





COCKERMOUTH SCHOOL

ADMISSIONS POLICY

2016/17

Ratified by:	J G Grainger Chair of Governors	R P Petrie Headteacher
Signature:		
Date:	1 September 2015	

Committee Responsible:	Admissions Committee
Author:	
Date of Review:	September 2015
Date to be Reviewed:	The admission arrangements are determined annually and consultation occurs at least every 7 years.
Version Number:	01

Version	Date	Comments	Author
02			
03			
04			

aspire · enjoy · include · respect · community



Making an Application

Applications for admission to the school into Year 7 for September 2016 must be made by **Saturday 31 October 2015**. Applications must be submitted using Form SA3, which is issued by Cumbria Local Authority. Form SA3 and more information about the application process are contained in the parent information pack published by the Local Authority. This information can be accessed via their website <http://www.cumbria.gov.uk/childrensservices> and click on the box 'school admissions' – how to apply for a school place in Cumbria. Parents/carers are able to complete the SA3 Application Form directly online.

Parents will be notified of the outcome of their application by the Local Authority on National Offer Day (1 March 2016). Parents/carers of children not offered a place will be informed of the reason and offered an alternative place by the Local Authority. You will also be informed of the right to appeal.

Admission Procedure

The number of places available for admission to Year 7 in September 2016 will be 220 (PAN).

The Admissions 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.

Oversubscription

Looked after children and previously looked after children 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 function¹ 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 arrangements order or special guardianship order).

Children with Statements of Special Educational Needs or Disability (SEND) or Education Health Care (EHC) plan naming the school will also be admitted.

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

1. Children living in the catchment area who have brothers or sisters in the school at the time of admission²
2. 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 Statement of Special Educational Need/Education Health and Care Plan²
3. Other students living in the catchment area.
4. 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 admission².
5. Students living outside the catchment area.
6. 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 school³

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

¹ See the definition in Section 22(1) of the Children Act 1989.

² In criteria 1, 2 and 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. 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.

³ 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.

If the last student to be offered a place within Cockermouth School's published admission number (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.

Late Applications for Admission

Late applications will be considered according to the Local Authority's Co-ordinated Admissions Scheme⁴

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 2016. Vacancies will always be allocated by applying the Admissions Policy, and length of time on the waiting list will not be a consideration.

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 Application Form available from the school or on the website – www.cockermouthschool.org.

In year admissions will be based on the size of the year group and places available. If there are places available in the year group then applicants will be admitted. 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.

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 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 Governors' Admissions Committee. Those refused places outside the normal age group will be informed of their statutory right of appeal.

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.⁵ Parents/carers who wish to lodge an appeal should notify the Clerk to the 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 also 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 Admissions Appeals Panel can be contacted c/o Cockermouth School. The Clerk of the Panel and its Chair, and all its members, are independent of the School and of our staff and Governors.

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.

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

⁴ Section 12 (1)

⁵ Set up under the School Standards and framework Act 1998, as amended by the Education Act 2002

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.

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.

The following entry criteria for admission to the Sixth Form shall be the same for students on roll in Year 11 at Cockermouth School and external applications. To study any course at Cockermouth School Sixth Form each student requires a minimum of 5 A*-C grades at GCSE including English or Maths. The School then sets criteria for each subject (see Sixth Form Subject Information).

- Students should have achieved the minimum entry requirements for each subject to be studied (see Sixth Form Subject Information)
- 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