Good Shepherd Trust

Life in all its fullness

Admissions Arrangements and Policy 2027/2028

Version Number	Description	Date of Revision/Review
1	Date of Adoption	January 2019
2	Reviewed	June 2020
3	Reviewed	February 2021
4	Reviewed	January 2022
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6	Reviewed	January 2023
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8	Amended – New council website links	April 2024
9	Reviewed	January 2025
10	Reviewed & Consultation held	January 2026
11	Next review due	January 2027

Values

In keeping with our Trust vision, every member of the Trust family of schools will be valued and encouraged to fulfil their potential. In our Trust we believe:

- Everyone has something to offer
- Trust, honesty, empathy and social responsibility are the Christian values that frame our work
- We are here for the whole person, spiritually, morally, educationally and socially
- In working with transparency and openness

Introduction

These are the 2027-2028 admission arrangements for Primary Schools in the Good Shepherd Trust (the Trust)

Co-ordinated Admission Arrangements

In line with current legislation, local authorities have drawn up a separate scheme to coordinate admissions to maintained schools and academies within their areas for the main admissions round. The Trust will use the co-ordinated admissions scheme documentation used by the relevant local authority. The Trust does not have additional criteria whereby any Supplementary forms are required. Forms sent to schools will be forwarded to the relevant local authority.

Published Admission Numbers

The admission number for each school is shown in Appendix 1.

The Admissions Policy for 2027-2028

The Admissions Policy will be used to allocate places at those schools which are oversubscribed. This is attached as Appendix 2 for entry to Reception.

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, the address of the parent or carer claiming child benefit will be used.

Fraudulent Applications & Withdrawal of a School Place

The offer of a place will not be withdrawn unless it has been made in error or it is established that the offer was obtained through a fraudulent or misleading application. An application will not be withdrawn because an offer was made in error once the student has taken up the place at the school.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 based on fraudulent or misleading information, the application will be considered based on 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 make a fraudulent application for a school place and the Local Governing Body decides not to withdraw that place in the best interest of the child, should a school place be sought for any other sibling or siblings the criteria that provide a higher priority for a school place for siblings will not be applied.

Where a place has been offered based on a timely parental application, the place will not be withdrawn unless one of the exceptions set out in paragraph 2.12 of the School Admissions Code 2014 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
iii) it is established that the offer was obtained through a fraudulent or intentionally misleading application

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 2014 states that only one offer per child is made by the Local Authority and will resolve the matter. In most circumstances the LA will process the application submitted by the parent and/or carer who is in receipt of child benefit for the child to whom the application relates.

The Admissions Timetable

The timetable for the September 2027 application and allocation processes will be in line with the co-ordinated admissions scheme.

Late Applications

For oversubscribed 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 this scheme, will not be considered until after allocations for those parents and 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.

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

i) in the parental information booklets for admission in September 2027
ii) on the relevant council websites –
   a. Cumberland Council: https://legacy.cumberland.gov.uk/childrensservices/schoolsandlearning/lss/schooladmissions.asp
   b. Westmorland and Furness Council: https://www.westmorlandandfurness.gov.uk/schools-and-education/school-admissions
   c. Northumberland County Council: http://www.northumberland.gov.uk/Education/Schools/Admissions.aspx
iii) in the 2027-28 coordinated admissions scheme for all maintained schools and academies in Cumberland, Westmorland and Furness or Northumberland

Waiting Lists

Once places have been allocated, children refused a place will continue to be considered for any vacancies which become available up until 31st December 2027. Vacancies will always be allocated by applying the admissions policy and length of time on the waiting list will not be a consideration. Reserve lists will be managed by each academy.

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

If a child who has not reached compulsory school age has been allocated a Reception place and their parent or carer wishes to defer entry to school, the place will be held open. 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 can request that their child takes up the place part-time until the child reaches compulsory school age.

Summer-born children do not attain compulsory school age until the September after they would normally start in Reception. In line with government recommendation, the Trust as admissions authority will admit these children into a Reception class a year later than usual at their parents' request. These children will remain eligible for their full entitlement to schooling, and should be expected to transfer to junior/ middle/ secondary (where applicable) 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 place a September Reception place, in the normal year of admission (i.e., the academic year in which they turn 5) and subsequently attends school beyond the end of the autumn term of the admission year, an application for a Reception place 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 move year groups will be considered on its individual merits by the school. Other requests, for early or delayed transfer to secondary school, for example, will be considered on their individual merits. 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 the 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/transfer 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 Trust will exercise the discretion offered by the Admissions Code to offer all 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.

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.**

Transfer from Infant/First to Junior/Middle/Primary Schools

Attendance at an infant/first school does not guarantee admission to the associated junior/middle/primary school.

Catchment Areas

The Good Shepherd Trust operates a 'catchment area' approach to school admissions. Most 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.

Distance Measurements

Where there are more applications than places available for entry to all year groups, applications will be prioritised using the criteria set out in Appendix 2. For any criteria that gives priority to those living closest to the school, distance measurements will be undertaken using the Local Authority's computerised Geographical Information System (GIS). This measurement will be a straight-line measurement between the centre of the pupil's home address and the Main Entrance doorway of the school, as determined by the Trust Directors.

In Year Admissions

If any parent approaches a school about an in-year admission, the Local Governing Body should offer a place where possible and notify the Local Authority. Where a parent or carer wishes to change school for any reason that is not caused by a change of address, a school in the Good Shepherd Trust may not offer a place before the first day of the term following receipt of the Local Authority in year transfer form.

Any place offered must be taken up within 6 weeks or it may be withdrawn and offered to another applicant.

Appeals

Where a place cannot be offered, the Trust must offer the right of appeal and advise the parent to contact the Local Authority School Admissions and Appeals Team in order that an in-year transfer form can be completed.

Appendix 1

Determined 2027-2028 Admission Arrangements for schools in the Good Shepherd Trust

Published Admission Numbers

The following are the proposed admission numbers each school in the Trust as part of its 2027-2028 admission arrangements.

Infant/ Primary Schools

School	Proposed 2027/2028 Published Admission Number
Ambleside C of E School	20
Braithwaite C of E School	15
Dean C of E School	15
Ellenborough Academy	23
Gilsland C of E School	7
Kirkland C of E Academy	10
Lazonby C of E School	15
Lorton School	10
Penny Bridge CE Academy	15
Threlkeld CE Primary School	10
Whitfield C of E Primary School	8
Wreay C of E School	16

Appendix 2

ADMISSIONS POLICY

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 - 6 which form part of the policy.

1. Children looked after and who were previously looked after, i.e., in public care, giving priority, if necessary, to the youngest child(ren). See Note 1
2. Children living in the catchment area who have brothers or sisters in the school (or associated infant/first or junior/middle school) at the time of admission. See notes 2 and 3.
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 either (a) in the absence of a place being available in the catchment area school due to oversubscription and the school was identified as the next nearest with a place available or (b) the school is named in the sibling's Statement of Special Educational Need/ Education, Health and Care Plan (EHCP) - 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 measure between the centre of the pupil's home address and a common point on the school site as determined by the Local Authority's computerised Geographical Information System - see notes 5 and 6.
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 - see notes 2 and 3.
6. Children living outside the catchment area, giving priority to those who live closest to the school, measured by a straight-line measure between the centre of the pupil's home address and a common point on the school site as determined by Local Authority's computerised Geographical Information System - see notes 5 and 6.

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.

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).

The provision to give the highest priority to looked after and previously looked after children applies to all children who have been adopted from local authority care.

Note 2

In criteria 2, 3 and 5, 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) at the time of admission.

Note 3

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 4

If parent or carers believe they qualify for consideration under criterion 3, 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 measure between the centre of the pupil's home address and a common point on the school site as determined by the LA.

Note 6

Random allocation will be used as a tie-break in categories 5 and 8 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.

2027-2028 Main Admissions Round Appeals Schedule

This schedule refers to Admissions made for places in Reception starting September 2027.

16th April 2027

- Parents and carers who applied before the relevant closing date will be notified of their child's allocated school place.[1]

14th May 2027

- Deadline for lodging a written Admission Appeal
- 28 days after date of notification

10 days

- Parents and carers will receive at least 10 days' notice of the Appeal Hearing
- If the appeal is lodged on the 14th May 2027 the earliest the Appeal Hearing can take place is Thursday 28th May 2027.

5 school days

- Further evidence not included with the original appeal must be submitted no later than 5 school days before the Appeal Hearing
- Using the example dates above, the last date for additional submission would be 22nd May 2027

16th July 2027

- Parents and carers who applied before the relevant closing date **MUST** have their appeals heard within 40 schools days of the deadline for lodging appeals.[2]
- Therefore they will be heard **BEFORE** July 16th 2027.[3]

[1] -School Admissions Code 2021, 2.12 and Determined Co-ordinated Admission Scheme for all Maintained Schools and Academies in the Area of Cumberland Council, Westmorland and Furness Council and Northumberland County Council 2027/28:

- 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 2012, 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 2012, 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 above will be heard within 30 school days of the relevant date for appeals to commence (28th May 2027).