Westmorland & Furness Council

Policy for the Admission Arrangements to Community and Voluntary Controlled Schools for 2028/29 in Westmorland & Furness

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Introduction

These are the admission arrangements for the 2028/29 academic year for community and voluntary controlled primary and secondary schools, i.e. those schools where the Local Authority (LA) is the admission authority.

Co-ordinated Admission Arrangements

In line with current legislation, the LA has drawn up a separate scheme to co-ordinate admissions to maintained schools and academies within the local Authority area of Westmorland & Furness for the main admissions round.

Published Admission Numbers

The admission number the LA will publish for each community and voluntary controlled school is presented in this document.

The General Admissions Policy for 2028-2029

The General Admissions Policy will be used to allocate places at those schools which are oversubscribed. The General Admissions Policy is presented in this document.

Address to be Used in Determining Priority for Admission

If a 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. If this is not possible, the address that is used for the child's GP registration will be used.

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.

Residency at a particular address is a key factor in allocating places at oversubscribed schools and if a child is allocated a place at an oversubscribed community or voluntary controlled school proof of residency will be required, such as a current council tax statement. If you move house during the admissions application round, 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 and the child must be living at the address by the relevant published date that coincides with accepting late applications in exceptional circumstances. Evidence of residency (such as a signed and dated tenancy agreement or a exchange of contracts) may be required. LA representatives may take other reasonable steps to verify a child's home address including a visit to the address given as the child's residence to verify residency.

Fraudulent Applications and Withdrawal of a School Place

The LA 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 may 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:

- it has been offered in error
- a parent or carer has not responded within a reasonable period of time
- it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Parental Disagreement

There may be instances where parents do not agree on the preferred school for their child. However, the School Admissions Code 2021 states that only one offer per child can be made by the LA. **The LA cannot process more than one application at a time for the same child**. The LA is unable to resolve any disagreement or take sides and applications may be severely delayed where separate applications are received for different schools.

When completing the LA application form, parents are required to confirm that the application is made with the agreement of all parties with parental responsibility. If it becomes apparent that a submitted form contained false information in this respect, or was intentionally misleading, the LA will put processing of the application on hold. This will be the case if a second application is received for the child from the other parent.

In line with the School Admissions Code, the LA may also withdraw a school place obtained through a fraudulent or intentionally misleading application. The LA cannot guarantee that a school place will be kept open pending resolution of a dispute.

Where there is evidence of disagreement, the LA will first seek to establish whether both parents have parental responsibility and whether a court order has been made regarding who has authority to make an application. You will be asked to provide evidence in order for the LA to establish the position. If only one parent has parental responsibility, that application will be processed. If a court order has been made, the LA will comply with the court order.

If there is disagreement and both parents have parental responsibility, the LA will not be able to process either application for the child. The application will be put on hold until the LA has received

either written agreement from both parents of how to proceed, or a court order directing which parent can make the application. For main round applications to reception or year 7, this may result in a child's application being processed as a late application and therefore your child could miss out on a school place at a preferred school. This may further profound implications for the child and family moving forward. Given this we would urge parents to reach agreement on the preferred schools for their child at the earliest opportunity.

The Admissions Timetable

The timetable for the September 2028 application and allocation processes for entry to Reception in an infant or primary school, Year 3 in a junior school and Year 7 in a secondary school will be in line with the co-ordinated admissions scheme.

Late Applications

For all schools, 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:

- in the parental information booklets for admission to an infant or primary school, transfer to junior school and transfer to secondary school in September 2028
- in the 2028-29 co-ordinated admissions scheme for all maintained schools and academies in the local authority area of Westmorland and Furness
- on the LA website www.westmorlandandfurness.gov.uk

School Admissions Appeals

The Local Authority are responsible for making arrangements for admission appeals for Community and Voluntary Controlled Schools. This includes sixth form appeals. Further information regarding the process can be found here on the LA Website: Appeal a decision on your school admission | Westmorland and Furness Council.

Waiting Lists

In the main admissions round 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.

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.

Admissions priority will not be given based on the date that an application was received or the name was added to the waiting list. Ranked waiting lists will be updated each time a new application is received in line with the published oversubscription criteria. Vacancies will always be allocated by applying the determined admissions arrangements and length of time on the waiting list is not an admissions criterion.

If a request for an in-year school place is refused, parents and carers can request that the child's name is 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 LA's general admissions policy. 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 school admissions again, in July, by e-mail or in writing; e-mail: school.admissions@westmorlandandfurness.gov.uk

Early, Deferred* or Delayed Entry* to all Schools and Part Time Attendance at Infant/Primary Schools

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 delay entry to school, the place will be held open. Entry cannot be delayed 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 can request that their child takes up the place part-time until the child reaches compulsory school age.

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 LA as the admission authority for community and voluntary controlled schools may admit these children into a Reception class a year later than usual. The parent would need to submit their request in order for the LA to make a decision. It is highly recommended that the parent seeks the view of the head teacher of the prospective school. These children would be expected to subsequently transfer to junior (where applicable) and secondary school with other children in the year group in which they have been educated, rather than with their 'chronological cohort'.

*Note – "Delayed Entry" is a child starting school within the school year of their chronological age group ."Deferred Entry" is a child starting school outside of their chronological age group, the following year.

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. 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.

Other requests, for early or delayed transfer to secondary school, for example, will be considered on their individual merits and in line with the provisions of the School Admissions Code 2021.

Parents or carers are encouraged to have discussions with the preferred secondary schools in advance of their transition into secondary school.

Parents or carers seeking early transfer should submit their request to school admissions by 30 September for secondary applications, and 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.

Parents or carers seeking delayed entry to school or transfer to a junior or secondary school should 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.

Twins and Siblings of Multiple Births

Where places are available for some but not all children from multiple births (including twins) the LA 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.

Siblings

Siblings of children attending their catchment area school have a higher priority for admission when places are allocated at oversubscribed community and voluntary controlled schools. Expressing a preference for a school other than the catchment school may result in there not being places available for younger siblings when they are due to start school. Catchment children will have a higher priority for places than children living outside of the catchment area, including those children living outside the catchment area with siblings that already attend the school.

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

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

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 LA General Admissions Policy.

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 LA General Admissions Policy.

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.

Admissions to Nursery Schools and Infant/Primary Schools Offering Nursery Education

These arrangements do not apply to the admission of nursery pupils. Nursery admission arrangements will be determined separately. **Attendance at a school's nursery does not guarantee admission to the school's Reception group.**
All parents or carers of children who are due to start school will need to complete and submit an application (online or Form SA1) for a Reception place at the preferred school by the appropriate closing date.

Transfer from Infant to Junior/Primary Schools

Attendance at an infant school does not guarantee admission to the associated junior school.

All parents or carers of children in Year 2 at an infant school will need to complete and submit an application (online or Form SA2) for a Year 3 place at the preferred school by the appropriate closing date.

Admission to School Sixth Forms

The general admissions policy for entry to year 12 can be found below.

Please contact relevant schools directly or visit their website regarding admission arrangements for school sixth form provision.

Catchment Areas

Westmorland and Furness Council operates a 'catchment area' approach to school admissions. Most (not all) schools have a defined catchment area. Details of the arrangements for each school can be made available on request. Where an area is not included within an agreed catchment area, the "catchment area school" will be the nearest school to the parental home.

Any enquiries regarding catchment areas in relation to the allocation of school places should be directed to the School Admissions Team:
E-mail: school.admissions@westmorlandandfurness.gov.uk or Tel: 0300 303 8144

Distance Measurements

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 criteria set out in the General Admissions Policy. For any criterion 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. Distance will be measured using the Local Authority's computerised Geographical Information System (GIS) as a straight-line measurement from the centre of the child's home address to a common point (nodal point) on the school site. The common point is determined by the Local Authority for each school and is applied consistently to all applications. The common point is normally the main entrance of the school. This information is available by contacting the School Admissions and Appeals team.

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.

In Year Admissions

The LA is the admissions authority for all community and voluntary schools in the local authority area of Westmorland and Furness. A list of community and voluntary schools can be found below.

Applications for an in-year place can be made by contacting the school directly or applying to the LA by submitting an SA8 application form.

To apply to the school directly, parents and carers should contact the preferred school and seek information on how to apply.

To apply to the Local Authority:

1. Parents/carers can find a copy of the Form SA8 on the LA website at: www.westmorlandandfurness.gov.uk or by emailing the School Admissions Team, school.admissions@westmorlandandfurness.gov.uk or telephone: 0300 303 8144
2. The completed Form SA8 must be returned to the LA School Admissions Team for processing. Completed forms can be returned by post or by e-mail.
3. On receipt of an in-year application, the LA School Admissions Team will contact the preferred school(s), in order of preference, regarding the availability of a place in the relevant year group.
4. The outcome of the application will be notified to the parent/carer within 10 school days wherever possible, but parents/carers must be notified within 15 days.
5. 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.
6. 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.
7. Parents/carers who are refused a place at the preferred school(s) 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 LA please refer to the "Waiting Lists" section of these arrangements.
8. If the LA receives a number of in-year requests for places at a particular school 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.
9. Where a parent or carer wishes to change school for their child there may be circumstances when the LA may not offer a place at a community or voluntary controlled school 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.

In-year applications for a sixth form place should be submitted to the school. Places will be allocated in line with the general admissions policy for entry to Year 12.

Determined 2028-2029 Admission Arrangements for Community and Voluntary Controlled Schools – Published Admission Numbers (PAN)

The following are the proposed admission numbers the LA will publish for each community and voluntary controlled school as part of its 2028-2029 admission arrangements.

Infant/Primary Schools

School	Proposed 2028/29 Published Admission Number	School	Proposed 2028/29 Published Admission Number
Allithwaite CE	15	Lindale CE	12
Alston School	15	Long Marton Community Primary	10

Armathwaite	10	Low Furness CE Primary	17
Asby Endowed	6	Milburn	5
Barrow Island Community Primary	30	Milnthorpe Primary	30
Bolton Primary	8	Nenthead Primary School	4
Brisbane Park Infant	54	Old Hutton CE	15
Brough Community Primary	15	Pennington CE	30
Broughton in Furness CE	15	Plumpton	15
Brunswick	45	Ramsden Infant	30
Burlington CE Primary and Nursery	10	Roose	30
Cartmel CE Primary	10	Sedbergh Primary	30
Chapel Street Infants	30	Sir John Barrow	30
Clifton	12	Skelton	15
Coniston Primary	14	South Walney Infant & Nursery School	60
Croftlands Infant	45	St George's CE	30
Dane Ghyll Community Primary	30	Staveley CE	14
Goodly Dale Community Primary	14	Storth CE	10
Grange CE Primary	30	Temple Sowerby CE Primary	8
Greystoke	7	Vicarage Park CE Primary	30
Hawkshead, Esthwaite Primary	10	Victoria Infant & Nursery School	60
Heron Hill Primary	60		
High Hesket CE	15		
Holme Community	15		
Kirkby Stephen Primary	30		
Kirkoswald CE	13		
Langwathby CE Primary	30		
Levens CE	15		

Junior Schools

School	Proposed 2028/29 Published Admission Number	School	Proposed 2028/29 Published Admission Number
Croftlands Junior	45	Greengate Junior	30
George Romney Junior	45	North Lakes	30

Secondary Schools – Year 7

School	Proposed 2028/29 Published Admission Number	School	Proposed 2028/29 Published Admission Number
Dowdales	210	Lakes School, The	90
John Ruskin	52	Ulverston Victoria High	180

Secondary Schools – Year 12

School	Proposed 2028/29 Published Admission Number	School	Proposed 2028/29 Published Admission Number
Lakes School, The	90	Ulverston Victoria High	200

The numbers for Year 12 represent the total number of both internal and external applicants.

WESTMORLAND AND FURNESS COUNCIL GENERAL ADMISSIONS POLICY 2028/2029
Community and Voluntary Controlled Schools

Where there are more applications than places available at a community or voluntary controlled school for entry to all year groups **except Year 12**, applications will be prioritised using the criteria below. They will be applied in conjunction with explanatory notes 1 – 9 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.

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.

3. Children living outside the catchment area who, at the time of their admission, have brothers or sisters in the school (or associated infant or junior 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 Education, Health and Care Plan (EHCP).

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. Children living outside the catchment area who have brothers or sisters in the school (or associated infant or junior school) at the time of their admission.

6. Children living outside the catchment area, 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 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.

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, 3 and 5, priority will be given to those children 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.

Note 3

The address where the child normally lives will be used in the allocation process. Where the 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. If this is not possible, the address that the child is registered with their GP will be used.

Note 4

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) at the time of admission.

Note 5

Where reference is made to 'associated' infant and junior schools this is to describe those situations where infant and junior schools share the same catchment area.

Note 6

Brothers and sisters in the school at the time of admission does not include a brother or sister who will be attending a nursery class that is attached to the school.

Note 7

If a parent or carer believes that they qualify for consideration under criterion 3, they should indicate this on their preference form in the place provided for this purpose.

Note 8

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. The common point is normally the main entrance of the school. This information is available by contacting the School Admissions and Appeals team.

Note 9

Random allocation will be used as a tie-break in criteria 2, 3, 4, 5 and 6 to decide who has the highest priority for admission if the distance between the children's home address and the school is the same. This process will be independently verified.

WESTMORLAND AND FURNESS COUNCIL
GENERAL ADMISSIONS POLICY (YEAR 12) 2028-2029
Community and Voluntary Controlled Schools

This policy relates to two community schools that offer a sixth form provision;

The Lakes School	Year 12 Admission Number: 90
Ulverston Victoria High School	Year 12 Admission Number: 200

Availability of places in Year 12 depends on the number of students coming forward from within the school. An application form may be used for external candidates, although if the student is already on the roll at the school, they are not required complete an application form to transfer into year 12.

Each school may define individual academic entry requirements. The academic entry requirements can be found on the school prospectus and website. Academic criteria will be applied equally to students already on roll at the school and to external candidates.

Where there are more applications than places available in Year 12 at a community or voluntary controlled school, 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. Internal students that have met the academic entry requirements, in the following priority:

    a. Internal students (children) looked after and previously looked after, i.e. in public care, giving priority, if necessary, to the youngest child(ren) and students who were previously looked after outside of England.

    b. All other internal students.

2. External students that have met the academic entry requirements, in the following priority:

    a. External students (children) looked after and previously looked after, i.e. in public care, giving priority, if necessary, to the youngest child(ren) and students who were previously looked after outside of England.

    b. External Students living in the catchment area who have brothers or sisters in the school at the time of their admission.

    c. External 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 Education, Health and Care Plan (EHCP).

d. Other external students living in the catchment area.

e. External students living outside the catchment area who have brothers or sisters in the school at the time of their admission.

f. External students living outside the catchment area.

Where there is a need to prioritise places within any of the above criteria except criteria 1a and 2a, priority will be given to those students who live nearest to the school.

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 educational needs where a child holds an Education, Health and Care Plan, that names the school. The student will still need to meet the minimum entry and subject specific academic requirements.

In the event that there are available places after the above criteria has been applied, consideration may be extended to students who narrowly missed meeting the academic criteria. Internal applicants would have priority over external applicants. The applicant would need to have demonstrated in his or her GCSE or other Key Stage 4 courses willingness and an ability to study at the proposed level.

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 1a and 2a, 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 criteria 1a or 2a of the LA General Admissions Policy.

Note 2

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.

In circumstances where there is an application for more than one child in the family, and it is not possible to offer a place to all of the children concerned, it will be up to the parent or carers to decide whether they wish to accept the place[s] offered. This will also be the case in relation to twins and multiples.

Note 3

The address where the child normally lives will be used in the allocation process. Where the 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. If this is not possible, the address that the child is registered with their GP will be used.

Note 4

If parent or carers believe they qualify for consideration under criterion 2c, 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 LA. Distance will be measured using the Local Authority's computerised Geographical Information System (GIS) as a straight-line measurement from the centre of the child's home address to a common point on the school site. The common point is normally the main entrance of the school. This information is available by contacting the School Admissions and Appeals team.

Note 6

Random allocation will be used as a tie-break to decide who has the highest priority for admission in all criteria except 1a and 2a, if the distance between the children's home address and the school is the same. This process will be independently verified.