



Ullswater Community College

ADMISSIONS POLICY 2024–2025

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Chair of Governors	David Carter
Signature of Chair of Governors	<i>David Carter</i>

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1. Aims

This policy:

- Explains how to apply for a place at the school
- Sets out the school's arrangements for allocating places to the pupils who apply
- Explains how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code
- School Admission Appeals Code

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

3. How to apply

For applications in the normal admissions round you should use the application form provided by the local authority. You can use this form to express your preference for a minimum of three state-funded schools, in rank order.

You will receive an offer for a school place directly from the local authority.

4. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 5.2. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

5. Allocation of places

5.1 Admission number

The school has an agreed admission number of 300 pupils for entry in Year 7.

5.2 Oversubscription criteria

All children whose education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

Where there are more applications than places available, entry to all year groups will be prioritised using the criteria below. They will be applied in conjunction with explanatory notes 1 to 3, which form part of the policy.

1. Children looked after and children who were previously looked after – see note 1 below
2. Children living in the catchment area who have brothers or sisters in the school at the time of admission – see note 2 below
3. Other children living in the catchment area giving priority to those living closest to the school, measured by the shortest walking route by road - see note 3 below.
4. Children living outside the catchment area who have brothers or sisters in the school
5. Children living outside the catchment area, giving priority to those who live closest to the school, measured by the shortest walking route by road - see note 3 below.

Applications will be prioritised on the above basis. An exception will be made under the Authority's policy for the education of children with special needs (i) where a child holds an Education, Health and Care Plan, or (ii) is currently undergoing a statutory assessment, and in either case, it is considered that attendance at a particular school is necessary to meet the identified needs of that child.

Explanatory Notes

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 (or became subject to a child arrangements order or special guardianship order)

Note 2: In criteria 2 and 4 priority will be given to those children with the youngest siblings in school. 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.

Note 3: Distance measurements will be undertaken using the Local Authority's computerised Geographical Information System [GIS]. This measures the route from the centre of the pupil's home to the nearest entrance on the school site which is available to pupils at the time of undertaking the assessment. The route used will be the shortest walking route by road as identified by GIS at that time.

5.3 Tie break

In the case of two or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's gates on Wetheriggs Lane. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between two children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

5.4 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

5.5 Fair Access Protocol

We participate in [name of your local authority]'s Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

6. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 5.2 above. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address: The Deputy Headteacher, Ullswater Community College, Wetheriggs Lane, Penrith, Cumbria CA11 8NG; e-mail: admin@ullswatercc.co.uk

You will be notified of the outcome of your in-year application in writing within 15 school days.

7. Waiting list

Following the allocation of places in the Year 7 intake the local authority will, in late March, re-allocate any places that become available as a result of parents not wishing to take up their offer.

After this, the parents of any child who has been refused admission can ask at the school for their name to be placed on the waiting list. Any vacancies which arise will be allocated using the Governing Body's admissions policy shown above and length of time on the waiting list will not be a factor. A waiting list will also be held for other year groups.

8. Appeals

Any parent not offered a place has a right of appeal to an Independent Appeal Panel. The panel would be entirely independent of the Governing Body. Any parent wishing to appeal should submit their appeal to the Clerk of the Governing Body (email: clerk@ullswatercc.co.uk) and this will be passed on to the Independent Appeal Panel.

You can find details of the school's appeals timetable below.

9. Monitoring arrangements

This policy will be reviewed and approved by the Governing Body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.

10. Timetable for admissions appeals

Ullswater Community Governing Body has a timetable for organising and hearing appeals that:

- allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal
- ensures that appellants receive at least 10 school days' notice of their appeal hearing
- includes reasonable deadlines for appellants to submit additional evidence, for admission authorities to submit their evidence, and for the clerk to send appeal papers to the panel and parties
- ensures that decision letters are sent within 5 school days of the hearing, wherever possible.

The table below summarises the deadline for hearing different types of appeals.

Type of appeal	Deadline for hearing appeal
Applications made in the normal admissions round	Within 40 school days of the deadline for lodging appeals
Late applications	Within 40 school days of the deadline for lodging appeals, or within 30 school days of the appeal being lodged

Applications to sixth forms where the offer of a place was conditional upon exam results	Within 30 school days of confirmation of those results
Applications to sixth forms where the offer of a place was not conditional upon exam results	Within 40 school days of the deadline for lodging appeals
Applications for in-year admissions	Within 30 school days of the appeal being lodged

This information is set out in paragraphs 2.1–2.4 of the School Admissions Appeals Code. The Appeals Code adds:

“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.”