

Co-ordinated Admission Scheme for all Maintained Schools and Academies in the Area of Cumbria County Council 2024–2025

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

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

1. Introduction

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

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

i) Every parent or carer living in Cumbria who has applied for a place for their child for entry in September 2024 to Reception in an infant or primary school, Year 3 in junior school or to Year 7 at a secondary school in the normal admissions round, receives only one offer of a school place for each child on:

(a) 1 March (or the next working day) for transferring to Year 7 at a secondary school;

(b) 16 April (or the next working day) for starting infant or primary school (Reception year group);

(c) 16 April (or the next working day) for transferring to Year 3 at a junior school.

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

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

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

NOTE: The management of school applications may be severely delayed where separated parents or carers of the child each submit a separate application for different schools. The School Admissions Code 2021 states that only one offer per child is made by the LA. In this situation the LA asks that parents or carers attempt to resolve matters between themselves, and inform the LA in writing of which

application should be processed. It is not appropriate for the LA to become involved in private disputes.

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

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

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

2. The Common Application Forms

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

SA1 – Admission to Infant or Primary School – September 2024

SA2 – Transfer to Junior School – September 2024

SA3 – Transfer to Secondary School – September 2024

- (2) The forms will be used for the purpose of admitting pupils into the Reception Year for infant and primary, Year 3 for junior and Year 7 for secondary intake groups in September 2024. They will:
 - invite parents or carers to express three preferences for schools in rank order of preference including, where relevant, any schools outside the LA's area;
 - explain that parents or carers are entitled to give their reasons for their preferences; and
 - specify the closing date and to whom the form must be returned.
- (3) The LA will ensure that the SA1, SA2, and SA3 are available online and from the LA. They will be available online from 6 September 2023. Parents and/or carers of children in their last year at an infant school will receive information about how to apply for a junior school place from the infant school. Those with a child in the last year of a primary or junior school will receive information about how to apply for a secondary school place from their current primary or junior school. Information about

schools together with an application form will be made available on the Cumbria County Council website.

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

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

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

SA3 – by 31 October 2023 online, to the child’s current junior or primary school or directly to the School Admissions and Appeals Team;

SA1 – by 15 January 2024 online, to the parent or carer’s preferred school or directly to the School Admissions and Appeals Team

SA2 – by 15 January 2024 online, to the child’s current infant school or directly to the School Admissions and Appeals Team

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

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

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

SA3 – Thursday 3 November 2023

SA1 – Thursday 18 January 2024

SA2 – Thursday 18 January 2024

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

5 January 2024 for Transfer to Secondary - Year 7 [SA3]

9 February 2024 for Starting Infant or Primary - Reception [SA1]

9 February 2024 for Transfer to Junior - Year 3 [SA2]

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

4. Completing the SA1, SA2 and SA3 Application Forms

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

5. Testing of Ability or Aptitude

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

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

- (1) All preferences will be considered equally. This is known as an **equal preference scheme**. It means that a child will be considered for a place at each school named on the application form irrespective of whether the school was given as the 1st, 2nd or 3rd preference on the application. Where a child is eligible for a place at more than one of the preferred schools given on the original application form, a place at the school given as the highest preference will be offered on national offer day.
- (2) The LA will only make any decision with respect to the offer or refusal of a place in response to any preferences expressed on the application forms where:
 - it is acting in its separate capacity as an admission authority, or
 - an applicant is eligible for a place at more than one school [see 6(1) above]; or

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

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

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

8. Processing Parental Preferences

The following timetable sets out the final deadline dates that will be applied to the processing of parent or carer preferences received by the relevant closing date (31 October 2023 for secondary schools [SA3] and 15 January 2024 for infant, primary [SA1] and junior schools [SA2]):

| | Secondary [SA3] | Reception [SA1] | Junior [SA2] |
|---|----------------------------|----------------------------|-------------------------|
| LA notification to other LAs of preferences expressed for schools in their area. | 17.11.23 | 25.01.24 | 25.01.24 |
| LA notification to voluntary aided, foundation, free schools and academies of all first, second and third preference applications received [see note]. Details of number of applications received to community and voluntary controlled schools. | 24.11.23 | 26.01.24 | 26.01.24 |
| Final date for governing bodies of voluntary aided, foundation and free schools and academy trusts to consider all applications, apply the school's oversubscription criteria and provide the LA with a list showing which category in their admissions policy each applicant falls into. | 8.12.23 | 9.02.24 | 9.02.24 |
| | Secondary [SA3] | Reception [SA1] | Junior [SA2] |
| Ranking of applicants in the category in which the cut-off point falls must also be shown. Note: Any school having difficulties meeting this deadline must agree an alternative one with the School Admissions and Appeals Team. | 8.12.23 | 9.02.24 | 9.02.24 |

| | | | |
|--|---------------------------|----------------------------|----------------------------|
| Liaison period for the LA and voluntary aided, foundation, free schools and academies to finalise allocations. Lists for oversubscribed schools will be compared. Where a place can be offered at more than one school, the LA will identify the highest preference school that can be offered. This will become the 'provisional allocation'. | 8.12.23 to 19.01.24 | 12.02.24 to 04.03.24 | 12.02.24 to 04.03.24 |
| Finalise Allocations | | | |
| Other LAs notified of places in schools in Cumbria to be offered to their residents. | 9.02.24 | 18.03.24 | 18.03.24 |
| Notification to all maintained schools and academies of number of pupils to be offered a place. NB: This is confidential information and must not be passed on to parents or carers. The information is provisional and may, if necessary, change prior to the relevant National Offer Day. | 20.02.24 | 08.04.24 | 08.04.24 |
| LA notification to parents or carers informing them of the outcome of their application [Offer Days]. | 01.03.24 | 16.04.24 | 16.04.24 |
| <p>Note</p> <p>The LA will notify voluntary aided, foundation, free schools and academies of all first, second and third preference applications which have been received for their school. In line with legislation, where these preferences are passed on, the order of parents or carers' preferences <u>will not</u> be made known to schools.</p> <p>Community and voluntary controlled schools will be informed how many first preference applications have been received.</p> <p>This information is for school use only to enable the admission authority to apply the schools oversubscription criteria in order to provide a full ranking list to the LA by the required deadline. The information should not be used for any other purpose.</p> | | | |

- During the liaison period with voluntary aided, foundation, free schools and academies, the LA will adjust the pupil lists to remove children who can be offered a higher preference school.
- Voluntary aided, foundation, free schools and academies will have provided a full ranking list to the LA by the specified deadline (8 December 2023 for secondary schools and 9 February 2024 for infant, primary and junior schools). However, during the liaison period, the LA may need to discuss changes to the allocation lists with voluntary aided, foundation free schools and academies and some further ranking may be required. Where this is the case, an appropriate deadline for the submission of revised information, to the LA, will be agreed with the individual school.

9. Distance Measurements

(1) Straight-line Measure

Where there are more applications than places available at a community or voluntary controlled school for entry to all year groups, applications will be prioritised using the oversubscription criteria set out in the General Admission Policy 2024-25. For any criteria that gives priority to those living closest to the school, distance measurements will be undertaken using the LAs computerised Geographical Information System (GIS). This measurement will be a straight-line measurement between the centre of the pupil's home address and a common point on the school site as determined by the LA.

(2) Shortest Walking Route by Road

Where a place cannot be offered at any of the parents or carers' preferred schools, the LA will allocate a place at the nearest school in Cumbria to the home address with a place available after all timely applications have been processed. In these circumstances, the distance will be measured by the shortest walking route by road between the pupil's home address and the nearest available entrance on the school site using the LA's GIS mapping system.

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

- (1)** Where a child is not eligible for a place at any of their parents or carers' preferred schools, they will be allocated a place at the nearest school in Cumbria to the home address with a place available after all timely applications have been processed, measured by the shortest walking route by road (9(2) refers) using the LA's GIS mapping system. Unless a parent or carer has specifically stated that they would not accept a place at a Catholic school, a place at a Catholic school would be offered where this is the nearest appropriate school.
- (2)** If only one school is named on the application form and it is not possible to allocate a place at that school, the child will not automatically be considered for any other schools in the local area, eg. the catchment area school; this is because the schools were not named on the application form. In these circumstances a place will be allocated at the nearest school in Cumbria with a place available after all timely applications have been processed, measured by the shortest walking route by road (9(2) refers) using the LA's GIS mapping system.
- (3)** If a school is identified as the alternative school for more pupils than there are places available, the General Admission Policy 2024-25 or the school's oversubscription criteria will determine priority for a place.

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

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

Online applications

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

| | | |
|-----------------------------------|---|---------------|
| Year 7 Places [Secondary] | - | 1 March 2024 |
| Reception Places [Infant/Primary] | - | 16 April 2024 |
| Year 3 Places [Junior] | - | 16 April 2024 |

Paper applications

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

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

The letters will give the following information:

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

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

| | |
|---------------------------|---------------|
| Year 7 Places [Secondary] | 15 March 2024 |
|---------------------------|---------------|

| | |
|-----------------------------------|---------------|
| Reception Places [Infant/Primary] | 30 April 2024 |
|-----------------------------------|---------------|

| | |
|------------------------|---------------|
| Year 3 Places [Junior] | 30 April 2024 |
|------------------------|---------------|

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

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

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

| | |
|---------------------------|---------------|
| Year 7 Places [Secondary] | 22 March 2024 |
|---------------------------|---------------|

| | |
|-----------------------------------|-------------|
| Reception Places [Infant/Primary] | 10 May 2024 |
|-----------------------------------|-------------|

| | |
|------------------------|-------------|
| Year 3 Places [Junior] | 10 May 2024 |
|------------------------|-------------|

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

13. Late Applications Submitted After the Main Intake Closing Dates

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

14. Waiting Lists

- (1) The LA will maintain a waiting list for each community and voluntary controlled primary and secondary school, i.e. those schools where the LA is the admission authority, until 31 December of the normal school year of admission.
- (2) Waiting lists for schools will be kept by the relevant admission authority until 31 December 2024 as a minimum.

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

- (1) Applications received after the first day of the school term of the admissions year, and at any time for entry other than to the normal year of entry, will be treated as in-year admissions. These applications should be made on Form SA8.
- (2) Once any places have been re-allocated on the specified dates, and until 31 August 2024, any applications for entry in September 2024 to Reception in an infant or primary school, Year 3 in a junior school or Year 7 in a secondary school will continue to be treated as main intake applications for the normal admissions round.
- (3) Forms SA1, SA2 and SA3 will be used for this purpose up until the first day of the school term of the normal admissions year. From re-allocation day up until the first day of the school term of the normal admissions year, the LA will continue to process all main intake applications. The LA will liaise with voluntary aided, foundation, free schools and academies regarding the allocation of places for the normal year of entry. The LA, as the admissions authority, will continue to process applications for community and voluntary controlled schools for the normal year of entry.
- (4) For community and voluntary controlled schools which have been oversubscribed, the LA will continue to re-allocate places up to the end of the autumn term in line with

its published admission arrangements. Therefore, if parents contact schools to request a September 2024 Reception, Year 3 or Year 7 school place, the school should refer the parent to the LA.

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

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

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

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

- (1) Energy Coast UTC and Queen Elizabeth Studio School offer the opportunity for pupils to join them at the beginning of Year 10. Details about both of these schools are included in the Transfer to Secondary School in Cumbria – September 2024 parental information booklet produced by the LA.
- (2) For further information and to apply for a place at Energy Coast UTC or Queen Elizabeth Studio School, parents should contact the schools directly.

June 2022

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

Scheme Timetable - September 2024 Entry to Reception and Year 3

| | |
|--------------------------------|---|
| <p>15 January 2024</p> | <p>SA1s [Reception] to be submitted online to the School Admissions and Appeals Team; if submitting a paper form, return to the parents or carers first preference school or directly to the School Admissions and Appeals Team by 15 January 2024. Any supplementary form and documentary evidence, if required, that is relevant in relation to admission to voluntary aided, foundation, free schools and academies must be returned by parents or carers to the school for which the supplementary information is relevant by 15 January 2024.</p> <p>SA2s [Year 3] to be submitted online to the School Admissions and Appeals Team; if submitting a paper form, return to the parents or carers first preference school or directly to the School Admissions and Appeals Team by 15 January 2024. Any supplementary form and documentary evidence, if required, that is relevant in relation to admission to voluntary aided, foundation, free schools and academies must be returned by parents and carers to the school for which the supplementary information is relevant by 15 January 2024.</p> |
| <p>18 January 2024</p> | <p>Schools to pass SA1s and SA2s to the LA on a weekly basis as and when they are received, but to be sent by first class post on this date at the latest.</p> <p>Schools to maintain a record of all forms received. This should include a list of who has submitted an application form together with the date the form is received in school.</p> |
| <p>25 January 2024</p> | <p>Other LAs to be notified of preferences which have been expressed for schools in their area.</p> |
| <p>26 January 2024</p> | <p>The LA will notify voluntary aided, foundation, free schools and academies of all first, second and third preference applications which have been received for their school.</p> <p>In line with legislation, where these preferences are passed on, the order of parents or carers' preferences <u>will not</u> be made known to schools.</p> <p>Community and voluntary controlled schools will be informed how many first preference applications have been received.</p> |
| <p>09 February 2024</p> | <p>Voluntary aided, foundation, free schools and academies to provide LA with a list showing which category in their admissions policy each applicant falls into.</p> <p>This list should be in rank order, ranked from 1 onwards, beginning with the applicant with the highest priority for a place at the school through to the applicant with the lowest priority for a place.</p> <p>When the ranking list is returned to the LA, each applicant</p> |

| | <p>should have an individual ranking and the relevant category of the admission policy should be specified, eg:</p> <table border="1"> <thead> <tr> <th>Category in Policy</th> <th>Ranking</th> <th>Child Details (including DOB, address, sibling information, relevant distance measurement, etc.)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>Child A (child with highest priority for place)</td> </tr> <tr> <td>2</td> <td>2</td> <td>Child B</td> </tr> <tr> <td>2</td> <td>3</td> <td>Child C</td> </tr> <tr> <td>4</td> <td>4</td> <td>Child D</td> </tr> <tr> <td>4</td> <td>5</td> <td>Child E</td> </tr> <tr> <td>4</td> <td>6</td> <td>Child F</td> </tr> <tr> <td>5</td> <td>7</td> <td>Child G</td> </tr> </tbody> </table> <p>and so on.... until all applicants have been categorised and ranked.</p> <p>If the rankings returned do not include the category in policy and an individual ranking for each applicant LA will return the list to the school to be re-ranked correctly.</p> <p>If any school has difficulties with this deadline, an alternative one must be agreed with the LA.</p> | Category in Policy | Ranking | Child Details (including DOB, address, sibling information, relevant distance measurement, etc.) | 1 | 1 | Child A (child with highest priority for place) | 2 | 2 | Child B | 2 | 3 | Child C | 4 | 4 | Child D | 4 | 5 | Child E | 4 | 6 | Child F | 5 | 7 | Child G |
|-------------------------------------|--|--|---------|--|---|---|---|---|---|---------|---|---|---------|---|---|---------|---|---|---------|---|---|---------|---|---|---------|
| Category in Policy | Ranking | Child Details (including DOB, address, sibling information, relevant distance measurement, etc.) | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 1 | Child A (child with highest priority for place) | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 2 | Child B | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 3 | Child C | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 4 | Child D | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 5 | Child E | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 6 | Child F | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | 7 | Child G | | | | | | | | | | | | | | | | | | | | | | | |
| 9 February 2024 | After this date, no late or changed applications to be considered, even if there are exceptional circumstances. | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 February to 04 March 2024 | The LA will liaise with voluntary aided, foundation, free schools and academies in order to finalise allocations. | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 March 2024 | Other LAs will be notified of places in schools in Cumbria. | | | | | | | | | | | | | | | | | | | | | | | | |
| 25 March to 5 April 2024 | LA will finalise allocations. | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 April 2024 | <p>LA will provide a provisional list of places allocated to all maintained schools and academies in Cumbria.</p> <p>Schools should be aware that, if necessary, there may be changes to allocations between 8 April and the notification of places on National Offer Day.</p> <p>The provisional list of places allocated is for school use only; information from the list must not be shared with parents or carers.</p> | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 April 2024 | LA will notify parents or carers of their allocation. | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 April 2024 | Parents or carers who don't wish to take up the place offered because they have made alternative arrangements will be asked to respond by this date. Where parents and carers have not responded by this date, the LA will assume acceptance of the place offered. | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 May 2024 | LA will re-allocate any places which have become available, after this date. | | | | | | | | | | | | | | | | | | | | | | | | |

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

Scheme Timetable - September 2024 Entry to Year 7

| <p>31 October 2023</p> | <p>SA3s to be submitted online to the School Admissions and Appeals Team; if submitting a paper form, return to the child's current school or directly to the School Admissions and Appeals Team by 31 October 2023. Any supplementary form and documentary evidence, if required, that is relevant in relation to admission to voluntary aided, foundation, free schools and academies must be returned by parents or carers to the school for which the supplementary information is relevant by 31 October 2023.</p> <p>Each primary/junior school should maintain a record of the applications it receives from parents or carers as well as the date these are received. Before the closing date for applications (31 October 2023) the school should contact those parents or carers where the record kept in school indicates that a parent or carer may not have applied for a Year 7 school place.</p> | | | | | | | | | |
|--------------------------------|---|--|---------|--|---|---|---|---|---|---------|
| <p>03 November 2023</p> | <p>Schools to pass SA3s and any supplementary forms to the LA on a weekly basis as and when they are received, but to be sent by first class post on this date at the latest.</p> | | | | | | | | | |
| <p>17 November 2023</p> | <p>Other LAs to be notified of preferences which have been expressed for schools in their area.</p> | | | | | | | | | |
| <p>24 November 2023</p> | <p>The LA will notify voluntary aided, foundation, free schools and academies of all first, second and third preference applications which have been received for their school.</p> <p>In line with legislation, where these preferences are passed on, the order of parents or carers' preferences <u>will not</u> be made known to schools.</p> <p>Community and voluntary controlled schools will be informed how many first preference applications have been received.</p> | | | | | | | | | |
| <p>8 December 2023</p> | <p>Voluntary aided, foundation, free schools and academies to provide LA with a list showing which category in their admissions policy each applicant falls into.</p> <p>This list should be in rank order, ranked from 1 onwards, beginning with the applicant with the highest priority for a place at the school through to the applicant with the lowest priority for a place.</p> <p>When the ranking list is returned to the LA, each applicant should have an individual ranking and the relevant category of the admission policy should be specified, eg:</p> <table border="1" data-bbox="544 1921 1465 2116"> <thead> <tr> <th>Category in Policy</th> <th>Ranking</th> <th>Child Details (including DOB, address, sibling information, relevant distance measurement, etc.)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>Child A (child with highest priority for place)</td> </tr> <tr> <td>2</td> <td>2</td> <td>Child B</td> </tr> </tbody> </table> | Category in Policy | Ranking | Child Details (including DOB, address, sibling information, relevant distance measurement, etc.) | 1 | 1 | Child A (child with highest priority for place) | 2 | 2 | Child B |
| Category in Policy | Ranking | Child Details (including DOB, address, sibling information, relevant distance measurement, etc.) | | | | | | | | |
| 1 | 1 | Child A (child with highest priority for place) | | | | | | | | |
| 2 | 2 | Child B | | | | | | | | |

| | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|---|---|---------|---|---|---------|---|---|---------|---|---|---------|---|---|---------|---|-----|----------|---|-----|----------|---|-----|---|
| | <table border="1"> <tbody> <tr> <td>2</td> <td>3</td> <td>Child C</td> </tr> <tr> <td>4</td> <td>4</td> <td>Child D</td> </tr> <tr> <td>4</td> <td>5</td> <td>Child E</td> </tr> <tr> <td>4</td> <td>6</td> <td>Child F</td> </tr> <tr> <td>5</td> <td>7</td> <td>Child G</td> </tr> </tbody> </table> <p>and so on....</p> <table border="1"> <tbody> <tr> <td>8</td> <td>198</td> <td>Child GP</td> </tr> <tr> <td>8</td> <td>199</td> <td>Child GQ</td> </tr> <tr> <td>8</td> <td>200</td> <td>Child GR (child with lowest priority for place)</td> </tr> </tbody> </table> <p>If the rankings returned do not include the category in policy and an individual ranking for each applicant LA will return the list to the school to be re-ranked correctly. If any school has difficulties with this deadline, an alternative one must be agreed with the LA.</p> | 2 | 3 | Child C | 4 | 4 | Child D | 4 | 5 | Child E | 4 | 6 | Child F | 5 | 7 | Child G | 8 | 198 | Child GP | 8 | 199 | Child GQ | 8 | 200 | Child GR (child with lowest priority for place) |
| 2 | 3 | Child C | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 4 | Child D | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 5 | Child E | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 6 | Child F | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | 7 | Child G | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | 198 | Child GP | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | 199 | Child GQ | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | 200 | Child GR (child with lowest priority for place) | | | | | | | | | | | | | | | | | | | | | | | |
| 08 December 2023 to 19 January 2024 | The LA will liaise with voluntary aided and foundation schools, free schools and academies in order to finalise allocations. | | | | | | | | | | | | | | | | | | | | | | | | |
| 05 January 2024 | After this date, no late or changed applications to be considered, even if there are exceptional circumstances. | | | | | | | | | | | | | | | | | | | | | | | | |
| 09 February 2024 | Other LAs will be notified of places in schools in Cumbria which can be offered to their residents. | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 to 23 February 2024 | LA will finalise allocations. | | | | | | | | | | | | | | | | | | | | | | | | |
| 27 February 2024 | LA will provide a provisional list of places allocated to all maintained schools and academies in Cumbria. Schools should be aware that, if necessary, there may be changes to allocations between 27 February and the notification of places on National Offer Day. The provisional list of places allocated is for school use only; information from the list must not be shared with parents or carers. | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 March 2024 | LA will notify parents or carers resident in Cumbria of their allocation. | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 March 2024 | Parents or carers who don't wish to take up the place offered because they have made alternative arrangements will be asked to respond by this date. Where parents and carers have not responded by this date, the LA will assume acceptance of the place offered. | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 March 2024 | LA will re-allocate any places which have become available, after this date. | | | | | | | | | | | | | | | | | | | | | | | | |

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

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

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

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

Moor Row Community Primary School
Moresby Primary School
Nenthead Primary School
Netherton Infant School
Newbarns Primary School
Newlathes Infant School
Newton Primary School

Norman Street Primary School
North Walney Primary School
Old Hutton CE School
Orgill Primary School
Ormsgill Nursery and Primary School
Pennine Way Primary School
Pennington CE School
Petteril Bank Primary School
Plumbland CE School
Plumpton School
Ramsden Infant School
Raughton Head CE School
Richmond Hill School
Robert Ferguson Primary School
Rockcliffe CE School
Roose School
Seascale Primary School
Sedbergh Primary School

Sir John Barrow School
Skelton School
South Walney Infant and Nursery School
St Bees Village School
St Bridget's CE School, Brigham
St Bridget's CE School, Parton
St George's CE School
St James' CE Infant School, Whitehaven
St Michael's CE Primary School, Dalston
St Michael's Infant and Nursery School
Staveley CE School
Stoneraise School
Storth CE School
Temple Sowerby CE Primary School

Thursby Primary School
Thwaites School
Upperby Primary School
Valley Primary School and Nursery
Vicarage Park CE Primary School
Vickerstown School
Victoria Infant and Nursery School, Barrow
Victoria Infant School, Workington
Walton and Lees Hill CE Primary School
Westfield Nursery and Primary School
Wigton Infant School

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

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

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

CO-ORDINATED ADMISSIONS SCHEME – SECONDARY SCHOOLS

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

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

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

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

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

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

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

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

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

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

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

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

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

CO-ORDINATED ADMISSIONS SCHEME – SECONDARY SCHOOLS

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

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

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