



To: the Leader and Members of the Cabinet

# Agenda

Dear Cabinet Member

Please find attached an amendment to Appendix B of Agenda Item No. 16 - 2025 - 2026 School Admissions Arrangements.

The attached document will replace pages 309 – 329 in the main agenda pack.

Kind regards

A handwritten signature in black ink, appearing to read 'Linda Jones'.

**Linda Jones**  
Chief Legal and Monitoring Officer  
Westmorland and Furness Council

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## **MEMBERSHIP**

Cllr G Archibald  
Cllr P Bell  
Cllr J Brook (Chair)  
Cllr J Derbyshire  
Cllr N Hughes

Cllr A Jarvis  
Cllr D Jones  
Cllr S Sanderson  
Cllr V Taylor  
Cllr P Thornton

## **ACCESS TO INFORMATION**

### Agenda and Reports

Copies of the agenda and Part I reports are available for members of the public to inspect prior to the meeting. Copies will also be available at the meeting.

The agenda and Part I reports are also available on the Westmorland and Furness website

[HTTPS://WESTMORLANDANDFURNESS.MODERNGOV.CO.UK/ELISTMEETINGS.ASPX?COMMITTEEID=223](https://westmorlandandfurness.moderngov.co.uk/elistmeetings.aspx?committeeid=223)

## **A G E N D A**

### **16. 2025 - 2026 School Admissions Arrangements**

To consider a report from Cabinet Member for Children's Services, Education and Skills (copy enclosed).

**(Pages 5 - 24)**

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## Appendix B

### **Proposed Co-ordinated Admission Scheme for all Maintained Schools and Academies in the Area of Westmorland and Furness Council 2025–2026**

**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 Westmorland and Furness Council to co-ordinate admissions to all maintained schools and academies in the local authority area of Westmorland and Furness, 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 the local authority area of Westmorland and Furness who has applied for a place for their child for entry in September 2025 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 i.e., 16 April or the next working day.

ii) Every parent or carer living in the local authority area of Westmorland and Furness 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 – Westmorland and Furness Admission to Infant or Primary School – September 2025

SA2 – Westmorland and Furness Transfer to Junior School – September 2025

SA3 – Westmorland and Furness Transfer to Secondary School – September 2025

- (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 2025. 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 4 September 2024. 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 Westmorland and Furness 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 2024 online, to the child’s current junior or primary school or directly to the School Admissions and Appeals Team.

SA1 – by 15 January 2025 online, to the parent or carer’s preferred school or directly to the School Admissions and Appeals Team

SA2 – by 15 January 2025 online, to the child’s current infant school or directly to the School Admissions and Appeals Team

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

Parents or carers who are resident in the local authority area of Westmorland and Furness and who wish to apply for a school place at a maintained school or academy outside of the local authority of Westmorland and Furness should still complete one of the above forms and make an application via Westmorland and Furness Council. Their application should be submitted to the Westmorland and Furness School Admissions and Appeals Team 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 Westmorland and Furness 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 – Friday 1 November 2024

SA1 – Thursday 16 January 2025

SA2 – Thursday 16 January 2025

- (4) In relation to all Westmorland and Furness 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 2025 for Transfer to Secondary - Year 7 [SA3]

9 February 2025 for Starting Infant or Primary - Reception [SA1]

9 February 2025 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 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> 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 the local authority area of Westmorland and Furness**

(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 the local authority area of Westmorland and Furness 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 2024 for secondary schools [SA3] and 15 January 2025 for infant, primary [SA1] and junior schools [SA2]):

	<b>Secondary [SA3]</b>	<b>Reception [SA1]</b>	<b>Junior [SA2]</b>
LA notification to other LAs of preferences expressed for schools in their area.	18.11.24	27.01.25	27.01.25
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.	25.11.24	27.01.25	27.01.25
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.	9.12.24	10.02.25	10.02.25

	Secondary [SA3]	Reception [SA1]	Junior [SA2]
<p><b>Ranking of applicants in the category in which the cut-off point falls must also be shown.</b></p> <p>Note: Any school having difficulties meeting this deadline must agree an alternative one with the School Admissions and Appeals Team.</p>	9.12.24	10.02.25	10.02.25
<p>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'.</p>	9.12.24 to 20.01.25	10.02.25 to 05.03.25	10.02.25 to 05.03.25
<p><b>Finalise Allocations</b></p> <p>Other LAs notified of places in schools in the local authority are of Westmorland and Furness to be offered to their residents.</p> <p>Notification to all maintained schools and academies of number of pupils to be offered a place. NB: This is confidential information and must <b>not</b> be passed on to parents or carers. The information is provisional and may, if necessary, change prior to the relevant National Offer Day.</p> <p>LA notification to parents or carers informing them of the outcome of their application [Offer Days].</p>	10.02.25	18.03.25	18.03.25
	26.02.25	14.04.25	14.04.25
	03.03.25	16.04.25	16.04.25
<p><b>Note</b></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 <b>for school use only</b> 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 (9 December 2024 for secondary schools and 10 February 2025 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 2025-26. 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 the Local Authority area of Westmorland and Furness 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 the local authority area of Westmorland and Furness 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 authority area of Westmorland and Furness, e.g., 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 the local authority area of Westmorland and Furness 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 2025-26 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] - 3 March 2025

Reception Places [Infant/Primary] - 16 April 2025

Year 3 Places [Junior] - 16 April 2025

### 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] 17 March 2025

Reception Places [Infant/Primary] 30 April 2025

Year 3 Places [Junior] 30 April 2025

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] 24 March 2025

Reception Places [Infant/Primary] 7 May 2025

Year 3 Places [Junior] 7 May 2025

- (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 2025 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 2025, any applications for entry in September 2025 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) Westmorland and Furness 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 2025 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 Westmorland and Furness 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 Westmorland and Furness 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 Westmorland and Furness 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 Queen Elizabeth Studio School**

- (1) 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 Westmorland and Furness – September 2025 parental information booklet produced by the LA.
- (2) For further information and to apply for a place at Queen Elizabeth Studio School, parents should contact the schools directly.

June 2023

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

**Scheme Timetable - September 2025 Entry to Reception and Year 3**

<p><b>15 January 2025</b></p>	<p>SA1s [Reception] to be submitted online to the Westmorland and Furness School Admissions and Appeals Team; if submitting a paper form, return to the parents or carers first preference school or directly to the Westmorland and Furness School Admissions and Appeals Team by 15 January 2025. 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 2025.</p> <p>SA2s [Year 3] to be submitted online to the Westmorland and Furness School Admissions and Appeals Team; if submitting a paper form, return to the parents or carers first preference school or directly to the Westmorland and Furness School Admissions and Appeals Team by 15 January 2025. 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 2025.</p>
<p><b>16 January 2025</b></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><b>25 January 2025</b></p>	<p>Other LAs to be notified of preferences which have been expressed for schools in their area.</p>
<p><b>27 January 2025</b></p>	<p>The Westmorland and Furness 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><b>10 February 2025</b></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</p>



	<p>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, e.g.:</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																							
<b>9 February 2025</b>	After this date, no late or changed applications to be considered, even if there are exceptional circumstances.																								
<b>10 February to 05 March 2025</b>	The LA will liaise with voluntary aided, foundation, free schools and academies in order to finalise allocations.																								
<b>18 March 2025</b>	Other LAs will be notified of places in schools in the local authority area of Westmorland and Furness.																								
<b>24 March to 4 April 2025</b>	LA will finalise allocations.																								
<b>14 April 2024</b>	<p>LA will provide a <b>provisional</b> list of places allocated to all maintained schools and academies in the local authority area of Westmorland and Furness.</p> <p>Schools should be aware that, if necessary, there may be changes to allocations between 14 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 <b>must not</b> be shared with parents or carers.</p>																								
<b>16 April 2025</b>	LA will notify parents or carers of their allocation.																								
<b>30 April 2025</b>	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.																								
<b>7 May 2025</b>	LA will re-allocate any places which have become available, after this date.																								

**WESTMORLAND AND FURNESS COUNCIL CO-ORDINATED ADMISSIONS SCHEME -  
SECONDARY SCHOOLS [MAIN ADMISSIONS ROUND]**

**Scheme Timetable - September 2025 Entry to Year 7**

<p><b>31 October 2024</b></p>	<p>SA3s to be submitted online to the Westmorland and Furness School Admissions and Appeals Team; if submitting a paper form, return to the child's current school or directly to the Westmorland and Furness School Admissions and Appeals Team by 31 October 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 31 October 2024.</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 2024) 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><b>01 November 2024</b></p>	<p>Schools to pass SA3s and any supplementary forms to the Westmorland and Furness 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><b>18 November 2024</b></p>	<p>Other LAs to be notified of preferences which have been expressed for schools in their area.</p>
<p><b>25 November 2024</b></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><b>9 December 2024</b></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, e.g.</p>

	<b>Category in Policy</b>	<b>Ranking</b>	<b>Child Details</b> (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
	and so on....		
	8	198	Child GP
	8	199	Child GQ
	8	200	Child GR (child with lowest priority for place)
	<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>		
<b>09 December 2024 to 20 January 2025</b>	The LA will liaise with voluntary aided and foundation schools, free schools and academies in order to finalise allocations.		
<b>05 January 2025</b>	After this date, no late or changed applications to be considered, even if there are exceptional circumstances.		
<b>10 February 2025</b>	Other LAs will be notified of places in schools in the local authority area of Westmorland and Furness which can be offered to their residents.		
<b>17 to 21 February 2025</b>	LA will finalise allocations.		
<b>26 February 2025</b>	<p>LA will provide a <b>provisional</b> list of places allocated to all maintained schools and academies in the local authority area of Westmorland and Furness.</p> <p>Schools should be aware that, if necessary, there may be changes to allocations between 26 February 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 <b>must not</b> be shared with parents or carers.</p>		
<b>3 March 2025</b>	LA will notify parents or carers resident in the local authority area of Westmorland and Furness of their allocation.		
<b>17 March 2025</b>	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.		
<b>24 March 2025</b>	LA will re-allocate any places which have become available, after this date.		

## **WESTMORLAND AND FURNESS CO-ORDINATED ADMISSIONS SCHEME – INFANT, PRIMARY AND JUNIOR SCHOOLS**

**Admission Authorities in the Area of the local authority area of Westmorland and Furness to which the Scheme Applies: Normal Round Admissions and In-Year admissions**

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

Allithwaite School	Levens CE School
Armathwaite School	Lindal and Marton Primary School
Asby Endowed School	Lindale CE School
Barrow Island Community Primary School	Long Marton Community Primary School
Bolton Primary School	Low Furness CE Primary School
Brisbane Park Infant School	Milburn School
Brough Primary School	Milnthorpe Primary School
Broughton CE Primary School	Newbarns Primary School
Brunswick School	Newton Primary School
Burlington CE Primary and Nursery School	North Walney Primary School
Cambridge Primary School	Old Hutton CE School
Cartmel CE Primary School	Ormsgill Primary
Chapel Street Infant and Nursery School	Pennington CE School
Clifton School	Plumpton School
Coniston Primary School	Ramsden Infant School
Croftlands Infant and Nursery School	Roose School
Dane Ghyll Community Primary School	Sedbergh Primary School
Goodly Dale Community Primary School	Sir John Barrow School
Grange CE Primary School	Skelton School
Greystoke School	South Walney Infant and Nursery School
Hawkshead, Esthwaite Primary School	St George's CE School
Heron Hill Primary School	Staveley CE School
High Hesket CE School	Storth CE School
Holme Community School	Temple Sowerby CE Primary School
Kirkby Stephen Primary School	Vicarage Park CE Primary School
Kirkby Thore School	Vickerstown
Kirkoswald CE School	Victoria Infant and Nursery School, Barrow
Langwathby CE School	

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

Croftlands Junior School	North Lakes School
George Romney Junior School	South Walney Junior School
Greengate Junior School	

**WESTMORLAND AND FURNESS CO-ORDINATED ADMISSIONS SCHEME – SECONDARY SCHOOLS**

**Admission Authorities in the Area of the local authority area of Westmorland and Furness to which the Scheme Applies: Normal Round Admissions and In-Year Admissions**

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

Dowdales School  
John Ruskin School

The Lakes School  
Ulverston Victoria High School

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

**Admission Authorities in the Area of the local authority area of Westmorland and Furness 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 School Admissions Code 2021 does make provision for an LA to offer of a co-ordination service to own admissions authority school; appendix 4 will be updated when appropriate.

## Appendix 5

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

#### Admission Authorities in the Area of the local authority area of Westmorland and Furness 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

Alston Primary School	Nenthead Primary School
Ambleside CE Primary School	Ormsgill Primary School
Appleby Primary School	Orton CE School
Arnside National CE School	Our Lady of the Rosary Catholic Primary School
Askam Village School	Parkside GGI Academy
Beaconside CE Primary School	Patterdale CE School
Beetham CE School	Penny Bridge CE School
Burton Morewood CE Primary Academy	Penruddock Primary School
Calthwaite CE School	Sacred Heart Catholic Primary School
Castle Park School	Selside Endowed CE School
Chetwynde School	Shap Endowed CE School
Church Walk CE Primary School	St Catherine's Catholic Primary School
Crosby Ravensworth CE School	St Columba's Catholic Primary School
Crosscrake CE School	St Cuthbert's Catholic Primary School
Crosthwaite CE School	St Mark's CE School
Culgaith CE School	St Martin and St Mary's CE Primary School
Dalton St Mary's CE Primary School	St Mary's Catholic Primary School, Ulverston
Dean Barwick School	St Mary's CE Primary School, Kirkby Lonsdale
Dean Gibson Catholic Primary School	St Oswald's CE Primary School
Dent CE Voluntary Aided Primary School	St Patrick's CE School, Endmoor
Flookburgh CE School	St Pius X Catholic Primary School
Ghyllside Primary School	St Thomas's CE School
Grasmere CE School	Stainton CE School
Grayrigg CE School	Stramongate Primary School
Holy Family Catholic Primary School	Tebay Community Primary School
Ireleth St Peter's CE School	Threlkeld Primary School
Ivegill CE School	Vickerstown School
Langdale CE School	Waberthwaite CE School
Lazonby CE School	Warcop CE School
Leven Valley CE School	Yanwath Primary School
Lowther Endowed Primary School	Yarlside Primary School
Morland Area CE School	

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

St James' CE Junior School  
Victoria Academy, Barrow

St Paul's CE Junior School

## **WESTMORLAND AND FURNESS CO-ORDINATED ADMISSIONS SCHEME – SECONDARY SCHOOLS**

**Admission Authorities in the Area of the local authority area of Westmorland and Furness to which the Scheme Applies: Normal Round Admissions**

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

Appleby Grammar School  
Cartmel Priory CE School  
Chetwynde School  
Dallam School  
Furness Academy  
Kirkbie Kendal School  
Kirkby Stephen Grammar School  
Queen Elizabeth Grammar School

Queen Elizabeth School  
Queen Elizabeth Studio School  
Queen Katherine School, The  
Samuel King's School  
Settlebeck High School  
St Bernard's Catholic High School  
Ullswater Community College  
Walney school