

# Admissions Policy 2024-25 (SS-01)

<b>Ratified by Academy Trust Board:</b>	Mr A Ward, Chair of Trustees
<b>Signature:</b>	<i>AWard</i>
<b>Date:</b>	13 December 2022

<b>Ratified by SLT:</b>	Mr R J King, Headteacher
<b>Signature:</b>	<i>RJ King</i>
<b>Date:</b>	13 December 2022

<b>Committee Responsible:</b>	Academy Trust Board
<b>Author:</b>	Mr I Routledge
<b>Compliant with Equality Scheme:</b>	Yes
<b>Date of Review:</b>	November 2022
<b>Date to be Reviewed:</b>	Admission arrangements are determined annually and consultation occurs at least every 7 years.
<b>Version Number:</b>	10

Version	Date	Comments	Author
02	26.02.16	Amended dates for new intake year	ENI
03	23.11.16	Revised entry requirements for 6th Form - 2017 entry	ENI
04	23.11.16	Amended dates for new intake year, amendments to oversubscription criteria, inclusion of statement re: children educated outside of normal age group & Sixth Form admissions criteria.	ENI
05	01.11.17	Amended dates, statement added re: in-year admission requests and clarification on Sixth Form entry grades	ENI
06	01.11.18	Amended dates, clarification on Sixth Form entry grades, statement added re: admission to Year 11, accepting school places and additional oversubscription criterion for children previously looked after outside of England	ENI
07	15.10.19	Amended dates for new intake year. Remove reference to statement of special educational need.	ENI
08	07.10.20	Amended dates for new intake year. Clarification of our in-year admission process.	ENI
09	01.11.21	Amended dates for new intake year. Oversubscription criterion for children previously looked after outside of England incorporated into criterion 1.	ENI
10	09.11.22	Amended dates for new intake year. Reference to Governors /Governing Body amended to Trustees/Academy Trust Board. Removal of St Joseph's Catholic Primary School from criteria 7.	ENI
11			

## Contents

1. Admission applications.....	3
2. Admission procedure.....	3
3. Oversubscription .....	3
4. Late applications for admission .....	4
5. Waiting list .....	4
6. Applications for places outside the normal admissions round (in year admissions).....	4
7. Admission outside a normal age group .....	5
8. Appeals.....	5
9. Fraudulent applications and withdrawal of school place .....	5
10. Admission to Cockermouth School Sixth Form for students aged 16 or over .....	6

## 1. Admission applications

Applications for admission to the school into Year 7 for September 2024 must be made by **31 October 2023**. Applications can be submitted online or on form SA3. The online application system, as well as form SA3 and other parental information, can be accessed at [www.cumbria.gov.uk/schooladmissions](http://www.cumbria.gov.uk/schooladmissions)

Parents will be notified of the outcome of their application by the Local Authority on National Offer Day (1 March 2024). Parents/carers of children not offered a place will be informed of the reason and offered an alternative place by the Local Authority. Applicants will also be informed of the right to appeal.

## 2. Admission procedure

Cockermouth School's published admission number (PAN) of places available for admission to Year 7 in September 2024 is 220.

The Admission Authority operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places in accordance with the Co-ordinated Admissions Scheme.

## 3. Oversubscription

In the event of applications for admission being greater than the published number, applications will be considered against the criteria set out below:

1. Looked after children and previously looked after children, including those previously looked after outside of England, will be admitted as top priority. A looked after child is a child who is a) in the care of the Local Authority, or b) being provided with accommodation by a Local Authority in the exercise of their social services function<sup>1</sup> at the time of making an application to the school. Previously looked after children are 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). It is the responsibility of the parent or carer to provide appropriate documentary evidence with the application, as without this it will not be possible to consider the application under criteria 1.
2. Children with an Education, Health and Care Plan (EHCP) naming the school. If a child has an EHCP naming Cockermouth School then, irrespective of the other criteria, the child will be admitted. In these circumstances the Admission Authority have a statutory duty to admit the child concerned.
3. Children living in the catchment area who have brothers or sisters in the school at the time of admission<sup>2</sup>.
4. Students living outside the catchment area who, at the time of their admission, have brothers or sisters in the school who were allocated a place at that school by the Local Authority either (a) in the absence of a place being available in the catchment area school due to oversubscription and the school was identified by the Local Authority as the next nearest with a place available or (b) the school is named in the sibling's Education Health and Care Plan<sup>2</sup>.
5. Other students living in the catchment area.

<sup>1</sup> See the definition in Section 22(1) of the Children Act 1989.

<sup>2</sup> In criteria 3, 4 and 6, priority will be given to those children with the youngest siblings. Brothers and sisters are those living at the same address and includes step and foster children. Priority will only be given where it is known at the time of allocating places that a sibling will be attending the school at the time of admission.

6. Students living outside the catchment area who have brothers or sisters on the roll of Cockermouth School and who will still be on the roll, at the time of the sibling's admission<sup>2</sup>.
7. Children who attend one of the following feeder primary schools whose students usually transfer to Cockermouth School for their secondary education; All Saints CE School, Bridekirk Dovenby CE Primary School, Broughton Primary School, Dean CE Primary School, Eaglesfield Paddle CE Primary Academy, Fairfield Primary School, Lorton Primary School, St Bridget's CE Primary School.
8. Children of staff 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 is made, or the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage.
9. Students living outside the catchment area.

Where there is a need to prioritise places within any of the above criteria, priority will be given to those students who live nearest to the school<sup>3</sup>.

In the event of a tiebreak under relevant criteria, when all other factors are equal, random allocation will apply.

If the last student to be offered a place within Cockermouth School's PAN is a multiple birth or same cohort sibling (including adopted siblings, step-siblings, and those living as siblings in the same family unit) any further sibling will be admitted, if the parents/carers so wish, even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no other students will be admitted until a place becomes available within the PAN.

#### 4. Late applications for admission

Late applications will be considered according to the Local Authority's Co-ordinated Admissions Scheme<sup>4</sup>.

#### 5. Waiting list

Once places have been allocated, children refused a place will continue to be considered for any vacancies which become available up until the end of the Autumn Term 2024. Vacancies will always be allocated by applying the oversubscription criteria (section 3) in our Admissions Policy, and length of time on the waiting list will not be a consideration.

#### 6. Applications for places outside the normal admissions round (in-year admissions)

It sometimes happens that a child needs to change school other than at the 'normal' time. Parents/carers need to complete an in-year admission application form available from the school or on the school website – [www.ckermouthschool.org](http://www.ckermouthschool.org).

If there are places available in the year group then applicants will be admitted, unless to do so would prejudice the provision of efficient education or use of resources. This may mean that applications are refused even if the year group is under the PAN.

If the number of applicants for a year group exceeds the number of places available, the oversubscription criteria detailed in this policy will be applied. Waiting lists will be held by the school.

<sup>3</sup> 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 student'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.

<sup>4</sup> Section 12 (1)

In-year admissions to Year 11 will be considered on an individual basis and a decision will be made that takes into account how successful transition is likely to be at that stage of the student's academic journey. Cockermouth School reserves the right to decline a place in these circumstances.

Where a parent or carer wishes to change school for any reason that is not caused by a change of address, the Academy Trust Board will only offer a place at Cockermouth School where a space is available. In exceptional circumstances this place may commence more promptly, but typically it will commence from the first day of the term which follows the receipt of form SA8 (request for an in-year admission place) or as soon as is practically possible afterwards.

Any places offered must be taken up within six weeks or it may be withdrawn and offered to another applicant.

## 7. Admission outside a normal age group

Requests from parents for school places outside a normal age group will be considered carefully whether for gifted and talented students, children who have previously been educated outside of their normal age group or for those who have experienced problems, e.g. having missed education due to ill health, etc. Each case will be considered on its own merits and circumstances. However, cases will not normally be agreed without a consensus that to do so would be in the student's interests between parents, the previous school and any relevant professions asked for their opinion by Cockermouth School's Academy Trust Board Admissions Committee. Those refused places outside the normal age group will be informed of their statutory right of appeal.

## 8. Appeals

Where the Admission Authority is unable to offer a place because the school is oversubscribed, parents/carers have the right to appeal to an Independent Admission Appeals panel<sup>5</sup>. Parents/carers who wish to lodge an appeal should notify the Clerk to the Independent Admission Appeals Panel c/o Cockermouth School within 20 days of receiving the letter refusing a place.

Parents/carers will have the opportunity to submit their case to the Independent Admission Appeals panel in writing, and to attend in order to present their case in person. They will normally receive 10 school days' notice of the place and time of the hearing.

The Clerk to the Independent Admission Appeals panel can be contacted c/o Cockermouth School. The Clerk of the panel, its Chair and all its members, are independent of the school and of our staff and Trustees.

Please note that the right of appeal against the Admission Authority's decision does not prevent parents/carers from making an appeal to another school.

## 9. Fraudulent applications and withdrawal of school place

Cockermouth School will not withdraw an offer of a place unless it has been made in error or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where an offer is withdrawn on the basis of fraudulent or misleading information, the application will be considered on the basis of the correct information.

Where parents or carers are found to make a fraudulent application for a school place and Cockermouth School decides not to withdraw that place in the best interest of the child, should a school place be sought for any other sibling or siblings the criteria that provide a higher priority for a school place for siblings will not be applied.

<sup>5</sup> Set up under the School Standards and Framework Act 1998, as amended by the Education Act 2002

Where an offer of a school place is made, parents or carers must respond to Cockermouth School to formally accept the place. If the school place is not accepted by the date specified in the offer letter, Cockermouth School reserves the right to withdraw the place and offer it to another student.

## **10. Admission to Cockermouth School Sixth Form for students aged 16 or over**

There will be no limit to the number of places available to students entering the Sixth Form from Cockermouth School in Year 11. The admission number for external students entering Cockermouth School Sixth Form will vary.

All students will need to have achieved English, English Literature and Maths GCSE at a minimum of Grade 4 or 5. (Students may have Maths at Grade 5 and English/English Literature at Grade 4 OR English/English Literature at Grade 5 and Maths at Grade 4.) For automatic acceptance onto A Level and Level 3 courses, students will need to have achieved the entry requirements for the subjects they wish to study. For most subjects, this is either a Grade 5 or 6 in the most closely related GCSE. For vocational subjects, the entry requirement will be Grade 5 in the qualifying subjects.

- All individual subject entry requirements will be published in the Sixth Form Subject Information Booklet on our school website, updated each year.
- An appropriate course of study must be available for the student.
- An individual student must be prepared to follow a course of study recommended by the school.

A clear agreement is sought that students will commit themselves to the expectations required of a Sixth Form student in terms of their work, behaviour, attendance and dress. Progression into Year 13 is dependent upon satisfactory progress in Year 12. Our Sixth Form Learning & Attendance Agreement can be found on the school website.

**Headteacher:**  
Mr R J King BSc

**Chair of Trustees:**  
Mr A Ward

Cockermouth School · Castlegate Drive  
Cockermouth · Cumbria · CA13 9HF

Tel: 01900 898888

[www.cockermouthschool.org](http://www.cockermouthschool.org)  
[reception@cockermouthschool.org](mailto:reception@cockermouthschool.org)

An exceptional learning experience for all  
aspire · enjoy · include · respect · community

An Inspired Facility



With the support of the  
Erasmus+ programme  
of the European Union

