



Westmorland  
& Furness  
Council

[westmorlandandfurness.gov.uk](http://westmorlandandfurness.gov.uk)

# Transfer from infant to **Junior School** in Westmorland and Furness September 2025

**The closing date to apply for a Year 3 junior school place is  
15 January 2025**







If you need help in understanding this booklet or support in applying for a school place please contact the **School Admissions and Appeals Team** on:

**0300 303 8144**



Or by email at:  
**school.admissions@westmorlandandfurness.gov.uk**



Please make sure  
that you **apply** by:  
**15 January 2025**



If you have difficulty applying online you can ask your child's current school or ring the number above and we will send a copy of the form to you. You can also download a copy of the form which is available on our website:  
**www.westmorlandandfurness.gov.uk**



If you require this document in another format (e.g. CD, audio cassette, Braille or large type) or in another language, please telephone 0300 303 8144

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# About the School Admissions and Appeals Team and this booklet

## Hello!

We are Westmorland and Furness Council's School Admissions and Appeals Team. Our job is to manage all the applications for school places at maintained schools and academies for children living in the local authority area of Westmorland and Furness, ensuring that all parents/carers who apply are offered a school place. This booklet will tell you how to apply for a school place, give you information about how the admissions process works and explain more about admissions to community and voluntary controlled schools where the Council is the admissions authority. We have tried throughout this booklet to keep the information simple, clear and easy to read. However, if the law says you must do something, we have to make sure that you understand this.

We refer to preference rather than choice because you can say on the application form which school you would like your child to attend, but this is not the same as choosing the school your child will go to. It does, however, encourage you to say which schools you would prefer.

Throughout the booklet we refer to 'schools'. This always includes academies unless otherwise stated. Every year we receive late applications and it is a shame that some children may miss out on their preferred school just because an application form is late. The law says that we must not allow for late applications unless there are exceptional reasons. So please do make sure your application is on time – why not start thinking about it and complete the online application form?

You will probably be aware that two new councils – Cumberland Council and Westmorland & Furness Council replaced Cumbria County Council on 1 April 2023. Please ensure you check which Local Authority you should apply to (this should be the Local Authority you pay Council Tax to).

# How to apply for a junior school place

If you live in the Local Authority of Westmorland and Furness and your child is currently in Year 2 in an infant school, you must apply to Westmorland and Furness Council for a junior school place for September 2025, under the Local Authority's Co-ordinated Admissions Scheme.

**Please Note: Attendance at an infant school does not guarantee admission to its associated junior school.**

**Read through this booklet carefully before making an application.** You can find details about each junior school, including individual schools' admissions policies, and whether you also need to complete a supplementary form.

**Please apply online.** If your child lives in the local authority of Westmorland and Furness and attends an infant school within the local authority, the School Admissions and Appeals Team will send a letter to you through your child's infant school. This letter will arrive in schools during the first week of the new academic year and it will give you information on how to make an online application.

The online application form can be found on Westmorland and Furness Council's website at: [www.westmorlandandfurness.gov.uk](http://www.westmorlandandfurness.gov.uk)

The advantages of applying online are:

- You will receive an **email confirmation** to say your application has been received.
- You will be able to find out which school your child has been offered in the morning of **16 April 2025**, before the letters are sent out to those who apply on a paper form.

If you are unable to apply online, you can download a form (SA2) from our website at: [www.westmorlandandfurness.gov.uk](http://www.westmorlandandfurness.gov.uk).

If you do not have access to computer you could ask your child's current school or your local library to help, or contact the Schools Admissions and Appeals Team and we will send a paper copy of the form to you. If you are completing paper form, please write in **BLOCK CAPITAL LETTERS**.

However you decide to apply, you must state the address where your child lives. **You must not use a business address, a relative's address, childminder's address or any address other than your child's home address.** We ask you to name **three different preferences** of school that you would be happy for your child to attend because **we cannot guarantee that you will get your first preference.**

On the application form you should give your first, second and third preferences.



Some schools ask you to fill in a **supplementary form with additional information** they might need, for example a church school may ask you to prove that you are a regular worshipper. Copies of these supplementary forms are available from the relevant schools and should be available on the school's website. **You must return supplementary forms direct to the schools you are applying to, not the Local Authority.** Please remember that if you are completing a supplementary form, you must also apply online or complete a paper application form [SA2]. If you complete a supplementary form, please return directly to the school.

If we receive more than one application from you by the closing date, we will use the one with the latest date. You must sign and date your application form, either electronically or on paper. In signing your form you are agreeing that you have read this information booklet, and that the information you have provided is accurate and truthful and that you agree, if it is necessary, for the Local Authority to seek independent verification of your child's residence. If you are at all unsure about any of the above information, please do not hesitate to contact the School Admissions and Appeals Team.

**Make sure that you submit your application online, or if you use the printed version, return it to your child's current school by the closing date of 15 January 2025.**

On **16 April 2025** we will send you an email in the morning (if you applied online) or post a letter to the address you have given us (if you have used a paper form). The email or letter will tell you where your child has been allocated a place. We will also explain what you must do next. If you are not happy with the place you have been allocated the letter will explain how you can appeal against the decision.

If your child has an Education, Health & Care Plan (EHCP) or you would like more information on Special Educational Needs please contact the SEND Team, details below, under 'Further help and advice.'

### **In summary:**

- **Please read this booklet carefully before you make your application.**
- You can apply online, or complete a paper application, but please **do not do both.**
- **Make sure your application is submitted by 15 January 2025.** The online application service will be available from 4 September 2024 until the closing date of 15 January 2025 at 11.59pm.
- If one of your preferred schools has a **supplementary form**, complete and **return the form to them by 15 January 2025.**
- We will email you the **outcome of your application** on 16 April 2025 if you apply online, or post a letter to you on this date if you apply using a paper form.
- If you or someone you know needs general advice about admissions, please contact the School Admissions and Appeals Team on 0300 303 8144 or [school.admissions@westmorlandandfurness.gov.uk](mailto:school.admissions@westmorlandandfurness.gov.uk)

# Information about applying for a junior school place

## What is the Coordinated Admissions Scheme?

The scheme explains how the Local Authority coordinates (manages) admissions with other neighbouring authorities and schools that are their own admission authority (foundation and voluntary aided schools, free schools and academies). The purpose of the scheme is to ensure that each pupil living within the Local Authority receives only one offer of a school place, whether that is at a school within the county or one maintained by a neighbouring authority.

## What are the different types of school?

The type of school you apply for affects the way decisions are made. For all types of school you must apply to the Westmorland and Furness Council's School Admissions and Appeals Team for a place.

For **community** and **voluntary controlled schools** Westmorland and Furness council is the admission authority – it decides the admissions policy and makes decisions about the allocation of places.

For **voluntary aided** and **foundation schools**, each school's governing body is responsible for the admissions policy and decisions about the allocation of places.

For **academies** and **free schools**, the academy trust is responsible for the admissions policy and decisions about the allocation of places.

**The Local Authority is not responsible for allocation decisions made by voluntary aided, foundation or free schools or academies.**

You can find out more about individual schools and what type on the schools information pages.

## Do all children transfer to a junior school or can I apply for a place in a primary school?

The main intake process for transferring to Year 3 in September 2025 applies to those children whose parents are applying for a place at a junior school.

## Who can apply for a place at a junior school?

If your child is currently in Year 2 at an infant school, then you must apply for them to progress into Year 3 in September 2025. However, if your child is currently in Year 2 at a primary school, you may also make an application for a Year 3 place at a junior school, if you wish to do so. If you need any further information about this please contact the School Admissions and Appeals Team.

## How are places allocated?

The School Admissions and Appeals Team collate all applications for school places from parents and carers of children living within the local authority of Westmorland and Furness. We then start a process of liaising with foundation and voluntary aided schools, academies and free schools, and with neighbouring local authorities where necessary (for example if a family live close to the county boundary and want their child to attend a school in the neighbouring county). This process is called **coordination**.

Each admission authority (in the case of community and voluntary controlled schools this is the Local Authority) then looks at **all** applications for their school, whether they have been named as a first, second or third preference. This is because all **preferences must be treated equally**. This is known as the **equal preference scheme** and means that each of your preferences is treated as a separate application.

Each school has a **Published Admission Number (PAN)** which is the number of places that a school has available to offer. The allocation process is straightforward when a school is not oversubscribed – you are likely to get a place at your first preference school. Unfortunately, schools are sometimes oversubscribed and in this case admissions authorities need to work out who has highest priority for the places in a fair and consistent way. They do this by using the oversubscription criteria contained in their admissions policy to rank all the applicants in order of priority.

If it is possible to offer a place at more than one of your preferred schools, we will offer a place at whichever of those schools that you ranked the highest.

**If it is not possible to offer you a place at any of your preferred schools**, you will be offered a place at the nearest school with a place available. We will decide which is the nearest by measuring the shortest walking route by road using the Local Authority GIS mapping system.

### How likely am I to get my first preference?

In Westmorland and Furness Local Authority you are very likely to get your first preference. Last year over 99% of parents applying for junior or primary school places were offered their first preference. You cannot however assume you will be offered your first preference of school. There are always schools that are very popular for many different reasons and those schools tend to have more applications than there are places available. **This is why it is important to put the names of three different schools on your application form.** If we cannot offer you any of your preferred schools, we will offer an alternative school so naming three preferences means that you have a better chance of being offered a school you have selected yourself. The law says that we must only do this after all applications from parents who have included the school as one of their preferences have been considered. This means that if you name only one school and we cannot offer a place, you will not be considered for a school place at an alternative school until places have been identified for other parents.

It is unlikely that you will not get any of your three preferences but nevertheless this has happened for a very small number of families in recent years. There is no advantage in listing fewer than three schools or including the same school more than once. This does not increase your chances of admission to a particular school. In fact, you are wasting one or more of your preferences and are more likely to be offered a place at a school some distance away from your home.

Information about the number of applications received and the number of places allocated at junior schools last year is available within each school's information. Please be aware, however, that this does change from year to year, and just because a school has been undersubscribed one year does not mean that it will be the next year.

### Is the admissions policy for each school important?

Yes. Deciding which school to give as your first preference is not just about which school you would prefer your child to attend. You also need to **consider your chances of being offered a place at that school.** This is very important if you are considering naming popular schools as your preferences and these are not your catchment school.

You should check the admissions policy for the schools you are considering to see what level of priority you would have. If a school has been consistently oversubscribed in the past and you would have a low priority under the oversubscription criteria, you should think seriously about whether you want to apply for this school. Think carefully about naming popular schools for all three preferences, particularly if you have a low priority under the admissions policy. Other applicants that rank more highly using the school's admissions policy may be allocated all the available places.

### How could this affect me?

If you don't get a place at any of your preferred schools and these do not include your catchment school, you may then be disadvantaged in getting a place at your catchment school. All the places may already have been allocated to children whose parents have named the school as a preference.



## What are catchment areas?

The Local Authority's Admissions Policy for community and voluntary controlled schools and the admissions policies for many voluntary aided and foundation schools and academies make reference to **catchment areas**. A catchment area is a defined geographical area, which gives priority for admission to families who live within its boundary. Catchment areas defined by the Local Authority are also used in deciding on school transport entitlement. In some limited cases, foundation and voluntary aided schools and academies have a different catchment area defined for admission purposes from that which the Local Authority has defined for transport purposes. If you have any queries regarding this, please contact the School Admissions and Appeals Team.

Where an area does not form part of a catchment area the "catchment" school will be the nearest school, measuring the shortest walking route by road using the Local Authority GIS mapping system.

## How do I find out which is my catchment school?

You can check with the School Admissions and Appeals Team by telephone or email. You can also ask for a map of the catchment area (for academies, voluntary aided, foundation and free schools, you will need to contact the school directly). Please be aware that children from your area may be attending a school which is not the catchment school. **You should not make assumptions** so it is advisable to check with the School Admissions and Appeals Team.

## Do I need to send anything with my application?

You should check with the schools you are intending to state as a preference, to see whether any supporting evidence should be sent with your application or a supplementary form completed. For example, it may be that the policy gives priority to families of a particular faith and asks for evidence of this. **If you do not send the evidence this may affect the priority your child is given in the process.** Make sure that any supporting evidence or supplementary forms are submitted by the closing date of 15 January 2025.

## What do I need to do if my child was previously looked after by a Local Authority/ or children who were previously looked after outside of England?

If you are applying for a foundation or voluntary aided school, or an academy or free school and you want your application to be considered on the basis that your child was previously looked after, please contact the school to find out what evidence you will need to provide. Information about what to do if you are applying for a community or voluntary controlled school can be found below.

## Is school transport something I should consider?

Yes. The transport policy is explained below under 'Home to school transport. If home to school transport is a factor in deciding on your preferred schools, you should give this very careful consideration.

## What happens to applications received after the closing date?

**It is vital to get your application in on time.** There is less chance of getting a place at your preferred school if your application is late.

At the initial offer stage of the admissions process, we do not consider applications which are either submitted or changed after the closing date of 15 January 2025 until we have dealt with all applications received on time, unless there are exceptional reasons that prevented you from submitting the form on time and you provide independent proof to confirm your circumstances. We will deal with these applications differently depending on the date we receive them. If you submit an application after 15 January 2025 but before 9 February 2025 and you feel there are exceptional reasons, **you must supply independent evidence/ documentation** at the time of submission. Otherwise your application will be classed as late.

We may write to you and ask for more details, for example to request some independent evidence. If you cannot provide the information required, or it is not received until after 9 February 2025, we will not be able to take into account your circumstances during the initial allocation process. However, we will be able to use it at a later stage, such as reallocation day. More information about reallocation day can be found below.

If you have plans which mean you may not need a school place, you should apply anyway and withdraw your application when your plans are confirmed.

If you have plans which mean you may not need a school place, you should apply anyway and withdraw your application when your plans are confirmed.

Even if there are exceptional reasons for a late application or a change of preference, it will not be possible to consider any applications received after 9 February 2025 until places have been allocated for all timely applications. If your application is late (i.e. received after 15 January 2025) and is not considered as exceptional (as above), your application will not be dealt with until after the initial allocation of places. Your application will be dealt with after reallocation day (7 May 2025) and we will not inform you of the outcome of your application after this date.

If your application is late and any of the schools you express a preference for are oversubscribed from the applications that we received on time, it is highly unlikely that you will be offered a place at those schools. This will be the case even if you live in the catchment area and/or have older children already attending the school.

### **What happens if I move house?**

If you are planning to move house, you must still make an application by the closing date of 15 January 2025, even though you may need to ask to change your preferences later because of your change of address.

**If you move house after applying you must notify us. It is your responsibility to make sure you do this – if you do not it could affect the offer of a place at one of your preferred schools.**

If we offer you a place at an oversubscribed school on the basis of an address you moved away from before places were allocated, we may withdraw it. If you move house after a place was allocated but before the start of the autumn term and we have reason to believe that your intended move was planned before places were allocated, we may withdraw the offer of a place.

### **How do I apply from outside Westmorland and Furness Local Authority?**

If you live outside the local authority area of Westmorland and Furness, you must make your application for a school place on the application form for the Local Authority where you live. You should contact the Local Authority for your area and ask for their information pack and application form.

### **How do I apply to another Local Authority?**

One or more of the schools you apply for could be in the area of a neighbouring Local Authority. If your home address is in the local authority area of Westmorland and Furness, you should name your preferred schools on your application form exactly the same way as a Westmorland and Furness Local Authority school. School Admissions will then work with the relevant Local Authority regarding your application. If you live near the Local Authority border you may want to contact a neighbouring Local Authority for information about its schools. Details of neighbouring Authorities are provided below.

### **What happens if both parents/carers cannot agree about where they would like their child to go to school?**

Sometimes, separated parents or carers submit separate application forms for their children naming different preference schools. We are unable to process both applications, because the law says that only one offer per child can be made. It would not be appropriate for the School Admissions and Appeals Team to become involved in these situations. If we receive applications in these circumstances we will write to both applicants to explain the situation.

It is best if parents/carers can resolve issues between themselves and inform us, in writing, which application should be used. However, we do know that sometimes agreement cannot be reached and the School Admissions and Appeals Team then need to make a decision as to which form to use. When this happens we will try to establish the child's permanent address, using the address of the parent/carer who claims child benefit and process that parent/carer's application. If child benefit is not being claimed other acceptable documentation may be required.

As with all applications, the School Admissions and Appeals Team will only discuss the content or progress of any application with the applicant themselves.

## What can I do if I am not happy with the school that I am offered?

Usually your child will be offered a place at one of your preferred schools. Last year, all applicants who followed the recommended process of providing more than one preference were allocated one of their preferred schools. If you are not offered a place in your preferred school or if you are unhappy with the school place allocated for whatever reason, you have the right of appeal to an independent admission appeal panel. Information about admission appeals can be found below.

## What happens if my child doesn't get a place and then one becomes available?

If you have not been offered a place at one of your preferred schools on 16 April 2024 because the school was oversubscribed, your child will be considered for any places which become available. The Local Authority will reallocate any available places after 07 May 2025. This is known as **reallocation day**. All outstanding applications will be considered, including any late applications and changes of preference, using the school's oversubscription criteria to prioritise.

## Can my child's name go on a waiting list?

After reallocation day, it is up to the admission authority for the school or academy to maintain their waiting list. For oversubscribed schools, the admission authority must maintain a waiting list until at least the 31 December in the academic year of admission. More information about waiting lists for community and voluntary controlled schools can be found below.

## How do I apply for a school place at another time (i.e. in year)?

From the first day of the school term all applications received will be treated as in-year admissions.

You can contact your preferred school directly, and in most cases it will be able to deal with your request. If you are offered a place, you can arrange an admission date with the school. If your request is refused, this should be done in writing with the reason for refusal, and you will be informed of your right of appeal against this decision.

If you prefer, you can also contact the School Admissions team to make an application and for more information about admission to school.

Some schools may also refer you to the team to handle your application (i.e. community and voluntary controlled schools, where the LA is the admissions authority).

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

Children of UK Service Personnel (UK Armed Forces) and Crown Servants If you are a UK service personnel (UK Armed Forces) family with a confirmed posting to Westmorland and Furness Local Authority area, or a Crown Servant family returning from overseas to live within the Westmorland and Furness Local Authority area, we will offer places in advance of the move provided the application is accompanied by:

- An assignment order that declares a relocation date and a unit postal address or quartering area address for UK service personnel or
- An official letter declaring a relocation date for crown servants. Evidence of a future address may also be required.

# Information about admission to community and voluntary controlled schools

## How do I find out if my preferred school is a community or voluntary controlled school?

You can find out if a school is community or voluntary controlled in the individual schools information below.

## How are places allocated at community and voluntary controlled schools?

If a community or voluntary controlled school is oversubscribed, places will be allocated using the oversubscription criteria contained in the Local Authority's Admissions Policy, detailed below.

## Does the infant school my child is attending affect how places are allocated?

No, a child's current school is not a factor in allocating places at community and voluntary controlled schools.

## What do I need to do if my child was previously looked after by a Local Authority/ or children who were previously looked after outside of England?

If your child was previously looked after, and you wish to be considered under category 1 of the Local Authority Admissions Policy below, you will need to provide some evidence with your application. If your child was adopted, this will be a copy of the Adoption Order. If your child became subject to a Residence/Child Arrangements Order or Special Guardianship Order, you will need to provide copies of these. If you are unsure of what you need to do, or whether your child can be considered under this category, please contact the School Admissions and Appeals Team.

## Will younger brothers and sisters be able to go to the same school?

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. If you choose a junior school other than your catchment area school, places may not be available for your younger children as catchment children will have higher priority.

## Which address will be used in determining my child's priority for admission?

If a school is oversubscribed, the address where the child normally lives will be used in the allocation process. It is not possible to use an alternative address such as the address of your child's grandparents or child minder. In some cases, for example where shared parental living arrangements are in place, the address where a child normally lives may be difficult to decide. In these circumstances, the address used for child benefit purposes, (i.e. the address for the parent claiming the child benefit) will be used. Residency at a particular address is a key factor in allocating places at oversubscribed schools. If we offer a school place and then discover that the offer was made on the basis of fraudulent or misleading information (for example, a false claim to be living at an address), we may withdraw the place.

## Which address will be used in determining my child's priority for admission?

If you are about to move house or think you may do so in the near future, **you must contact us and tell us the address that you will be moving to.** For your application to be considered on the basis of your new address you will need to be able to provide evidence of your move as soon as possible – stating an intention to move to an area will not be enough.

Examples of evidence we will request are signed tenancy agreements, evidence of exchange of contracts relating to a purchase and HM Land Registry certificates. Whatever evidence you provide, we will need to be satisfied that you will be resident at this new address at the time your child is offered a school place and also at the point that your child takes up this place, in September 2025. We may have to ask you for further evidence such as utility bills. If you cannot provide the evidence required, or we do not feel that your evidence is sufficient, or it is not received until after 9 February 2025 then we will not be able to consider you for a school place based on your new address during the initial allocation process. However, we may be able to use it at a later stage (for example, on reallocation day).

A temporary move (for example, to stay with family) could be considered, but the Local Authority would have to be satisfied that there is a long-term intention to remain at a particular address.

**You should always keep the School Admissions and Appeals Team informed of the progress with your move. This is your responsibility; it could affect the offer of a place at one of your preferred schools.**

### **What happens if I provide false information?**

Unfortunately, a small number of parents each year try to secure a place for their child by either providing false information or withholding relevant information.

Every place secured on the basis of false information potentially deprives another child of their rightful place, and the Local Authority takes allegations of falsified addresses very seriously. All allegations will be investigated. Offers made for places in oversubscribed schools on the basis of false or misleading information will be withdrawn, as they have been in previous years.

The Local Authority will, as necessary, seek verification of your child's address, or of any other information provided on the application form. Local Authority officers may visit the address given as the child's residence in order to verify that he/she lives at that address.

This process may happen before or after places have been allocated.

### **Can my child's name go on a waiting list if they are not offered a place?**

If your child does not get a place in the main allocation or reallocation process, they will continue to be considered for any places which may become available until the end of the Autumn term 2025. If you still want your child to be considered for any vacancies in community or voluntary controlled schools from the start of the spring term onwards, you should contact the School Admissions and Appeals Team to put your child's name on a waiting list by 7 January 2026.

From 7 January 2026, only children on the waiting list will be considered. Vacancies will always be allocated by applying the Admissions Policy. Length of time on the waiting list will not be a factor.

## Westmorland and Furness

### General Admissions Policy 2025/2026

### 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 – 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 - see notes 2, 3 and 4.
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) - see notes 2, 3 and 5.
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 6 and 7.
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, 3 and 4.
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 - see notes 6 and 7.

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 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 4) 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**

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 5**

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 6**

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 7**

Random allocation will be used as a tie-break in categories 4 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.

# Junior schools in Westmorland and Furness

The government has enacted legislation to provide for maintained schools to become academies. This may mean that by 1 September 2025 some of the maintained schools detailed in this book will become academies.

## Finding your way around this section

This section contains information about junior schools in the Local Authority of Westmorland and Furness.

**If you need any further information about primary schools please contact the School Admissions and Appeals Team.**

### Admissions Policies

- The Local Authority Admissions Policy, used to allocate places at oversubscribed community and voluntary controlled schools, is shown above.
- Some information about the admissions policy for each academy, free, voluntary aided and foundation school (including their oversubscription criteria) is provided under the entry for the school. If you want to read the full policy you can look on the school's website, contact the school for a copy or look on the county council website at [westmorlandandfurness.gov.uk](http://westmorlandandfurness.gov.uk). Where relevant, if you are applying to a school on the basis of faith and wish your application to be considered under these criteria, you should complete the school's supplementary form which is available on the county council website or direct from the school.

### School information

- Important contact details for schools, including address, telephone number, email and web addresses and the name of the Head Teacher;
- The type of school, whether this be community, voluntary controlled, foundation, voluntary aided, an academy or free school;
- The age range of children attending the school;
- The Department for Education reference number;
- The Published Admission Number;
- The number of first, second and third preferences that were expressed for places in the September 2024 Year 3 intake. These only apply to applications which were received by the closing date and do not include late applications or late changes of preference.
- The number of places offered on National Offer Day (16 April 2024). Again, these do not include any late applications or changes of preference considered on reallocation day, or any applicants admitted as a result of successful appeals or offered places once the coordinated process had ended, such as in-year applicants.
- The number of children on roll at the school in January 2024 (at the date of the last School's Census).

**Please remember that the information provided about the number of applications and offers made should be treated with caution because the position can change from one year to the next. A school which is undersubscribed one year may be oversubscribed the next. Also, a school may have exceeded its Published Admission Number in September 2024 in order to meet demand, but may not be able to do so in September 2025.**

You can find out if your preferred school has a supplementary form under each school's entry.

There are other ways to find out more about schools. You could:

- Visit the school – attend any open evenings
- Ask for the prospectus
- Look at the school's website
- Read the latest Ofsted report [ofsted.gov.uk](http://ofsted.gov.uk)
- Look at the performance data [gov.uk/school-performance-tables](http://gov.uk/school-performance-tables)
- More information about school admissions can be found at [gov.uk/school-admissions](http://gov.uk/school-admissions)



## Junior School Offer Information for September 2024

Please refer to this table for details of applications and offers made for each school. The number of applications is likely to be higher than the number of places offered because this includes 1st, 2nd and 3rd preferred applications.

School	DfE	Status	Published Admission Number	Total Applications	Total Places Offered	1st preference offered	2nd preference offered	3rd preference offered	Total Places Refused	Educational Healthcare Plan	Child in Care, or previously	Further information
Croftlands Junior School	2414	Community	60	35	35	35	0	0	0	1	0	Undersubscribed, all wanted places were offered
George Romney Junior School	2701	C/VC	45	18	16	16	0	0	0	0	0	Undersubscribed, all wanted places were offered
Greengate Junior School	2509	C/VC	60	46	40	40	0	0	0	0	0	Undersubscribed, all wanted places were offered
North Lakes School	2046	C/VC	57	43	41	41	0	0	0	3	0	Undersubscribed, all wanted places were offered
South Walney Junior School	2515	Academy	64	51	52	51	0	0	0	1	0	1 place determined by the LA
St James' CE Junior School	3601	Voluntary Aided	60	31	27	27	0	0	0	1	0	Undersubscribed, all wanted places were offered
St Paul's CE Junior School	5204	Voluntary Aided	35	37	11	11	0	0	0	0	0	Undersubscribed, all wanted places were offered
Victoria Academy	2507	Academy	62	63	51	51	0	0	0	0	0	Undersubscribed, all wanted places were offered
<b>NON-JUNIOR SCHOOLS (All through Primary Schools)</b>												
Beaconside CofE Primary School	5221	Voluntary Aided	NA	8	2	2	0	0	0	0	0	
Cambridge Primary School	2002	Academy	NA	1	0	0	0	0	0	0	0	places not required
Chetwynde School	6025	Free	NA	5	0	0	0	0	0	0	0	places not required
Church Walk CofE Primary School	3557	Voluntary Aided	NA	2	0	0	0	0	0	0	0	places not required
Dalton St Mary's CofE Primary School	5210	Voluntary Aided	NA	6	1	1	0	0	0	1	0	
Dane Ghyll Community Primary School	2521	Community	NA	8	1	1	0	0	0	0	0	
Holy Family Catholic Primary School	3607	Voluntary Aided	NA	2	0	0	0	0	0	0	0	places not required
Low Furness CofE Primary School	3212	Voluntary Controlled	NA	1	0	0	0	0	0	0	0	place not required
Lowther Endowed School	3451	Voluntary Aided	NA	1	0	0	0	0	0	0	0	place not required
Newbarns Primary and Nursery School	2712	Academy	NA	3	0	0	0	0	0	0	0	places not required
Newton Village Academy	2406	Academy	NA	1	0	0	0	0	0	0	0	place not required
North Walney Primary, Nursery and Pre-School	2708	Community	NA	1	0	0	0	0	0	0	0	
Ormsgill Nursery and Primary School	2715	Academy	NA	1	0	0	0	0	0	0	0	place not required
Our Lady of the Rosary Catholic Primary School	3551	Voluntary Aided	NA	3	0	0	0	0	0	0	0	Places not required
Parkside Academy	2508	Academy	NA	4	1	1	0	0	0	0	0	
Pennington CofE School	3128	Voluntary Controlled	NA	3	0	0	0	0	0	0	0	Places not required
Penny Bridge CofE School	3556	Academy	NA	1	0	0	0	0	0	0	0	place not required
Roose School	2511	Community	NA	1	0	0	0	0	0	0	0	
Sir John Barrow School	2627	Community	NA	7	1	1	0	0	0	0	0	
St Catherine's Catholic Primary School	3315	Voluntary Aided	NA	6	2	2	0	0	0	0	0	
St Columba's Catholic Primary School	3603	Voluntary Aided	NA	5	0	0	0	0	0	1	0	One refusal
St George's CofE School	3150	Voluntary Controlled	NA	2	1	1	0	0	0	1	0	
St Mary's Catholic Primary School - Ulverston	3552	Academy	NA	3	0	0	0	0	0	0	0	places not required
Vickerstown School	2513	Academy	NA	5	0	0	0	0	0	0	0	places not required
Yarlside Academy	2522	Academy	NA	3	0	0	0	0	0	0	0	places not required

### Croftlands Junior School

<p>Oakwood Drive Ulverston Cumbria LA12 9JU <b>t:</b> 01229 585211 <b>e:</b> office@croftlands-jun.cumbria.sch.uk <b>w:</b> www.croftlands-jun.cumbria.sch.uk <b>Head:</b> Miss L Mahon Community School</p>	<p>Age range: 7 - 11 DfE number: 2414 Published Admission Number: 60 Number of 1st preferences 2024: 35 Number of 2nd preferences 2024: 0 Number of 3rd preferences 2024: 0 Offers made on National Offer Day 2024: 35 Number on roll (Jan 2024): 156</p>
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This is a Community School so the LA's admissions policy applies.

### George Romney Junior School

<p>Cobden Street Dalton-in-Furness Cumbria LA15 8SE <b>t:</b> 01229 463002 <b>e:</b> admin@grjs.cumbria.sch.uk <b>w:</b> www.grjs.cumbria.sch.uk <b>Head:</b> Mr D Reddy Community School</p>	<p>Age range: 7 - 11 DfE number: 2701 Published Admission Number: 45 Number of 1st preferences 2024: 16 Number of 2nd preferences 2024: 2 Number of 3rd preferences 2024: 0 Offers made on National Offer Day 2024: 16 Number on roll (Jan 2024): 88</p>
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This is a Community School so the LA's admissions policy applies.

### Greengate Junior School

<p>Greengate Street Barrow-in-Furness Cumbria LA14 1BG <b>t:</b> 01229 812592 <b>e:</b> admin@greengate-jun.cumbria.sch.uk <b>w:</b> www.greengatejuniorschool.co.uk <b>Head:</b> Mrs S Jackson Community School</p>	<p>Age range: 7 - 11 DfE number: 2509 Published Admission Number: 60 Number of 1st preferences 2024: 40 Number of 2nd preferences 2024: 3 Number of 3rd preferences 2024: 3 Offers made on National Offer Day 2024: 40 Number on roll (Jan 2024): 171</p>
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This is a Community School so the LA's admissions policy applies.

### North Lakes School

<p>Huntley Avenue Penrith Cumbria CA11 8NU <b>t:</b> 01768 899876 <b>e:</b> admin@northlakes.cumbria.sch.uk <b>w:</b> www.northlakes.cumbria.sch.uk <b>Head:</b> Mrs Nicole Spibey Community School</p>	<p>Age range: 7 - 11 DfE number: 2046 Published Admission Number: 57 Number of 1st preferences 2024: 41 Number of 2nd preferences 2024: 2 Number of 3rd preferences 2024: 0 Offers made on National Offer Day 2024: 41 Number on roll (Jan 2024): 192</p>
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This is a Community School so the LA's admissions policy applies.

## South Walney Junior School

<p>Amphitrite Street South Walney Barrow-in-Furness Cumbria LA14 3BG t: 01229 471447 e: admin@swalneyj.cumbria.sch.uk w: www.swalneyj.cumbria.sch.uk <b>Head:</b> Mrs Z Lines Academy</p>	<p>Age range: 7 - 11 DfE number: 2515 Published Admission Number: 64 Number of 1st preferences 2024: 51 Number of 2nd preferences 2024: 0 Number of 3rd preferences 2024: 0 Offers made on National Offer Day 2024: 52 Number on roll (Jan 2024): 191</p>
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This school may have a supplementary form or may require evidence.

### School Admissions Policy 2025

Where there are more applications than places available, the order in which places will be allocated will be as follows:

#### Looked after, previously looked after children, adopted from care, special guardianship

A 'looked after child' is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions, in England. A 'previously looked after child' is a child who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or residence order, or a special guardianship order. All references to previously looked after children in this Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Applications in this category must be accompanied by a signed and dated letter from the child's social worker or former social worker confirming their status, to be received by the application deadline in the normal admission round.

#### Children with a sibling at the School in Reception Year to Year 6

The sibling must attend the School in Reception Year to Year 6 at the time when the applicant child is admitted. For the purpose of this category, a 'sibling' is a full sibling (sharing both Parents or Carers), a half sibling (sharing one parent), an adopted sibling, a long-term foster sibling (i.e. not a temporary placement), a step sibling (one child's parent married to the other child's parent), or a child of their parent's cohabiting partner. In all cases, the sibling must live at the child's home address (as defined by this policy) as part of the same core family unit. For the avoidance of doubt, a child of a friend or extended family member (e.g. cousin) will not be a 'sibling' for this purpose, even if they live at the same address as the applicant child. For inclusion in this category, Parents or Carers must state the sibling's details in the application form.

#### Children of staff members employed at South Cumbria Multi Academy Trust

The staff member must have a permanent contract, be permanently based at South Cumbria Multi Academy Trust for more than 50% of their normal working hours each week during term time, and have been:

- Employed for at least two years at the time of application; or
- Recruited to fill a vacant post for which there is a demonstrable skill shortage

For the avoidance of doubt, it is not possible for a staff member to have priority at more than one School within the Trust.

For the purpose of this category, a 'child' of a staff member is their natural or adopted child (whether they live with the staff member or elsewhere), and/or their step-child or child of their cohabiting partner (where they live and sleep at the staff member's home address for more than 50% of their time from Sunday to Friday night during term time).

For the avoidance of doubt, a step-child or child of a cohabiting partner, who lives elsewhere, will not be eligible for a place under this category.



### Children already within the Multi Academy Trust

A child must be enrolled in a school already within South Cumbria Multi Academy Trust at the time of application to be considered eligible under these criteria.

### All other children

This category will include all children who do not fall into any of the oversubscription categories above.

### Tie Breaker

Where there are more applications than places remaining in any of the oversubscription categories, the order in which places will be allocated will be determined by the distance between the child's home address (as defined by this policy) and the School, with those living nearest receiving highest priority.

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 the main entrance to the school building as determined by the LA in conjunction with the Headteacher at the time the determination was made.

### St James' CE Junior School, Barrow

Blake Street Barrow-in-Furness Cumbria LA14 1NY <b>t:</b> 01229 833610 <b>e:</b> office@stjamesjun-bif.cumbria.sch.uk <b>w:</b> www.stjamesjun-bif.cumbria.sch.uk <b>Head:</b> Mrs Jackie Rushton Voluntary Aided Church of England School	Age range: 7 - 11 DfE number: 3601 Published Admission Number: 60 Number of 1st preferences 2024: 27 Number of 2nd preferences 2024: 2 Number of 3rd preferences 2024: 2 Offers made on National Offer Day 2024: 27 Number on roll (Jan 2024): 130
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This school may have a supplementary form or may require evidence.

### School Admissions Policy 2025

All children will be admitted unless there are more applicants than places in which case the Governors will make allocations using the following criteria. These are listed in order of priority.

1. Children who are in Public Care. A child in public care is defined as a child who is looked after by the Local Authority within the meaning of section 22 of the Children's Act 1989. This also extends to previously looked after children and children who have been adopted or have been subject to a child arrangement order or a special guardianship order.
2. Children who have physical and/or medical needs who would be disadvantaged by travelling to another school. Written evidence from an appropriate professional would be required for the Governors to consider admission in this category (a letter from a doctor or social worker).
3. Children living within the catchment area having a brother or sister attending our school at the time of their admission giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address including step, adopted and foster children.
4. Children living within the catchment having a brother or sister attending Brisbane Park Infant School/ Hindpool Nursery School at the time of time of their admission giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address including step, adopted and foster children.
5. Children living within the catchment area who with a parent attend at least twice a month, a church in membership of Churches Together in Britain or the Evangelical Alliance. Attendance may be at more than one church but should be for at least two years prior to the application date.

6. Children living within the catchment area who with a parent worship in a non- Christian faith which is in membership of the U.K. Interfaith Network. The Governors will seek confirmation that the parent meets the normal religious obligations of the faith.
7. Children living within the catchment area.
8. Children living outside the catchment area having brothers and sisters attending our School at the time of their admission giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address including step, adopted and foster children.
9. Children living outside the catchment having a brother or sister attending Brisbane Park Infant School / Hindpool Nursery School at the time of time of their admission giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address including step, adopted and foster children.
10. Children living outside the catchment area who with a parent attend on a regular basis, i. e. at least twice a month, a church in membership of Churches Together in Britain or the Evangelical Alliance. Attendance may be at more than one church but should be for at least two years prior to the application date.
11. Children living outside the catchment area who with a parent worship in a non-Christian faith which is in membership of the U.K. Interfaith Network. The Governors will seek confirmation that the parent meets the normal religious obligations of the faith.
12. Children living outside the catchment area.

The criteria outlined above will be strictly followed there being one exception. If a child has a statement of Special Educational Needs (Education, Health and Care Plan) naming St James' Church of England Junior School then irrespective of the criteria the child will be admitted as in these circumstances the Governors have a statutory duty to admit the child concerned.

### **Tie Break**

In some categories, where there are more applicants than places available, age will act as a determining factor but unless specified it will be distance. The distance is measured from the centre of the pupil's home address to the main entrance door of the school. The distance is determined by the shortest walking route by road. The Governors will use the Local Authority School Admissions Department measuring system to ensure consistency of measurement. The closest addresses will have priority.

### **Address of Pupil.**

The address on the application form must be the current one at the time of application. Where a child can live at more than one address the home address is to be the one where the child sleeps and thus wakes up for all or the majority of the school week. Where there is any doubt the governors reserve the right to verify the information provided by the parent(s), for example, through the GP or the child benefit address.

## **St Paul's CE Junior School**

<p>Hawcoat Lane Barrow-in-Furness Cumbria LA14 4HF <b>t:</b> 01229 822211 <b>e:</b> admin@st-pauls.cumbria.sch.uk <b>w:</b> www.stpaulsjuniorschoolbarrow.co.uk <b>Head:</b> Mrs Jane Newby Voluntary Aided Church of England School</p>	<p>Age range: 7 - 11 DfE number: 5204 Published Admission Number: 35 Number of 1st preferences 2024: 11 Number of 2nd preferences 2024: 25 Number of 3rd preferences 2024: 1 Offers made on National Offer Day 2024: 11 Number on roll (Jan 2024): 88</p>
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This school may have a supplementary form or may require evidence.

## School Admissions Policy 2025

All children will be admitted unless there are more applicants than places in which case the Governors will make allocations using the following criteria. These are listed in order of priority.

1. Children looked after and who were previously looked after, i.e. in public care giving priority, if necessary, to the youngest child[ren]. 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.
2. Children who have physical and/or medical needs who would be disadvantaged by travelling to another school. Written evidence from an appropriate professional (e.g. a letter from a doctor or a social worker) would be required for the Governors to consider admission in this category.
3. Children living within the parish of St Paul's Church having a brother or sister attending our school at the time of their admission giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address including step, adopted and foster children.
4. Children living within the parish of St Paul's Church.
5. Children living outside the parish of St Paul's Church having brothers and sisters attending our school at the time of their admission giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address including step, adopted and foster children.
6. Where applicants do not fall into any of the above categories.

A map of the area covered by the parish of St Paul's Church is available in school. You can find out which parish your house comes under at [www.achurchnearyou.com](http://www.achurchnearyou.com) Type your postcode into the search box, 'Find a church near me, right now'.

**The criteria outlined above will be strictly followed there being one exception. If a child has an Education Health and Care Plan (EHCP) naming St Paul's Church of England Aided Junior School then irrespective of the criteria the child will be admitted as in these circumstances the Governors have a statutory duty to admit the child concerned.**

### Tie Break

In sibling categories, where there are more applicants than places available, age will act as a determining factor but unless specified it will be distance. The distance is measured from the child's home front door to the main entrance door of the school. The distance is determined by the shortest walking route by road. The governors will use the local authority measuring system to ensure consistency of measurement. The closest addresses will have priority.

### Address of Pupil.

The address on the application form must be the current one at the time of application. Where a child can live at more than one address the home address is to be the one where the child sleeps and thus wakes up for all or the majority of the school week. Where there is any doubt the governors reserve the right to verify the information provided by the parent(s), for example, through the GP or the child benefit address.

## Victoria Academy Barrow

Devonshire Road Barrow-in-Furness Cumbria LA14 5NE <b>t:</b> 01229 870812 <b>e:</b> <a href="mailto:admin@victoria-academy.co.uk">admin@victoria-academy.co.uk</a> <b>w:</b> <a href="http://www.victoriaacademy.co.uk">www.victoriaacademy.co.uk</a> <b>Head:</b> Mrs. J Pierce Academy	Age range: 7 - 11 DfE number: 2507 Published Admission Number: 62 Number of 1st preferences 2024: 51 Number of 2nd preferences 2024: 11 Number of 3rd preferences 2024: 1 Offers made on National Offer Day 2024: 51 Number on roll (Jan 2024): 185
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## School Admissions Policy 2025

### All children will be admitted unless there are more applicants than places.

Where there are more applications than places available at Victoria Academy applications will be prioritised using the criteria below. They will be applied in conjunction with explanatory notes 1 - 4, which form part of the policy.

1. Children looked after and who were previously looked after, including those previously looked after outside England i.e. in public care, giving priority, if necessary, to the youngest child(ren) - see Note 1.
2. Children of staff employed by Furness Education Trust, on a permanent contract of 0.6 FTE or above for two or more years, at the time when their application for a school place is made or a staff member who has been recruited to fill a vacant post for which there is a skill shortage.
3. Children living in the catchment area who have brothers or sisters in the school at the time of admission - see Note 2.
4. Children living in the catchment area giving priority to those living closest to the school, measured by a straight line between the centre of the pupil's home address and the school's main front entrance - see Note 3.
5. Children living outside the catchment area who, at the time of their admission, have brothers or sisters in the school – see Note 2.
6. Children living outside the catchment area, giving priority to those who live closest to the school, measured by a straight line between the centre of the pupil's home address and the school's main front entrance – see Note 3.

### 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) immediately following having been looked after.

Note 2 - In criteria 3 priority will be given to those children with the youngest siblings. Brothers and sisters are those living at the same address and include step, foster and adopted children or other children living at the same address. 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 - In criteria 4 and 6, applications will be prioritised using the distance measurement methodology set out as follows. Distance measurements will be undertaken using the LA's GIS. This measures a straight-line between the centre of the pupil's home address and the main entrance to the school building as determined by the Headteacher at the time the application was made.

Note 4 - In criteria 5, priority will be given to those with the youngest siblings (Note 2) unless applicants have siblings which are in the same year group, then priority will be prioritised using the distance measurement methodology set out at Note 3.

Applications will be prioritised on the above basis. An exception will be made for the education of children with special educational needs where a child holds an Education, Health and Care Plan, that names Victoria Academy.

# Further help and advice

## Help with Education, Health and Care Plans (EHCPs)

If your child has an Educational Health Care Plan the school application and placement process will be dealt with by the Special Education Needs Team for your area.

Most children with an EHCP can, with appropriate support, have their needs met in any local school. Occasionally, a child's needs are such that they can only be met at a particular school. This may, for example, be a school which has been adapted to cater for children with mobility problems. In these circumstances it is the Local Authority's responsibility to offer your child a place in a school that is best able to meet their needs. This school will be named in your child's an EHCP and your child would be given priority when allocating places.

If you need further information about the school named in your child's EHCP you can contact the Special Educational Needs and Disability Team on the following number:

**01229 407403** or email **inclusion.BandSL.WAF@cumbria.gov.uk**

## Special Educational Needs and Disabilities Information, Advice and Support Service (SENDIASS)

Special Educational Needs and Disabilities Information and Support Service (which was formally known as the Cumbria Information and Advice and Support Service) offers up to date information, impartial advice and practical support to parents/carers of children with special educational needs or severe medical conditions (disabilities), which affect the way their child can access education. For further information please visit [westmorlandandfurness.gov.uk](http://westmorlandandfurness.gov.uk)

## Free school meals and school uniform grants

If you have previously received a school clothing grant and continue to be on benefits, your child's free school meals will continue also once they go into year 3. If your child is going into year 3 and you have not previously applied for free school meals or a school uniform grant, you can apply at any time so long as you are in receipt of one or more of the following qualifying benefits:

- Universal credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support (IS);
- Income Based Jobseekers Allowance (Not contribution based);
- Income-related Employment and Support Allowance (Not contribution related);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit (if you are not also entitled to Working Tax Credit and have an annual of no more than £16,190);
- The Guarantee element of State Pension Credit;
- Working Tax Credit run-on. Paid for four weeks after you stop qualifying for Working Tax Credit.

To fill in an online application form, or to find out more information, please go to [westmorlandandfurness.gov.uk](http://westmorlandandfurness.gov.uk)



## Home to school transport

Local authorities must provide free home to school transport for pupils of compulsory school age who attend the nearest qualifying school (Within the Local Authority area – this means the “catchment” or nearest qualifying school) and meet the following requirements:

- Where the pupil lives beyond the statutory walking distance;
- Where the pupil has mobility problems and is unable to walk to and from school;
- Where the pupil, accompanied as necessary, cannot be expected to walk because of the nature of the route;
- For some pupils from low income families (defined as those families whose children are in receipt of free school meals or the parents/carers are on the maximum level of Working Tax Credit).

The statutory walking distance is defined as two miles for a child under the age of eight years and three miles for children aged eight and over. This distance is measured along the shortest available route along which a child, accompanied by an adult if necessary, may walk in reasonable safety.

For those families whose children are of compulsory school age and are in receipt of free school meals or the parents/ carers are on the maximum level of Working Tax Credit, free home to school transport must be provided as follows:

- For primary age pupils aged between eight and ten years
  - they are eligible for free transport to enable them to attend the nearest qualifying school where this is more than two miles from their home.
- Secondary age pupils aged eleven to sixteen are eligible for free transport as follows:
  - to one from the three nearest schools all of which must be more than 2 miles but not more than 6 miles from their home
  - are attending their nearest faith school preferred by parents on the basis of religion and which is greater than 2 miles but not more than 15 miles from their home.

The legislation also requires local authorities to have regard to any wish of a parent/carer to have their child educated at a particular school where that wish is based on the parent's/ carer's religion or belief.

Unless any of the above conditions applies you should not expect to receive home to school transport for your child.

If you wish to apply for home to school transport visit Westmorland and Furness Council's website [westmorlandandfurness.gov.uk](http://westmorlandandfurness.gov.uk) and apply online.

# Admission appeals

## Who has the right of appeal?

Parents who are refused a place at their preferred school or schools are given the right of appeal to a school admission appeals panel. The panel is completely independent of the Local Authority and the school who have no say over the panel's decisions. If you are refused a place, you will receive letter that will give you further information and will explain what to do next, including who to contact and the deadline for submitting your appeal. Your appeal is likely to be heard along with all of the other appeals for that school.

## Who is responsible for setting up appeals?

Individual admission authorities are responsible for making arrangements for admission appeals. For community and voluntary controlled schools, this is the Local Authority. For foundation and voluntary aided schools, free schools and academies, it is the responsibility of the governing body or academy trust. Appeals must be arranged in line with statutory requirements. In all cases the appeals panel is completely independent of the admissions authorities who have no say over the panel's decisions.

## When will my appeal be heard?

Admission authorities must give anyone who wants to appeal at least 20 school days from the date of the notification that their application was unsuccessful to submit their appeal. Appeals against decisions made in the 'normal admissions round' must then be heard within 40 school days of the deadline for submitting appeals. For applications that were made by the closing date, admission authorities will usually try to ensure that the relevant independent appeals panel considers the appeal before the end of the summer term, but there are sometimes exceptions to this. Admission authorities are required to publish their appeals timetables on their websites by 28 February each year.

## Who sits on an appeals panel?

Independent admission appeal panel members are trained volunteers who are completely independent of the admission authority. The admission authority has no say over their decisions. At least one of the three panel members will have a background in education. They have the services of a clerk, who provides legal advice and takes notes at the hearing. Parents can choose to attend the hearing, or have the hearing heard in their absence if, for any reason they are unable to attend.

## What happens at an appeal?

At the appeal hearing, the panel will hear information from the admission authority about why the application was refused, and then need to make a decision as to whether or not the admissions arrangements were legal and correctly applied and whether or not the school would be 'prejudiced' (i.e. disadvantaged) by the admission of another child.

If the panel does decide that the arrangements were legal and applied correctly, and that the school would be prejudiced by the admission of another child, they then hear the case of the parents. They will ask questions of the parents to try to get all the information they need to make a decision as to who would suffer the greater prejudice – the school if the child were admitted, or the child and family if they were not. This is a balancing exercise – the panels look at a wide range of factors when making their decision. If they find that the disadvantage to the child and family would be greater than that of the school, then the appeal will be successful and the child will be admitted. The admission authority has no say over the panel's decisions.

## How can I challenge, or complain about, an appeals panel's decision?

A decision of an appeal panel is binding on both the parents and the admission authority. If either side is unhappy with the decision of the panel and wants it overturned they can make an application to the High Court to judicially review the decision. The High Court will only consider such an application if the decision of the panel discloses an error of law.



If a parent is unhappy with the decision of an appeal panel, they may also complain the Local Government Ombudsman (LGO) in respect of community, voluntary controlled, foundation or voluntary aided schools. The LGO has the power to investigate alleged or apparent maladministration in connection with an appeal and can make recommendations to the local authority, including that the appeal is reheard.

In respect of academies and free schools parents can complain to the Education Funding Agency (EFA), instead of the LGO. If a school converts to an academy during the appeals process, the LGO is still able to investigate the complaint.

### **Where can I find out more information?**

More information about appeals will be made available if you are not offered a place at your preferred schools. You can also find information about school admission appeals on [gov.uk/schools-admissions/appealing-a-schools-decision](https://www.gov.uk/schools-admissions/appealing-a-schools-decision) or via the council's website [westmorlandandfurness.gov.uk](https://www.westmorlandandfurness.gov.uk) or by contacting the School Admissions and Appeals Team.

# Useful contact details

## School Admissions and Appeals Team

Phone	<b>0300 3038144</b>
Email	<b><a href="mailto:school.admissions@westmorlandandfurness.gov.uk">school.admissions@westmorlandandfurness.gov.uk</a></b>
Address	<b>School Admissions and Appeals Westmorland and Furness Council PO Box 305 County Offices Kendal Cumbria LA99GZ</b>
Website	<b><a href="http://westmorlandandfurness.gov.uk">westmorlandandfurness.gov.uk</a></b>



## How do I find out where the specialist services are based?

There are specialist services available to help you and your child. If you wish to find out where in your area the specialist services are based, you should contact your local Children and Families Services office, details of which are given on the Children and Families Services website.

## Local Authorities neighbouring Westmorland and Furness

Families living close to the Local Authority border may wish to find out about schools in the area of their neighbouring LA. The addresses are:

<p><b>Cumberland Council</b> PO Box 415 Carlisle Cumbria CA19GU Tel: 01228 221582 E-mail: <a href="mailto:school.admissions@cumberland.gov.uk">school.admissions@cumberland.gov.uk</a></p>	<p><b>Durham County Council</b> Children and Young People's Services, Green Lane, Spennymoor, Co. Durham DL16 6JQ Tel: 03000 265896 E-mail: <a href="mailto:schooladmissions@durham.gov.uk">schooladmissions@durham.gov.uk</a></p>
<p><b>Lancashire County Council</b> PO Box 78 County Hall Fishergate Preston PR18XJ Tel: 0300 1236707 Email: <a href="mailto:schooladmissions@lancashire.gov.uk">schooladmissions@lancashire.gov.uk</a></p>	<p><b>Northumberland County Council</b> County Hall Morpeth Northumberland NE612EF Tel: 0345 6006400 E-mail: <a href="mailto:schooladmissions@northumberland.gov.uk">schooladmissions@northumberland.gov.uk</a></p>
<p><b>North Yorkshire County Council</b> Jesmond House 31-33 Victoria Avenue Harrogate HG14QE Tel: 01609 533679 E-mail: <a href="mailto:schooladmissions@northyorks.gov.uk">schooladmissions@northyorks.gov.uk</a></p>	

## Useful websites

- Department for Education [gov.uk](https://www.gov.uk)
- Advice on Special Educational Needs [gov.uk](https://www.gov.uk)
- OFSTED inspection reports [ofsted.gov.uk](https://www.ofsted.gov.uk)
- ACE Education Advice and Training [ace-ed.org.uk](https://www.ace-ed.org.uk)
- Information on school performance [gov.uk/school-performance-tables](https://www.gov.uk/school-performance-tables)
- Westmorland and Furness Children's Services [westmorlandandfurness.gov.uk](https://www.westmorlandandfurness.gov.uk)
- More information about school admissions and appeals can be found at:  
[westmorlandandfurness.gov.uk](https://www.westmorlandandfurness.gov.uk)

## Data Protection

As a Data Controller, Westmorland and Furness Council processes personal data in accordance with the Data Protection Act 2018. You and/or your children have certain rights in respect of this information including requesting a copy and having inaccurate data corrected.

The information you provide on your preference form may be shared with:

- Other teams within the Children and Families Services Directorate;
- Members of Parliament/Elected Members (where you have asked them to act on your behalf);
- Governing Bodies of own admission authority schools;
- Other Local Authorities

For the following purposes:

- to allocate a school place for your children;
- to co-ordinate admission arrangements with neighbouring local authorities

Information you provide as part of the admissions process will not be used for additional purposes without your consent. You can find out more about how your data is handled in the council's Privacy Notice. (Go to [www.westmorlandandfurness.gov.uk](http://www.westmorlandandfurness.gov.uk) and search 'Privacy').

## Translation Services

If you require this document in another format (e.g. CD, Braille or large type) or in another language, please telephone: **0300 373 3300**.

للوصول إلى هذه المعلومات بلغتك، يرجى الاتصال 0300 373 3300

আপনি যদি এই তথ্য আপনার নিজের ভাষায় পেতে চান তাহলে অনুগ্রহ করে 0300 373 3300 নম্বরে টেলিফোন করুন।

如果您希望通过母语了解此信息，请致电 0300 373 3300

Jeigu norétumėte gauti šią informaciją savo kalba, skambinkite telefonu 0300 373 3300

W celu uzyskania informacji w Państwa języku proszę zatelefonować pod numer 0300 373 3300

Se quiser aceder a esta informação na sua língua, telefone para o 0300 373 3300

Bu bilgiyi kendi dilinizde görmek istiyorsanız lütfen 0300 373 3300 numaralı telefonu arayınız