

# Admissions Policy 2026-27

<b>Approved by:</b>	Cumbria Education Trust Board
<b>Date:</b>	January 2025
<b>Proposed review date:</b>	Annually
<b>Owner:</b>	SLT - Admissions

## Section 1 – General Principles

Workington Academy is part of 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 2026 and subsequent years is 208. Workington Academy is an 11-18 mixed academy. 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, 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 2026 is Friday 31st October 2025.

## 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 to ensure that these criteria meet 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 the Department for Education's (DfE) School Admissions Code (September 2021).

### 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 residence 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 has a sibling attending the Academy at the time of admission<sup>1</sup>;
  - ii) where the child attends Northside Primary School, Workington, which is a Cumbria Education Trust school;
  - iii) children of staff who have been employed at Workington Academy for over 2 years or where there is a skills shortage in that area;
  - iv) 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.
- d) Children living outside the catchment area of the Academy. If more children from outside the catchment area apply than there are places available, places will be allocated in the following order:
  - i) where the child lives outside the Academy's catchment area and has a sibling attending the Academy at the time of admission<sup>1</sup>;
  - ii) where the child attends Northside Primary School, Workington, which is a Cumbria Education Trust school;
  - iii) children of staff who have been employed at Workington Academy for over 2 years or where there is a skills shortage in that area;
  - iv) children from outside the catchment area 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

1 – This criterion applies to the applicants with siblings in Y7-Y13 during the year of application.

2 – Deadline based on appeal hearings held on 13 June 2026

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.

If after applying the distance tie-breaker there are more applications than places available from the house/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 children 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.

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 fewer 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 31st December 2026. 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 31st December 2026.

## **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:

1st March 2026	Parents and carers will be notified of their child's allocated school.
March 2026	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 4EB.
28th March 2026	Deadline for lodging appeals with the school.

1 – This criterion applies to the applicants with siblings in Y7-Y13 during the year of application.

2 – Deadline based on appeal hearings held on 13 June 2026

23rd May 2026	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> .
23rd May 2026	Deadline for appellants to submit further evidence not included with initial appeal <sup>2</sup> .
13th June 2026	Appeal hearings.
20th June 2026	Appellants to receive notification of the Panel's decision.

### **Contact Details**

Contact Telephone Number – 01900 873926

Email Address – [office@workingtonacademy.org](mailto:office@workingtonacademy.org)

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