

# Admissions Policy 2025-26

<b>Approved by:</b>	Cumbria Education Trust Board – Achievement & Climate Committee
<b>Date:</b>	01.02.24
<b>Proposed review date:</b>	Annually
<b>Owner:</b>	SLT - Admissions

## Section 1 – General Principles

Workington Academy is part of the Cumbria Education Trust (the Trust). Cumbria Education Trust is the Admissions Authority for all academies within its family of schools. The Trust participates in the Local Authority Co-Ordinated Admission Scheme.

The published admissions number (PAN) for Year 7 in September 2025 and subsequent years is 208. Workington Academy is an 11-18 mixed academy and is part of the Cumbria Education Trust. The main principle of admission to Workington Academy is to provide a welcoming, safe and supportive learning environment that meets the needs of young persons within the 11-18 age range, who live in Workington and the surrounding area.

The Trust will endeavour to provide places for students who wish to attend Workington Academy provided they can be accommodated within the scope of this policy.

The closing date for applications for Year 7 in September 2025 is Thursday 31 October 2024.

## Section 2 - Roles and Responsibilities

It is the responsibility of Cumbria Education Trust to set and publish the admissions criteria for the academy as defined in this policy and for ensuring that these criteria meet with the requirements of law.

The Trust will ensure that:

- Admissions criteria are clear, fair and objective
- Arrangements are as simple as possible
- All parents' preferences are treated on an equal basis

It is the responsibility of the Headteacher to ensure the requirements of the Trust's policy are implemented at all times and reviewed on an annual basis. Where changes are to be made, public consultation will occur as required and outlined in Department for Education's (DfE) Admissions Code (December 2014).

### **Section 3 – Definitions**

The catchment area is in and around the town of Workington. A catchment map is available on request.

By sibling we mean:

- Children living at the same address who have one or both natural parents in common
- Children living at the same address who are related by parent's marriage
- Children living at the same address whose parents are living as partners at this address
- Children who are adopted or fostered
- We do not include "cousins" within our definition of sibling

### **Section 4 - Oversubscription**

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

- a) Children with an Education, Health and Care Plan (EHCP) naming the academy will be admitted.
- b) Looked After Children i.e. children who are looked after by a public authority and are in public care, and previously looked after children who were adopted, or subject to a child arrangement order, or special guardianship order, immediately following having been looked after (confirmation regarding a young person's status must be provided from the local authority) will be admitted.
- c) Children living in the catchment area of the Academy. If more children from within the catchment area apply than there are places available, places will be allocated in the following order:
  - i. where the child lives in the academy's catchment area, as defined by the catchment area map, and have a brother or sister (sibling) attending the academy at the time of admission<sup>1</sup>;
  - ii. children who live nearest to the Academy measured by the shortest walking route by road using the Local Authority's Geographical Information System, from the main entrance of the Academy to the centre of the child's home address. The child's home address is defined as the child's permanent residence. In situations where a child spends equal time between two addresses, the permanent address is defined as the address at which the child is registered with a GP. Apartments/flats will be treated equally with the measurement taken to the main entrance of the block;
  - iii. where a child attends a Cumbria Education Trust primary school;
  - iv. children of staff members working at a Trust school;
  - v. where a child lives outside the catchment area and has a brother or sister attending the academy<sup>1</sup>;
  - vi. children from outside the catchment area.

If after applying the distance tie-breaker there are more applications than places available from the apartment/flat block furthest away, a further tie-breaker of Random Allocation will be used for the applications from this block. This will be overseen by someone independent of the Trust.

### **Section 5 - In Year Admissions**

In year admissions enables parents to transfer their child between secondary schools. To apply for a place in Years 8 - 11 applicants should contact the school. Most admissions will be at the start of a new term, although exceptional circumstances will be considered.

1 – This criterion applies to the applicants with siblings in Y7-Y10 and Y12.

In year admissions will be based on the size of the year group, including the size of teaching groups already in the school and the efficient use of resources. This may mean that the Academy may refuse admissions even when there are less students in the year group than the Academy's PAN. If there are places available in the year group, then applicants will be admitted. If the year group is full it may not be possible to offer your child a place. 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 academy.

## **Section 6 - Waiting Lists**

Workington Academy will operate a waiting list for Year 7 admissions until 31 December 2025. If places become available during this period places will be allocated in the same priority as the oversubscription criteria detailed in this policy. The waiting list will be re-ordered when anyone leaves or joins the waiting list up until 31 December 2025.

## **Section 7 - Appeals**

If a child is not offered a place at the academy, the applicant will be informed of the reason why admission was refused. Applicants have the right to appeal, to an independent panel. The deadline for lodging an appeal is 20 school days of notification of an unsuccessful application. We will provide all appellants with at least 10 school days' notice of the appeal hearing. Appeals will be heard within 40 school days of the deadline for making an appeal.

The timetable for the Year 7 Main intake appeal hearings is as follows:

1 March 2025	Parents and carers will be notified of their child's allocated school.
March 2025	Parents and carers should notify the school of their intention to appeal and request a Notice of Appeal form. The completed Notice of Appeal form should be submitted to the Clerk to the Independent Admission Appeals Panel, Workington Academy, Stainburn Road, Workington CA14 4E
28 March 2025	Deadline for lodging appeals with the school.
23 May 2025	Deadline for the Admission Authority (Workington Academy) to provide the Clerk with a statement giving reasons for the decision to refuse admission <sup>2</sup> .
23 May 2025	Deadline for appellants to submit further evidence not included with initial appeal <sup>2</sup> .
13 June 2025	Appeal hearings.
20 June 2025	Appellants to receive notification of the Panel's decision

## **Contact Details**

Contact Telephone Number – 01900 873926

Email Address – office@workingtonacademy.org