



Fir Ends Primary School
Admissions Policy
2027-28 Academic Year

POLICY REVIEWS

| POLICY DATE | POLICY NOTES |
|---------------|---|
| February 2026 | <p>Updated following consultation:</p> <ul style="list-style-type: none">• PAN changed to 12• Policy wording updated to reflect Cumberland General Admissions policy and increase clarity• Addition of nursery attendance as an over-subscription criterion |

Next review due: October 2026

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ABOUT THIS POLICY

Fir Ends School is a Foundation School and the Admission Authority for the school is the Governing Body of Fir Ends School. This policy reflects the outcome of reflection on the local data about births available to the school and a consultation process held between 15th December 2025 and 26th January 2026.

For applications for starting school in the Reception Year, the school works within the Cumberland General Admissions Policy, with applications processed through the Cumberland LA applications system.

This admission policy sets out the arrangements for admission for Fir Ends School and is based on the Cumberland General Admissions Policy for Community and Voluntary Schools ([link](#))

The school admits children of all abilities, including those with Special Educational Needs (SEND).

The majority of children are admitted in the Reception Year and remain with the school until Year 6, when they move to Secondary School.

Fir Ends Primary School has one intake into the main school in September each year; children are typically admitted into Reception classes at the beginning of the school year in which they have their fifth birthday.

An application for a Reception place must be made in line with this policy for the year in which the child will turn five.

The school also has a nursery which caters for children from the age of three years old.

Admission to the nursery does not guarantee a place in Reception, although it is applied as an over-subscription criterion relating to out-of-catchment applicants.

1. The Published Admission Number (PAN)

The published admission number for the school is 12.

2. The Admissions Timetable

The timetable for the September 2027 application and allocation processes for entry to Reception will be in line with the co-ordinated admissions scheme applied by the Local Authority of Cumberland Council.

Applications for Reception Entry (starting school) are made within the co-ordinated admissions scheme operated by the Local Authority (see section [3](#)).

In-Year Applications for Admission are made direct to the school (see section [20](#)).

3. The Closing Date for Applications for Reception places

Applications for entry to Reception in 2027-28 can be made online from September 2026.

The closing date for applications for September 2027 entry is the **15th January 2027**.

Applications for Reception places must be submitted using form SA1, which is issued by Cumberland Local Authority, or online.

Form SA1 and more information about the application process are contained in the parental information pack published for parents by Cumberland Local Authority on their website.

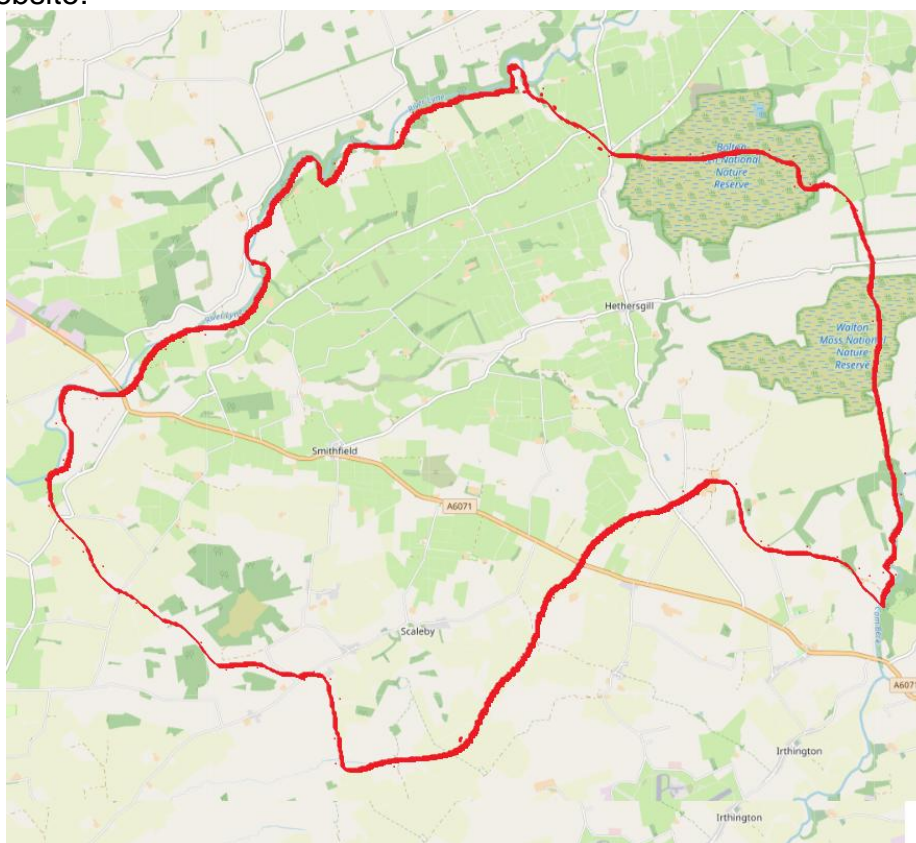
Detailed information about the application process can be found on the Cumberland Council website at <https://www.cumberland.gov.uk/schools-and-education/school-admissions> where online applications can also be made.

Note: applications for admission to cohorts other than Reception are made direct to the school (see section [19](#) & [20](#))

4. The Catchment Area

The Catchment of Fir Ends School includes the villages of Smithfield, Scaleby and Hethersgill, as well as outlying areas.

An indicative map of the school's catchment is shown below, a detailed map is available on the school website:



Map data from: <https://www.openstreetmap.org>

5. Fir Ends School – oversubscription criteria

If 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 found in [Appendix 1: General Admissions Policy](#)

1. **Children looked after**, i.e., in public care, giving priority, if necessary, to the youngest child(ren); children who were **previously looked after**; and children who were **previously looked after outside of England** - see *note 1*.

2. Children living **in the catchment area** who have **brothers or sisters** in the school (or associated infant or junior school) at the time of admission, giving priority to those with the youngest siblings
3. Children **living outside the catchment area** who have **brothers or sisters** in the school **at the time of their admission**, giving priority to those with the youngest siblings
4. Other children **living in the catchment area** giving priority to those living closest to the school, measured by 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 Local Authority
5. Other children **living outside the catchment area, who are attending the school's nursery** at the closing date for their application and will continue to do so for the remainder of the academic year, giving priority to those who live closest to the school, measured by 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 Local Authority
6. Other children **living outside the catchment area who do not attend the school's nursery** at the closing date for their application, giving priority to those who live closest to the school, measured by 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 Local Authority

Applications will be prioritised using the above criteria. For further information about distance measurements, see [section 18](#).

An exception may be made if a child has a statement of special educational needs naming Fir-Ends School, as in these circumstances the Governing Body would have a statutory duty to admit the child concerned.

The school will maintain a waiting list of unsuccessful applicants ([see section 9](#)). The list will be ranked in the same order as the published oversubscription criteria.

Further details about each of the criteria can be found in [Appendix 1: General Admissions Policy](#)

6. Address to be Used in Determining Priority for Admission

If the school is oversubscribed, the address of the parent or carer with whom the child normally lives will be used in the allocation process. Where a child's address is difficult to determine, for example where shared living arrangements are in place, in most circumstances, the address of the parent or carer claiming child benefit will be used.

In some circumstances, the school may also suggest that parents or carers seek independent legal advice and ask that they provide copies of any relevant court order relating to child arrangements.

Residency at a particular address is a key factor in allocating places at oversubscribed schools. If you move house after making an application you must contact the LA to provide details of the new address.

For the application to be considered on the basis of the new address, documentary evidence will need to be provided. The LA will need to be satisfied that you will be resident at this new address on national offer day and at the time that your child would be admitted to the school

that you are applying for. LA or school representatives may visit the address given as the child's residence to verify that he/she lives there.

7. Fraudulent Applications and Withdrawal of a School Place

The LA/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 misleading application. An application will not be withdrawn because an offer was made in error once the student has taken up the place at the school.

Where an offer is withdrawn on the basis of fraudulent or misleading information, the application will be considered again on the basis of the correct information, and parents or carers will have a right of appeal where no place can be offered.

Where parents or carers are found to have made a fraudulent application for a school place but the LA decides that it is not in the best interest of the child to withdraw the place, 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.

Where a place has been offered on the basis of a timely parental application, the place will not be withdrawn unless one of the exceptions set out in paragraph 2.13 of the school Admissions Code 2021 applies:

- *An admission authority must not withdraw an offer unless:*
 - i) it has been offered in error;*
 - ii) a parent or carer has not responded within a reasonable period of time; and*
 - iii) it is established that the offer was obtained through a fraudulent or intentionally misleading application.*

8. Parental Disagreement

The management of school applications may be severely delayed during the main admissions round 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 can be 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. The LA, nor school, will not become involved in private disputes.

In a situation where parents or carers are unable to reach an agreement the LA will decide which application should be processed. In most circumstances the LA will process the application submitted by the parent or carer who is in receipt of child benefit for the child to whom the application relates. In some circumstances, the LA may also suggest that parents or carers seek independent legal advice and ask that they provide copies of any relevant court order relating to child arrangements.

9. Waiting Lists

After the main admissions round the school will maintain a waiting list until 31 December of the normal school year of admission.

Once places have been allocated, children refused a place will continue to be considered for any vacancies which become available up until 31 December of the normal year of admission.

Each child that is added to the list will require the list to be ranked again in line with the published oversubscription criteria. Priority will not be given based on the date that the application was received or the name was added to the waiting list.

Vacancies will always be allocated by applying the determined admissions arrangements and length of time on the waiting list will not be a consideration.

If a request for an in-year school place is refused, parents and carers can request that the child's name be added to a waiting list. The request must be submitted in writing, by letter or e-mail. If a place becomes available, it will be allocated using the oversubscription criteria set out in the school's general admissions policy ([Appendix 1](#)).

The child's name will remain on the waiting list until the end of the academic year in which the request for the school place was submitted. To re-apply to remain on the waiting list for the following academic year, parents and carers will need to contact the school again by e-mail or in writing; e-mail: contact@fir-ends.cumbria.sch.uk

10. Late Applications

Applications which are received or changed after the published closing date will only be considered in exceptional circumstances.

Even if there are exceptional circumstances, applications submitted after the relevant published date, contained within the co-ordinated admission scheme, will not be considered until after allocations for those parents or carers who applied on time have been made.

Any evidence submitted after the relevant date to support a late application or change of preference will not be considered. Affected applicants will not receive an offer with other parents on national offer day, instead receiving one on 're-allocation day'.

Details of closing dates, and other relevant dates can be found:

- i) in the parental information booklets for admission to an infant or primary school, transfer to junior school and transfer to secondary school in September 2027;
- ii) in the 2027-28 co-ordinated admissions scheme for all maintained schools and academies in the local authority area of Cumberland; and
- iii) on the county council website – www.cumberland.gov.uk

11. The Right of Appeal (Main Admissions round)

Any parent not offered a place in the main admissions round has the right to appeal.

An Appeals Schedule will be published alongside each annual admissions policy update.

Parents wishing to appeal against the school's decision must set out their reasons in writing, addressed to the Headteacher.

All appeals will be heard by an independent panel, in line with the published timetable.

Ordinarily, all appeals will be heard within 40 days of the appeals deadline.

Further details can be found in [Appendix 2: Appealing an Admissions Decision](#)

12. Age at first admission and Compulsory School Age (CSA)

All children are entitled to a full-time place in Reception Year in the September following their fourth birthday. However, they do not reach CSA (the age at which they are legally required to attend school full-time) until the first of three prescribed dates after their fifth birthday:

- Children born 1 September to 31 December reach CSA on 31st December and must start school no later than the start of the Spring Term in January.
- Children born 1 January to 31 March reach CSA on 31st March and must start school in the Summer Term, no later than the 1st April.
- Children born 1 April to 31 August reach CSA on 31st August and must start school at the start of the Autumn Term in September (these children are informally known as 'summer born children').

13. Early, Deferred or Delayed Entry and Part Time Attendance

All children are entitled to a full-time place in the September following their fourth birthday but if a child who has not reached compulsory school age has been allocated a Reception place and their parent or carer wishes to defer or delay entry to school, the place will be held open.

- **Deferred entry** means to wait until the term after a child reaches CSA (i.e. the spring term for autumn-born children; summer term for spring-born). Children who delay school entry must start school in the term after they turn 5 or the start of the summer term, whichever comes first.
- **Delayed entry** means to turn down the offer of a reception place, and to reapply for the following year. This option is generally only available to summer-born children who reach CSA during the summer term.

Deferred entry

Deferred entry requests do have an academic impact and this will be discussed where a request is made by a parent. The child's social, emotional and physical development will be considered.

Entry cannot be deferred beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the place was allocated.

Parents or carers of children who have deferred entry can request that their child takes up the place part-time until the child reaches compulsory school age.

Delayed entry

Summer-born children (children born between 1 April and 31 August) do not attain compulsory school age until the September after they would normally start school in Reception. In line with government recommendation, the school as the admission authority will consider admitting these children as an 'application for admission outside their normal year group' into a Reception class a year later than usual at their parent or carer's request.

These children will remain eligible for their full entitlement to schooling, and will subsequently transfer to secondary school with other children in the year group in which they have been educated, rather than with their 'chronological cohort'.

Where a summer-born child is allocated, *and takes up* a September Reception place, in the normal year of admission (i.e. the beginning of the academic year in which they turn 5) then subsequently attends school *beyond the end of the autumn term* of the admission year, an

application for a Reception place for the following September will not be considered as a 'summer-born' application for admission outside their normal year group. In this situation the child has already commenced school and any request to be admitted out of the normal year group will be considered on its individual merits.

Parents or carers seeking delayed entry to school or delayed transfer to a junior or secondary school must submit their request by the same dates in the year in which they would apply if their child was transferring at the usual age. This will allow consideration of the request prior to the closing date for preferences to be submitted, allowing parents or carers sufficient time to submit preferences in the event their request is denied.

Other requests, for early or delayed transfer to secondary school, for example, will be also be considered on their individual merits and in line with the provisions of the School Admissions Code 2021. Unlike delayed entry for summer-born children, others have no automatic right to education outside of their chronological age group, although there is no legal bar to this.

Parents or carers seeking early transfer should submit their request to school admissions by 31 October for primary applications **in the year before** that in which they would usually apply. This will allow time for the application to be considered prior to the closing date for applications. Parents or carers will still need to submit preferences by the appropriate closing date.

14. Twins and Siblings of Multiple Births

Where places are available for some but not all children from multiple births (including twins) the school will exercise the discretion offered by the School Admissions Code 2021 to offer all of the children a place.

Where this results in an infant class exceeding 30 pupils, additional children admitted under these arrangements will be treated as 'excepted pupils' for the duration of their infant education and will not constitute a breach of legislative requirements.

15. Siblings

Siblings are brothers or sisters living at the same address and includes step and foster children.

Siblings of children attending Fir Ends School school have a higher priority for admission when places are allocated.

This includes siblings that are out of catchment, as long as the older sibling will remain enrolled in the school at the time of the younger sibling's admission. Year 6 pupils in the application year are not included in these criteria as they will no longer be enrolled when the new admission starts school.

Younger siblings attending nursery will not be considered to qualify when considering the application of an older sibling.

16. Children Previously Looked After by a Local Authority and Children Previously Looked After outside England

Children looked-after and previously-looked-after have priority for applications under category 1 of the General Admissions Policy. For children previously-looked after the following applies:

1) Children Previously Looked After by a Local Authority

Children previously looked after are children who were looked after but have ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002) or became subject to a Child Arrangements Order or Special Guardianship Order (Children Act 1989).

For a previously looked after child to be considered under category 1 of the LA General Admissions Policy, the parent or carer will need to provide appropriate written evidence to support the application. It is the responsibility of the parent or carer to provide appropriate documentary evidence with the application; without this it **will not** be possible to consider the application under category 1 of the General Admissions Policy.

2) Children Previously Looked After outside England

Current advice issued by the Department for Education (DfE) in July 2021 states that a child previously looked after outside of England is one that was looked after, outside England, by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society.

For a child previously looked after outside England to be considered under category 1 of the LA General Admissions Policy, the parent or carer will need to provide appropriate written evidence to support the application, for example, a UK adoption order or a copy of the adoption order from the child's county of origin (to be updated as appropriate). It is the responsibility of the parent or carer to provide the appropriate documentary evidence with the application; without this it **will not** be possible to consider the application under category 1 of the General Admissions Policy.

For further information, please contact the School Admissions Team:

- E-mail: school.admissions@cumberland.gov.uk or Tel: 01228 221582

17. Children of UK Service Personnel (UK Armed Forces) and Crown Servants

Any admission requests received for children of UK service personnel and crown servants will be processed in line with the School Admissions Code 2021, paragraph 2.21.

For further information, please contact the School Admissions Team:

- E-mail: school.admissions@cumberland.gov.uk or Tel: 01228 221582

18. Distance Measurements

Where it is necessary to apply measurements of distance from the school within over-subscription criteria, the following approaches will be used.

1) Straight-line Measure

Where there are more applications than places available for entry to all year groups, applications will be prioritised using the criteria set out in section 5 and Appendix 1. For any criteria that give priority to those living closest to the school, distance measurements will be undertaken using the LA's 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 Cumberland 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.

19. Admission to Fir Ends Nursery

There are separate arrangements for admission to Fir Ends Nursery. Pupils can join the nursery as soon as they turn three years old.

Offers of nursery places give consideration to the capacity of the nursery at the time of application for a place. Places will be offered on the basis of available sessions in the term of entry.

Admission to and attendance of the Nursery does **not** guarantee a place in Reception.

Oversubscription criteria will take current and continued attendance of the nursery into account for admission of out of catchment pupils. See [section 5](#) and [Appendix 1](#) for further details

Please contact the school directly to discuss nursery admissions.

20. Entry to school during an academic year (In-year admissions)

Decisions about in-year admissions will be made on an individual basis by the Headteacher, in consultation with the Governing Body as appropriate, and may exceed the published admissions number in some circumstances:

- Pupils in **Reception & Key Stage 1** will typically only be admitted in-year if pupil numbers in their year group are less than the pupil admissions number. An exception may be made if the cohorts either side are undersubscribed at the time of application and the combined cohorts will not breach statutory infant class sizes (i.e. a maximum of 30 pupils).
- Admissions to **Key Stage 2** cohorts may exceed the published admissions number if the headteacher and governors agree that this is practical and will not be to the detriment of existing or future pupils.

Applications for in-year transfers may also be referred to a Fair Access Coordinator and reviewed by a panel of local schools to determine if a place can/will be offered.

21. In-Year Admissions Process

In-Year applications are those made for any year group after the school year has begun.

The process for these applications differs slightly to that for Reception places because the application will be made direct to the school, rather than via the LA.

- 1) The school is the admissions authority for in-year admissions.
- 2) Applications for an in-year place at Fir Ends school must be made by completing the application Form SA8.
- 3) Parents/carers can find a current copy of the Form SA8 on the county council website at: www.cumberland.gov.uk or by contacting the School Admissions Team, e-mail: school.admissions@cumberland.gov.uk or Tel: 01228 221582.
- 4) The completed Form SA8 must be returned **direct to the School** for processing. Completed forms can be returned by post or by e-mail.
- 5) On receipt of an in-year application, the school will determine the availability of a place in the relevant year group and request any further information that may be relevant.

6) The outcome of the application will be notified to the parent/carer within 10 school days.

7) Where an application for a place is offered and accepted, arrangements will be made for the child to start school as soon as possible. The parent/carer will be advised to contact the school to make the necessary arrangements for admission.

8) Where an application for a place is refused, the reason for the refusal will be set out in the letter and information about the right of appeal will also be provided.

9) Parents/carers who are refused a place at Fir Ends School can request that their child's name be added to a waiting list to be considered should a place become available in the relevant year group at the school. For more information about waiting lists maintained by the school please refer to section 9 of these arrangements.

10) If the school receives a number of in-year requests for places for a particular cohort and there are insufficient places to offer a place to all applicants, the place or places that are available will be allocated in line with the determined admission arrangements.

General notes on in-year transfers

Where a parent or carer wishes to change school for their child there may be circumstances when the school and/or LA may not offer a place before the first day of the term following receipt of Form SA8 (request for an in-year school place).

However, wherever possible, when a place has been offered, arrangements for admission to the school will be made as soon as possible. Any place offered must be taken up within 6 (school) weeks or it may be withdrawn and offered to another applicant.

22. Right of Appeal – In-Year Applications

Parents may appeal a decision not to offer an in-year place, within 10 school days (2 weeks) of the decision, by submitting their reasons for the appeal in writing, addressed to the Headteacher.

In the event of such an appeal, the Governing Body will arrange for an independent appeals panel to review the case within 30 school days (six weeks).

Further details can be found in [Appendix 2: Appealing an Admissions Decision](#)

APPENDIX 1: FIR ENDS SCHOOL GENERAL ADMISSIONS POLICY 2027/2028

Where there are more applications than places available for entry to all year groups, applications will be prioritised using the criteria below.

They will be applied in conjunction with explanatory notes 1 – 7 which form part of the policy.

1. **Children looked after**, i.e., in public care, giving priority, if necessary, to the youngest child(ren); children who were **previously looked after**; and children who were **previously looked after outside of England** - *see note 1*.

2. Children living **in the catchment area** who have **brothers or sisters** in the school (or associated infant or junior school) at the time of admission, giving priority to those with the youngest siblings - *see notes 2 and 3*.

3. Children **living outside the catchment area** who have **brothers or sisters** in the school at the time of their admission, giving priority to those with the youngest siblings - *see notes 2, 3 and 4*.

4. Other children **living in the catchment area** giving priority to those living closest to the school, measured by 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 Local Authority - *see notes 5 and 6*.

5. Other children **living outside the catchment area, who are attending the school's nursery** at the closing date for their application and will continue to do so for the remainder of the academic year, giving priority to those who live closest to the school, measured by 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 Local Authority - *see notes 5, 6 and 7*.

6. Other children **living outside the catchment area who do not attend the school's nursery** at the closing date for their application, giving priority to those who live closest to the school, measured by 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 Local Authority - *see notes 5, 6 and 7*.

All applications will be prioritised on the above basis.

An exception will be made under the Local Authority's policy for the education of children with special educational needs where a child holds an Education, Health and Care Plan (EHCP), that names the school.

In the event that there are more children in any of the oversubscription categories than places remaining, distance from the school will be used as a tie-breaker, with those living closest to the school given priority. If the distance for two or more children is equal, then those places will be allocated through random allocation in front of an independent witness. (see note 6)

KS1 classes cannot exceed 30 pupils. As Fir Ends operates mixed-cohort classes, the maximum number of pupils offered places in the Reception intake or as a result of in-year admissions to Year 1 and Year 2 cohorts in a given year should generally not exceed 15 per cohort, allowing any two of these year groups combined to stay within the limit of 30 pupils. Exceptions may be made for children whose twin/siblings from a multiple birth (see section

14) have been admitted, or for in-year applications to Reception or KS1 when space is available due to undersubscription in the cohort ahead or behind the cohort in which a place has been requested (i.e. where the total combined as a mixed class will remain below 30 across both cohorts).

Explanatory Notes [These notes are part of the policy]

Note 1: A **child looked after** is a child in public care, who is looked after by a local authority within the meaning of Section 22 of the Children Act 1989. Children **previously looked after** are children who were looked after, but have ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002) or became subject to a Child Arrangements Order or Special Guardianship Order (Children Act 1989).

Advice issued by the Department for Education (DfE) in July 2021 states that a **child previously looked after outside of England** is one that was looked after, outside England, by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society.

For a previously looked after child to be considered under criteria 1, the parent or carer must provide appropriate written evidence to support the application. Without this evidence it will not be possible to consider the application under category 1 of the LA General Admissions Policy.

Note 2: In criteria 2 & 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 (excluding a nursery class – see note 3) at the time of admission.

Note 3: Brothers and sisters in the school at the time of admission does **not** include a brother or sister who is or will be attending a nursery class that is attached to the school at the time of admission. Year 6 pupils in the application year are not included in these criteria as they will no longer be enrolled when the new admission starts school.

Note 4: If a parent or carer believes that they qualify for consideration under criterion 4, they should indicate this on their preference form in the place provided for this purpose.

Note 5: Distance measurements will be undertaken using the Local Authority's computerised Geographical Information System [GIS]. This measures 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 Local Authority.

Note 6: Random allocation will be used as a tie-break in categories 4, 5 and 6 to decide who has the highest priority for admission if the distance between the two or more children's home address and the school is the same. This process will be independently verified.

Note 7: Attendance at the school's nursery will only be used as a criterion for out of catchment pupils as any pupils living in catchment will meet one of criteria 2 or 3. For the purpose of this policy, "attendance" is defined as the pupil attending the nursery for at least one session per week **from the start of the Spring Term prior to admission**. Eligibility will be assessed based on the child's attendance status **as of the closing date for applications (15th January)**.

APPENDIX 2: APPEALING AN ADMISSIONS DECISION

All appeals should be made, in writing, to the Headteacher, explaining the reasons for your appeal. An independent panel will be arranged to hear all appeals.

MAIN ADMISSIONS ROUND APPEALS SCHEDULE

Dates will be adopted from the published Cumberland appeals timetable ¹

See: <https://www.cumberland.gov.uk/schools-and-education/apply-school-place-or-change-schools/admission-process-and-appeal-decision/appeal-decision-your-school-admission>

| | Action |
|-------------------------------|---|
| 16 th April 2027 | Applicants who applied before the relevant closing dates informed of outcome of applications ¹ |
| 14 th May 2027 | Deadline for lodging appeals – 28 days after notification date (above) ² and ³ |
| 28 th May 2027 | Allow parents at least 14 days' notice of appeal; appeals commence |
| By 23 rd July 2027 | Appeals must be heard within 40 school days of the deadline for lodging appeals. |

IN-YEAR ADMISSIONS APPEALS SCHEDULE

Appeals against decisions relating to an in-year place should be made within 10 days of notification of the school's decision.

| | Action | Timescale |
|---|--|---|
| 1 | Applicants informed of outcome of applications | Normally within 5-10 school days (1-2 weeks) of application receipt |
| 2 | Deadline for lodging appeals | Within 10 school days (2 weeks) of notification of decision |
| 3 | Notification of appeal hearing | At least 10 school days (2 weeks) prior to the hearing date |
| 4 | Appeals will be heard | Within 30 school days (6 weeks) of receipt of your appeal |

¹ School Admissions Code 2021, 2.23 (b) and Determined Co-ordinated Admission Scheme for all Maintained Schools and Academies in the Area of Cumberland Council 2020/21:

- Offers of secondary school places must be made on 1 March or the 'next working day'

- **Offers of infant/primary school places and junior/primary school places must be made on 16 April or the 'next working day'**

- Admission Authorities are required to publish their appeals timetable on their website by 28 February each year

² School Admissions Appeals Code 2022, 2.3 (b) – 'for late applications, appeals should be heard within 40 school days of the deadline for lodging appeals where possible, or within 30 days of the appeal being lodged'.

³ School Admissions Appeals Code 2022, 2.4 – 'Any appeals submitted after the appropriate deadline must still be heard, in accordance with whatever timescale is set out in the timetable published by the admission authority'. Main admission round appeals submitted after the deadline date in each of the admissions rounds above will be heard within 30 school days of the relevant date for appeals to commence (row 3 of the table above).