.

If these places are not filled by applicants in receipt of Pupil Premium by the Local Authority on National Offer Day any surplus or declined places will be offered to the next priority listed in our oversubscription criteria.

**For more information on Pupil Premium places please refer to the Supplementary Information Form. The deadline for submitting this form is 31st October 2024.**

4. **Children of Permanent Members of Staff** – A child whose parent/carer is a current and permanent member of staff employed for two or more years at the time of registration or who has been recruited to fill a demonstrable skill shortage. In this context a child means a natural daughter/son including adopted children and/or foster children who live at the same address as the member of staff.

A permanent member of staff is defined as a full-time teaching member, a full-time support member whose contract is 37 weeks and above, a part-time teaching member with a 50% and above timetable and a part-time support staff member who works more than 15 hours per week for 37 weeks or more. The definition does not include contract staff. If a service has been 'in house' and is subsequently 'contracted out' children of staff will no longer be eligible for priority admission under this criterion. The definition does not include peripatetic staff.

5. **Queen Elizabeth Grammar School accepts students in the order set out below.**

- a) Priority will be given to students living within Queen Elizabeth Grammar School's designated catchment area according to ranked aggregate scores on the Queen Elizabeth Grammar School entrance test with the highest score being given the highest rank. (See Appendix 2)
- b) Priority will be given to students from all other areas giving priority to those who live closest to the school\*. The distance from the child's permanent home to the designated OS reference point (NY 51206 29679) will be used to determine the order of priority.

**\*Nearness of children's homes to school**

A block of flats has a single address point reference, therefore applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block or are in any other way equally distant from school and in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place. This process will be independently verified.

The LA uses the distance between the child's permanent home address and the school, measured in a straight line using their computerised Geographical Information System (GIS). Distances are measured from a point defined as within the child's home to the OS Reference (NY 51206 29679) within the school. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each child's address is to the school and offer places starting with the shortest distance to school.

A child's home address is considered to be a residential property that is the child's only or main residence and not an address at which your child might sometimes stay or sleep due to your own domestic or special arrangements. The address must be the child's home address on the day you completed your application form and which is either owned by the child's parent/carer, or leased to or rented by the child's parent/carer under a lease or written rental agreement.

If you live separately from your partner but share responsibility for your child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays.

**Children of UK service personnel and crown servants** will be considered prior to moving into the area providing an official letter declaring a relocation date accompanies the application. Evidence of an intended address will be required in order for the school to apply the correct over-subscription criteria.

## Queen Elizabeth School

<p>Kirkby Lonsdale Carnforth Lancashire LA6 2HJ <b>t:</b> 015242 71275 <b>e:</b> office@qes.org.uk <b>w:</b> www.qes.org.uk <b>Head:</b> Miss Cathy O'Neill Academy</p>	<p>Age range: 11 - 18 DfE number: 5411 Published Admission Number: 256 Number of 1st preferences 2024: 243 Number of 2nd preferences 2024: 139 Number of 3rd preferences 2024: 83 Offers made on National Offer Day 2024: 256 Number on roll (Jan 2024): 1179</p>
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### September 2025 Admissions Policy

QES has been oversubscribed in recent years and where applications for admission exceed the number of places available the following criteria will be applied in the order set out below to decide which children to admit:

1. Looked-after children and previously looked-after children;
2. Children of staff where a member of staff has been employed at the school for two or more years at the time the application was made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage;
3. Where the child has a brother or sister attending a school in the Lunesdale Learning Trust at the time of admission (Sept 2025) and this includes step siblings, adopted siblings or any other children living permanently at the same address;
4. Proximity of the child's home to the school, with those living nearer being accorded the higher priority (see separate explanatory note).

When there is over-subscription in 1, 2, and 3 above, the distance criterion at 4 will be applied. In the event of a tie-break, random allocation will be used to decide who has highest priority for admission if the distance between two or more children's homes and the school is the same. This process will be independently verified.

If the school is oversubscribed, the address of the parent with whom 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 a child's grandparents or childminder.

In some cases, where shared parental living arrangements are in place, a child's address may be difficult to determine. In these circumstances, the address used for child benefit purposes, i.e., the address of the parent claiming the child benefit will be used.

Residency at a particular address is a key factor in allocating places at oversubscribed schools. If the school offers a school place and then discovers that the offer was made on the basis of fraudulent or misleading information (for example a false claim to be living at an address), the school may withdraw the place.

Distance is measured from using a straight line measurement from the door of the School's Main Reception to the centre of the pupil's home address. See website for further details about previous year's information and system used.

An exception will be made for a child whose Education, Health and Care Plan (EHCP) names the school, provided the school can meet the child's needs and that meeting the need is compatible with the education of others.

## Queen Elizabeth Studio School

Kirkby Lonsdale Carnforth Lancashire LA6 2HJ <b>t:</b> 015242 71275 <b>e:</b> info@qestudio.org.uk <b>w:</b> www.qestudio.org.uk <b>Head:</b> Miss Cathy O'Neill Academy	Age range: 14 - 18 DfE number: 4013 Published Admission Number: 90 Number of 1st preferences 2024: N/A Number of 2nd preferences 2024: N/A Number of 3rd preferences 2024: N/A Offers made on National Offer Day 2024: 136 Number on roll (Jan 2024): 336
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Please contact the school directly to obtain a copy of their 2025/26 Admissions Policy, or for any queries regarding the school.

## The Queen Katherine School

Appleby Road Kendal Cumbria LA9 6PJ <b>t:</b> 01539 743900 <b>e:</b> enquiries@queenkatherine.org <b>w:</b> www.qks.org.uk <b>Head:</b> Mr J Hayes Academy	Age range: 11 - 18 DfE number: 5404 Published Admission Number: 241 Number of 1st preferences 2024: 175 Number of 2nd preferences 2024: 85 Number of 3rd preferences 2024: 24 Offers made on National Offer Day 2024: 178 Number on roll (Jan 2024): 933
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### September 2025 Admissions Policy

Admission criteria, which will be applied to all applications for a place at The Queen Katherine School if applications exceed the Published Admission number, are:

First - Children looked after and who were previously looked after but have ceased to be so because they were adopted or became subject to a Child Arrangements Order or Special Guardianship Order.

Second - Children whose sibling attends The Queen Katherine School (this includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address). The sibling must be attending school in September 2026 when the Year 7 child is due to start.

Third - Children living in the Kendal catchment area. This includes any school situated in Kendal or the immediate surrounding area such as St Mark's, Natland or St Oswald's, Burneside.

Fourth - Children of current employees of The Queen Katherine School under the following circumstances: a) where the member of staff has been employed at the school for more than two years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable shortage.

Fifth - Children from outside the Kendal catchment area such as St Martin and Mary's School, Windermere.

If the school reaches its planned admission limit within any of these criteria then, for those in that criteria, priority will be given to those who live nearest to the school, that distance being measured in a straight line on a map from the front entrance of the middle block to the child's home address.

## Samuel King's School

(Federated with Alston Primary School and Nenthead Primary School)

<p>Church Road Alston Cumbria CA9 3QU <b>t:</b> 01434 381236 <b>e:</b> alstonoffice@alston.cumbria.sch.uk <b>w:</b> www.alstonmoorfederation.org.uk <b>Head:</b> Mr Rob Dawson Foundation School</p>	<p>Age range: 11 - 16 DfE number: 4011 Published Admission Number: 22 Number of 1st preferences 2024: 26 Number of 2nd preferences 2024: 12 Number of 3rd preferences 2024: 2 Offers made on National Offer Day 2024: 28 Number on roll (Jan 2024): 89</p>
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### September 2025 Admissions Policy

At the time of considering applications for the Reception intake, Year 7 or at any other time when there are more applications than places, children will be allocated a place in order of priority given below. The criteria will be applied in conjunction with the notes below as they form part of the policy.

1. Children previously looked after by a local authority and children previously looked after outside England. See note 1
2. Children resident within the school catchment area who have brothers or sisters in the schools at the time of their admission giving priority to those children with the youngest siblings. See note 2
3. Children resident within the school catchment area giving priority to those who live closest to the school, measured by a straight line from the front door of the child's address to the main gate to the school. This will be measured using the local authority GIS system.
4. Children living outside the catchment area who have brothers or sisters in the school at the time of their admission.
5. Children living outside the catchment area, giving priority to those who live closest to the school, measured by a straight line measurement between the centre of the child's address and the main school entrance. This will be measured using the local authority.

**GIS system.** If applications cannot be separated by applying the above criteria, Random allocation will be used as a tie-break in category 5 to decide who has the highest priority for admission. This process will be independently verified. An exception may be made if a child has an Education, Health and Care Plan which names a Federation School, as in these circumstances the school would have a statutory duty to admit the child concerned.

**Note 1** A child looked after is a child in public care, who is looked after by a local authority within the meaning of Section 22 of the Children Act 1989. Children previously looked after are children who were looked after, but have ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002) or became subject to a Child Arrangements Order or Special Guardianship Order (Children Act 1989). Advice issued by the Department for Education (DfE) in July 2021 states that a child previously looked after outside of England is one that was looked after, outside England, by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society.

For a previously looked after child to be considered under criteria 1, the parent or carer must provide appropriate written evidence to support the application. Without this evidence it will not be possible to consider the application under category 1 of the school's Admission policy.

**Note 2** Brothers and sisters are those living at the same address and includes adopted, step and foster children. Priority will be given where it is known at the time of allocating places that a sibling will be attending the school. In criteria 3 and 5, priority will be given to those children with the youngest siblings. Brothers and sisters are those living at the same address and includes step and foster children. Priority will only be given where it is known at the time of allocating places that a sibling will be attending the school at the time of admission.

### Address to be used in determining priority for admission

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

## Settlebeck School

Long Lane Sedbergh Cumbria LA10 5AL <b>t:</b> 015396 20383 <b>e:</b> office@settlebeck.org <b>w:</b> www.settlebeck.org <b>Head:</b> Mrs Sarah Campbell Academy	Age range: 11 - 16 DfE number: 4060 Published Admission Number: 44 Number of 1st preferences 2024: 34 Number of 2nd preferences 2024: 18 Number of 3rd preferences 2024: 9 Offers made on National Offer Day 2024: 38 Number on roll (Jan 2024): 210
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### September 2025 Admissions Policy

Where there are more applications than places available, entry to all year groups will be prioritised using the criteria below. They will be applied in conjunction with the explanatory notes 1 to 3 which form part of the policy.

1. Children looked after and children who were previously looked after – see note 1 below.
2. Children living in the catchment area who have siblings in the school at the time of admission – see note 2 below.
3. Other children living in the catchment of Sedbergh, Dent, Hawes, Grayrigg CE, Old Hutton and Tebay primary schools – see note 3 below.
4. Children living out of catchment area with siblings in the school – see note 2 below.
5. Children living outside the catchment area, giving priority to those who live the closest to the school. Distance will be calculated using AA AutoRoute – see note 3 below.

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 (or became subject to a child arrangements order or special guardianship order).

Note 2 - In criteria 2 and 4 priority will be given to those children with the youngest siblings in school. Brothers and sisters are those living at the same address and includes step and foster children. Priority will only be given where it is known at the time of allocating places that a sibling will be attending the school at the time of admission.

Note 3 - In criteria 3 and 5 priority will be given to those living closest to the school. The distance will be measured from the child's front door to the main entrance of the school using the AA route map.

## St Bernard's Catholic High School

Rating Lane Barrow-in-Furness Cumbria LA13 9LE <b>t:</b> 01229 814560 <b>e:</b> contact@stbernardsschool.uk <b>w:</b> www.stbernardsschool.uk <b>Head:</b> Mrs J Whittam Academy	Age range: 11 - 16 DfE number: 4634 Published Admission Number: 170 Number of 1st preferences 2024: 108 Number of 2nd preferences 2024: 97 Number of 3rd preferences 2024: 37 Offers made on National Offer Day 2024: 124 Number on roll (Jan 2024): 675
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This school may have a supplementary form or may require documentary evidence.

### September 2025 Admissions Policy

Where the number of applications which meet the criteria in a section takes the total pupil number above the planned admission figure then the Governors will use a straight line distance from the front door of the child's home to the main entrance to the school measured in miles or part thereof to determine which applicants to accept on the criteria of nearest to the school first.

Pupils who have St. Bernard's Catholic High School on a named statement of SEN or EHC plan will automatically be allocated a place.

**Order of Priority:**

- A. Pupils who are in public care or adopted children who were previously in public care.
- B. Baptised Roman Catholic pupils who have attended a Roman Catholic primary school.
- C. Baptised Roman Catholic pupils who have attended a non-Catholic primary school.
- D. Children of Staff who have been employed at St. Bernard's for two or more years, or who have been recruited to fill a particular skills shortage.
- E. Non-Catholic pupils who have attended a Roman Catholic primary school.
- F. Siblings who at the time of the admission, have a brother or sister attending St Bernard's Catholic High School.\*
- G. Children from other Christian denominations who attend church and can support their application with evidence of their faith commitment e.g. baptism certificate / letter from minister / reference from current Headteacher.
- H. Non-Catholic pupils whose parents wish them to partake in the Christian education offered by St Bernard's and the consequent implication for attendance at religious worship, assemblies and associated Religious Education activities.
- I. All remaining applicants.

**Ullswater Community College**

<p>Wetheriggs Lane Penrith Cumbria CA11 8NG t: 01768 210206 e: admin@ullswatercc.co.uk w: www.ullswatercc.co.uk <b>Head:</b> Mr Stephen Gilby Foundation</p>	<p>Age range: 11 - 18 DfE number: 4310 Published Admission Number: 300 Number of 1st preferences 2024: 250 Number of 2nd preferences 2024: 79 Number of 3rd preferences 2024: 17 Offers made on National Offer Day 2024: 256 Number on roll (Jan 2024): 1522</p>
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**September 2025 Admissions Policy**

Where there are more applications than places available, entry to all year groups will be prioritised using the criteria below. They will be applied in conjunction with explanatory notes 1 to 3, which form part of the policy.

1. Children looked after and children who were previously looked after – see note 1 below
2. Children living in the catchment area who have brothers or sisters in the school at the time of admission – see note 2 below
3. Other children living in the catchment area giving priority to those living closest to the school, measured by the shortest walking route by road - see note 3 below.
4. Children living outside the catchment area who have brothers or sisters in the school
5. Children living outside the catchment area, giving priority to those who live closest to the school, measured by the shortest walking route by road - see note 3 below.

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 where a child holds an Education, Health and Care Plan, naming the school. Irrespective of the criteria the child will be admitted as in these circumstances the Governors have a statutory duty to admit the child concerned.

**Explanatory Notes**

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 (or became subject to a child arrangements order or special guardianship order)

Note 2: In criteria 2 and 4 priority will be given to those children with the youngest siblings in school. Brothers and sisters are those living at the same address and includes step and foster children. Priority will only be given where it is known at the time of allocating places that a sibling will be attending the school at the time of admission.

Note 3: Distance measurements will be undertaken using the Local Authority's computerised Geographical Information System [GIS]. This measures the route from the centre of the pupil's home to the nearest entrance on the school site which is available to pupils at the time of undertaking the assessment. The route used will be the shortest walking route by road as identified by GIS at that time.

**Tie break** In the case of two or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's gates on Wetheriggs Lane. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between two children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

### Ulverston Victoria High School

Springfield Road Ulverston Cumbria LA12 0EB <b>t:</b> 01229 483900 <b>e:</b> uvhs@uvhs.uk <b>w:</b> www.uvhs.uk <b>Head:</b> Mr M Hardwick Community School	Age range: 11 - 18 DfE number: 4152 Published Admission Number: 186 Number of 1st preferences 2024: 180 Number of 2nd preferences 2024: 61 Number of 3rd preferences 2024: 22 Offers made on National Offer Day 2024: 183 Number on roll (Jan 2024): 1327
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This is a Community School so the LA's admissions policy applies.

### Walney School

Sandygap Lane Walney, Barrow-in-Furness Cumbria LA14 3JT <b>t:</b> 01229 471528 <b>e:</b> office@walney.cumbria.sch.uk <b>w:</b> www.walneyschool.org.uk <b>Head:</b> Mr J Richardson Academy	Age range: 11 - 16 DfE number: 4003 Published Admission Number: 180 Number of 1st preferences 2024: 85 Number of 2nd preferences 2024: 12 Number of 3rd preferences 2024: 11 Offers made on National Offer Day 2024: 92 Number on roll (Jan 2024): 493
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### September 2025 Admissions Policy

Please contact the school directly to obtain a copy of their 2025/26 Admissions Policy, or for any queries regarding the school.





# Further help and advice

## Help with Education, Health and Care Plans (EHCPs)

If your child has an Educational Health Care Plan the school placement process will be dealt with by the Special Education Needs Team for your area.

Most children with an 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 an EHCP and your child would be given priority when allocating places.

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

**01229 407403** or email **[inclusion.BandSL.WAF@cumbria.gov.uk](mailto:inclusion.BandSL.WAF@cumbria.gov.uk)**

## Special Educational Needs and Disabilities Information, Advice and Support Service (SENDIASS)

Special Educational Needs and Disabilities Information and Support Service (which was formerly known as the Cumbria Information and Advise and Support 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 **[westmorlandandfurness.gov.uk](http://westmorlandandfurness.gov.uk)**

## 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 7. If your child is going into year 7 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:

- Universal credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support (IS);
- Income Based Jobseekers Allowance (Not contribution based);
- Income-related Employment and Support Allowance (Not contribution related);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit (if you are not also entitled to Working Tax Credit and have an annual of no more than £16,190);
- The Guarantee element of State Pension Credit;
- Working Tax Credit run-on. Paid for four weeks after you stop qualifying for Working Tax Credit.

To fill in an online application form, or to find out more information, please go to **[westmorlandandfurness.gov.uk](http://westmorlandandfurness.gov.uk)**

## Home to school transport

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

- Where the pupil lives 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.

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.

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.

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 Westmorland and Furness Council's website [westmorlandandfurness.gov.uk](https://www.westmorlandandfurness.gov.uk) and apply online.

# Admission appeals

## Who has the right of appeal?

Parents who are refused 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 you are refused a place, you will receive a letter that will give you further information and will explain what to do if you wish to appeal, including who to contact and the deadline for submitting your appeal. Your appeal is likely to be heard along with all of the other appeals for that school.

## 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. They will 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' (i.e. 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 will 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](https://www.gov.uk/schools-admissions/appealing-a-schools-decision) or via the council's website [westmorlandandfurness.gov.uk](https://www.westmorlandandfurness.gov.uk) or by contacting the School Admissions and Appeals Team.

# Useful contact details

## School Admissions and Appeals Team

Phone	03003038144
Email	<a href="mailto:school.admissions@westmorlandandfurness.gov.uk">school.admissions@westmorlandandfurness.gov.uk</a>
Address	<b>School Admissions and Appeals Westmorland and Furness Council PO Box 305 County Offices Kendal Cumbria LA99GZ</b>
Website	<a href="http://westmorlandandfurness.gov.uk">westmorlandandfurness.gov.uk</a>

### 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 Westmorland and Furness

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

<p><b>Cumberland Council</b> PO Box 415 Carlisle Cumbria CA19GU Tel: 01228 221582 E-mail: school.admissions@cumberland.gov.uk</p>	<p><b>Durham County Council</b> Children and Young People's Services, Green Lane, Spennymoor, Co. Durham DL16 6JQ Tel: 03000 265896 E-mail: schooladmissions@durham.gov.uk</p>
<p><b>Lancashire County Council</b> PO Box 78 County Hall Fishergate Preston PR1 8XJ Tel: 0300 1236707 Email: schooladmissions@lancashire.gov.uk</p>	<p><b>Northumberland County Council</b> County Hall Morpeth Northumberland NE61 2EF Tel: 0345 6006400 E-mail: schooladmissions@northumberland.gov.uk</p>
<p><b>North Yorkshire County Council</b> Jesmond House 31-33 Victoria Avenue Harrogate HG1 4QE Tel: 01609 533679 E-mail: schooladmissions@northyorks.gov.uk</p>	

## Useful websites

- Department for Education [gov.uk](https://www.gov.uk)
- Advice on Special Educational Needs [gov.uk](https://www.gov.uk)
- OFSTED inspection reports [ofsted.gov.uk](https://www.ofsted.gov.uk)
- ACE Education Advice and Training [ace-ed.org.uk](https://www.ace-ed.org.uk)
- Information on school performance [gov.uk/school-performance-tables](https://www.gov.uk/school-performance-tables)
- Westmorland and Furness Children's Services [westmorlandandfurness.gov.uk](https://www.westmorlandandfurness.gov.uk)
- More information about school admissions and appeals can be found at:  
[westmorlandandfurness.gov.uk](https://www.westmorlandandfurness.gov.uk)

## Data Protection

As a Data Controller, Westmorland and Furness Council processes personal data in accordance with the Data Protection Act 2018. You and/or your children have certain rights in respect of this information including requesting a copy and having inaccurate data corrected.

The information you provide on your preference form may be shared with:

- Other teams within the Children and Families Services Directorate;
- Members of Parliament/Elected Members (where you have asked them to act on your behalf);
- Governing Bodies of own admission authority schools;
- Other Local Authorities

For the following purposes:

- to allocate a school place for your children;
- to co-ordinate admission arrangements with neighbouring local authorities

Information you provide as part of the admissions process will not be used for additional purposes without your consent. You can find out more about how your data is handled in the council's Privacy Notice. (Go to [www.westmorlandandfurness.gov.uk](https://www.westmorlandandfurness.gov.uk) and search 'Privacy').

## Translation Services

If you require this document in another format (e.g. CD, Braille or large type) or in another language, please telephone: **0300 373 3300**.

للوصول إلى هذه المعلومات بلغتك، يرجى الاتصال 0300 373 3300

আপনি যদি এই তথ্য আপনার নিজের ভাষায় পেতে চান তাহলে অনুগ্রহ করে 0300 373 3300 নম্বরে টেলিফোন করুন।

如果您希望通过母语了解此信息，请致电 0300 373 3300

Jeigu norétumėte gauti šią informaciją savo kalba, skambinkite telefonu 0300 373 3300

W celu uzyskania informacji w Państwa języku proszę zatelefonować pod numer 0300 373 3300

Se quiser aceder a esta informação na sua língua, telefone para o 0300 373 3300

Bu bilgiyi kendi dilinizde görmek istiyorsanız lütfen 0300 373 3300 numaralı telefonu arayınız