

Admission Policy 2023-24

The admission number

The admission number is 115. This is the number of children who will be admitted to the Year 7 intake group in September 2023.

The closing date for applications

The closing date for applications for September 2023 entry is 31 October 2022. Applications should be submitted either online or by using Form SA3, which is issued by the LA. Form SA3 and more information about the application process are contained in the parental information pack published for parents by the LA.

The 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.

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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.

The catchment area

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

The right of appeal

Any parent not offered a place has a right of appeal to an Independent Appeal Panel. The panel would be entirely independent of the Governing Body. Any parent wishing to appeal should contact the Clerk to the Governors, C/o Appleby Grammar School within 20 school days of receiving the letter refusing a place. Parents must set out their grounds for appeal in writing. They will receive at least 10 school days' notice of the time and venue for the appeal hearing where they will be able to present their case in person. This right of appeal does not prevent parents from making an appeal in respect of any other school.

Waiting list

Following the allocation of places in the Year 7 intake the LA will, on 23 March 2023, re-allocate any places which become available as a result of parents not wishing to take up their offer. After this the parents of any child who has been refused admission can ask at the school for their name to be placed on the waiting list. Any vacancies which arise will be allocated using the Governing Bodies admissions policy shown above and length of time on the waiting list will not be a factor. A waiting list will also be held for other year groups.