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ADMISSION POLICY 2020-2021 (KSMAT/STAT/005)

Committee Responsible:	Directors of Keswick School Multi-Academy Trust
Lead Officer:	Executive Principle
Date of Review:	October 2018
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Signed:	
Date:	

ADMISSION POLICY

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ADMISSION POLICY

1.0 ADMISSION NUMBER

- 1.1 The Pupil Admission Number (PAN) for Bassenthwaite School is 7. This is the number of children who will be admitted into reception at Bassenthwaite School in September 2020.
- 1.2 The Pupil Admission Number (PAN) for Keswick School is 208. This is the number of children who will be admitted into Year 7 at Keswick School in September 2020. This consists of a:
- Day entry of 200
 - Boarding entry of 8

2.0 PRIMARY PHASE (5-11) DAY ADMISSION

2.1 Closing Date for Applications

- 2.1.1 The closing date for reception applications for September 2020 entry is 15th January 2020. Parents are requested to make an application via Cumbria County Council's on-line system through their website (correct as of Nov 2018):
http://www.cumbria.gov.uk/Landing_page/schoolsandlearning.asp
Then click on the box: 'School admissions – Apply for a school place in Cumbria'.
- 2.1.2 Alternatively parents can complete a paper form of the application (Form SA3). This can be returned to Bassenthwaite School or sent directly to School Admissions and Appeals at the following address (correct as of Nov 2018):

School Admissions and Appeals
Cumbria County Council
Cumbria House
117 Botchergate
Carlisle
CA1 1RD

- 2.1.3 The national offer day for reception admission into primary schools for September 2020 is 16th April 2020. Parents will be advised of their allocated school place by the Local Authority.

2.2 Oversubscription Criteria

- 2.2.1 Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below in order to decide which children to admit:
- Looked after children or previously looked after children, giving priority if necessary to the youngest children¹.
 - Pupils living in the catchment of the school. In the event of oversubscription at this stage distances will be measured in a straight line using the GIS mapping system operated by the Local Authority. This is from the front door of the school to the front door of the child's home with the shorter distance having a higher priority.

1. A "looked after child" is one who is looked after by a local authority in accordance with section 22 of the Children Act 1989 at the time of application and who the local authority confirms will still be looked after at the time of admission. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).

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3. Where the child has a brother or sister attending the school at the time of application².
4. Where there are exceptional social, medical or educational reasons for admitting the child, based on information supplied by the applicant. The supporting evidence should clearly state why Bassenthwaite School is the most suitable school and the difficulties that would be caused if the child had to attend another school. The evidence will be assessed by the Head and the Local Governing Body in consultation as necessary.
5. A child of a member of staff in the following circumstances:
 - (a) where the member of staff has been employed at the school for two or more years at the time at which the application is made, or
 - (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Proximity of the child's home (outside of the school catchment area) to the school, with those living nearer being accorded the higher priority. Distance will be measured in a straight line using the Local Authority GIS plotting system from the front door of the child's home to the front door of the school.

2.2.2 Any child who has an Education Health and Care Plan (EHCP), naming Bassenthwaite School, will be admitted into the reception intake.

2.2.3 If Bassenthwaite School is oversubscribed the address of the parent with whom the child lives will be used. Where this is difficult, the address of the parents claiming child benefit will be used. Keswick School Multi Academy Trust reserves the right to ask for confirmation that the address used is not of a temporary nature, for example by asking for suitable documentation.

2.2.4 In the event of a tie break under Criteria 2 and 6, when all other factors were equal, random allocation will apply.

2.2.5 In small schools there may be an undersubscription in some year groups. If this is the case, the LGB may allow a higher intake than the PAN. For the avoidance of doubt, an intake above the PAN in reception is subject to numbers below the PAN in other year groups.

2.2.6 Most children will enter Reception in the September after their fourth birthday. However where a parent of a child who has not reached statutory school age wishes to defer their child's entry until later in the school year or until the term in which the child reaches compulsory school age, their place will be held open for them. For example if your child's fifth birthday is between September and December then, if you wish, admission may be deferred until the beginning of the Spring Term. If it is between January and April admission may be deferred until the beginning of the Summer Term.

2.2.7 Parents can also request that their child takes up the place part time until the child reaches compulsory school age. The place must be taken up when the child reaches statutory school age.

2.2.8 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 school will admit these children into Reception a year later than usual at their parents' request.

2. A "brother" or "sister" means the sister, brother, twin, half brother or sister, adopted brother or sister, or child of the parent or partner, residing in the same house at the time of application.

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

2.2.9 Parents 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' sufficient time to submit preferences in the event their request is denied.

2.3 **The Right to Appeal**

2.3.1 Any parent not offered a place in Bassenthwaite School has a right of appeal to an Independent Appeal Panel. The panel would be entirely independent of Keswick School Multi Academy Trust. Any parent wishing to appeal should write to the address below within 20 school days of receiving notification that a place has not been offered.

Office Manager
Bassenthwaite Primary School
School Road
Bassenthwaite
Cumbria
CA12 4QH

2.4 **Waiting List**

2.4.1 Following the allocation of reception places the Local Authority will, at the end of May, re-allocate any places that become available as a result of parents not wishing to take up their offer.

2.4.2 Bassenthwaite School will operate a waiting list from the end of the re-allocation process until Christmas 2020. If places become available during this period they will be allocated in the same priority as the published oversubscription criteria. Looked after children, previously looked after children and those allocated a place at the school in accordance with the local Fair Access Protocol will take precedence over those on the waiting list.

2.5 **In Year Admissions**

2.5.1 Where a parent wishes to change school for any reason Bassenthwaite School will only offer a place if there is space available. In year admissions will commence on the first day of term following receipt of Form SA8 (request for an in year admission), unless the application is due to a change of address.

2.5.2 Keswick School Multi Academy Trust will operate a practice relating to in year admissions which reflect the physical and operational capacity of Bassenthwaite School as well as considering the best interests of children.

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3.0 SECONDARY PHASE (11-19) DAY ADMISSION

3.1 Closing Date for Applications

3.1.1 The closing date for Year 7 applications for September 2020 entry is 31 October 2019. Parents are requested to make an application via Cumbria County Council's on-line system through their website:

http://www.cumbria.gov.uk/Landing_page/schoolsandlearning.asp
(correct as of Nov 2018)

Then click on the box: 'School admissions – Apply for a school place in Cumbria'.

3.1.2 Alternatively parents can complete a paper form of the application (Form SA3). This can be returned to the MAT school or sent directly to School Admissions and Appeals at the following address:

School Admissions and Appeals
Cumbria County Council
Cumbria House
117 Botchergate
Carlisle
CA1 1RD

3.1.3 The national offer day for Year 7 admission to secondary school in September 2020 is 2nd March 2020. Parents will be advised of their allocated school place by the Local Authority.

3.2 Oversubscription Criteria

3.2.1 Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below in order to decide which children to admit:

1. Looked after children or previously looked after children, giving priority if necessary to the youngest children¹.
2. Pupils living in the catchment of the school. In the event of oversubscription at this stage distances will be measured in a straight line using the GIS mapping system operated by the Local Authority. This is from the front door of the school to the front door of the child's home with the shorter distance having a higher priority.
3. Where the child has a brother or sister attending the school at the time of application².
4. Where there are exceptional social, medical or educational reasons for admitting the child, based on information supplied by the applicant. The supporting evidence should clearly state why Keswick School is the most suitable school and the difficulties that would be caused if the child had to attend another school. The evidence will be assessed by the Head and the Local Governing Body in consultation as necessary.
5. A child of a member of staff in the following circumstances:
 - (a) where the member of staff has been employed at the school for two or more years at the time at which the application is made, or
 - (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Where the child attends Bassenthwaite School, which is a feeder school to Keswick School (and part of Keswick School Multi-Academy Trust).
7. Proximity of the child's home (outside of the school catchment area) to the school, with those living nearer being accorded the higher priority. Distance will be measured in a straight line using the

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Local Authority GIS plotting system from the front door of the child's home to the front door of the school.

- 3.2.2 Any child who has an Education Health and Care Plan (EHCP), naming Keswick School, will be admitted into the new Year 7 intake.
- 3.2.3 If Keswick School is oversubscribed the address of the parent with whom the child lives will be used. Where this is difficult, the address of the parents claiming child benefit will be used. Keswick School Multi Academy Trust reserves the right to ask for confirmation that the address used is not of a temporary nature, for example by asking for suitable documentation.
- 3.2.4 In the event of a tie break under Criteria 2 and 7, when all other factors were equal, random allocation will apply.

3.3 **The Right to Appeal**

- 3.3.1 Any parent not offered a place in Keswick School has a right of appeal to an Independent Appeal Panel. The panel would be entirely independent of Keswick School Multi Academy Trust. Any parent wishing to appeal should write to the address below within 20 school days of receiving notification that a place has not been offered.

School Secretary
Keswick School
Vicarage Hill
Keswick
Cumbria
CA12 5QB

3.4 **Waiting List**

- 3.4.1 Following the allocation of reception places the Local Authority will, at the end of March, re-allocate any places that become available as a result of parents not wishing to take up their offer.
- 3.4.2 Keswick School will operate a waiting list from the end of the re-allocation process until Christmas 2020. If places become available during this period they will be allocated in the same priority as the published oversubscription criteria. Looked after children, previously looked after children and those allocated a place at the school in accordance with the local Fair Access Protocol will take precedence over those on the waiting list.

3.5 **In Year Admissions**

- 3.5.1 Where a parent wishes to change school for any reason Keswick School will only offer a place if there is space available. In year admissions will commence on the first day of term following receipt of Form SA8 (request for an in year admission), unless the application is due to a change of address.
- 3.5.2 Keswick School Multi Academy Trust will operate a practice relating to in year admissions which reflect the physical and operational capacity of Keswick School as well as considering the best interests of children.

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4.0 BOARDING ADMISSION (KESWICK SCHOOL)

4.1 Conditions for State Boarding Applications

4.1.1 Keswick School Multi Academy Trust have agreed to admit up to 8 boarding pupils into Year 7 at Keswick School for September 2020³.

4.1.2 Applications for boarding should be made using the application form available to download from Keswick School's website and sent directly to the school for the attention of Mrs Sally Pepper (Boarding Admissions Secretary).

4.1.3 The conditions for state boarding are outlined below:

1. Applicants for a boarding place at Keswick School must be UK or EU citizens (correct Nov 2018) or have full UK passports with the right of abode in the UK.
2. All applicants must attend an interview to establish suitability for boarding in accordance to the UK government's published guidelines.
3. Applicants whose parent or parents do not normally live in the UK or who travel frequently away from home must have an adult guardian who resides within the UK.
4. All applicants for boarding places will be asked to commit contractually to pay the boarding fees and expenses incurred at the school and to pay an acceptance deposit of one term's fees on receipt of an offer. The acceptance deposit will be retained in the boarding fund of Keswick School's account until the boarder leaves when the final invoice will be adjusted to reflect this.
5. Boarding fees must be paid in full prior to the student's arrival for the term in question. This is set out in more detail in the boarding contract.

4.1.4 The two principal criteria for admission consideration are below; all potential boarders should be able to meet one of these criteria:

1. Looked after and previously looked after children¹.
2. Children with a need to be considered for a boarding place and where circumstances clearly point to a benefit from boarding⁴.

4.1.5 Siblings of boarders on the school roll at the time of application will not be given priority for a day place.

4.2 Oversubscription Criteria

4.2.1 If the School receives more applications than it has places available, the following criteria will be applied at the date of decision, in the order set out below. If more children qualify under a particular criterion than there are places available, the subsequent criteria will be applied in order as a tie-break:

1. Children who have a brother or sister at the school at the time of admission².
2. Children of members of the Armed Services.
3. Children whose parent/parents work abroad or travel frequently away from home.
4. Children who can prove that they have a particular medical or social reason for attending the school as a boarder and which the school can meet⁵.

³ The actual spaces available depend on the configuration of dormitories and in some years there are fewer places than in others for certain year groups.

⁴ Parents and carers are advised to consider the oversubscription criteria carefully when completing their application for a Year 7 boarding place. A "boarding need" is not to be confused with a family's preference for a child to board.

⁵ Documentary evidence from a medical consultant, social worker or other related professional will be required if applicants wish to be considered under this criteria. A second professional opinion may also be sought in order to make a decision about whether or not this criterion is fulfilled.

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5. Children whose parent or parents can demonstrate why it is likely that their child will need to take advantage of the school's boarding facility in order to safeguard the continuity of their education⁶.
6. Children whose normal residence is in the United Kingdom but outside the School's catchment area for day pupils.

4.2.2 All applicants will be invited to interview at Keswick School. This will not be to assess academic aptitude but to ensure that the applicant wishes to join Keswick School, that the applicant and their parents accept the conditions of entry and that the applicant is suitable for boarding according to the government's guidelines, the ethos and practical limitations of Keswick School.

4.2.3 The conditions relevant to this consideration are:

- (a) whether a child presents a serious health and safety hazard to other boarders; or
- (b) whether a child is developmentally suited to a boarding place.

4.2.4 A completed application form, together with a report and reference from your child's current school and subsequent interview, will be used in accordance with government guidelines to determine the suitability of an applicant to board. This may include information provided by the applicant's current school and/or information provided by the home local authority on safeguarding issues.

4.2.5 Keswick School will not apply any form of selection by aptitude or ability and will not give priority to children on the grounds of comparative suitability.

4.2.6 The oversubscription criteria will be applied as set out above, though the essence of suitability is fundamental to the process and the child must be allowed to state separately from their parents or guardians whether they wish to board. The interview will seek to determine whether the applicant will be able to cope with and benefit from a boarding environment, without prejudice to others who have already been admitted.

4.3 **The Right of Appeal**

4.3.1 Any parent not offered a place has a right of appeal to an Independent Appeal Panel. The panel would be entirely independent of Keswick School Multi Academy Trust. Any parent wishing to appeal should write to the address below within 20 school days of receiving notification that a place has not been offered.

Boarding Admissions Secretary (Appeals)
 Keswick School Multi Academy Trust
 Vicarage Hill
 Keswick
 Cumbria
 CA12 5QB

⁶ Documentary evidence from employers, medical consultant, social worker or other related professional will be required in order to make a decision about whether or not this criterion has been fulfilled.

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4.4 Statement of Boarding Principles

- Boarding provides a happy, caring environment that meets the needs of everyone and provides opportunities for personal development
- Boarders can approach any member of the school community, confident in the knowledge that they will be treated and respected as an individual
- Boarders will develop greater independence as they take responsibility for themselves, others and their environment
- Boarders will develop leadership qualities and the ability to work as part of a team in a boarding community
- Boarders will develop intellectually through well-structured prep with access to staff and other pupils in an atmosphere that values effort and provides positive encouragement
- Boarders will participate in the extra-curricular programme, weekend activities and other opportunities (KS3/4 boarders must engage with at least two activities after school each week)
- Boarders will work, play and relax free from abuse, intimidation, harassment, and bullying
- Boarders will benefit from a structured organisation to the day and the importance of making sensible and constructive use of leisure time
- Boarders will follow a Behaviour policy that demands high expectations in terms of personal behaviour, and they must accept the consequences in cases of misconduct
- Boarding provides opportunities to develop spiritually, culturally, morally and socially
- Boarding will provide an environment that is, as far as possible, free from physical hazards and dangers of any sort
- Boarding will provide accommodation that is comfortable and suited to the needs of boarders, according to age and maturity and provide adequate levels of privacy
- The Boarding House will develop and maintain channels of communication with parents, to ensure there is a partnership regarding the support and development of every boarder

4.4.1 It is our expectation that boarders will become good citizens, learning to behave in an acceptable manner and achieving success in their school work and future careers. Boarding must be a partnership between adults and children based on mutual trust and respect, and it should be acknowledged that it is not a commodity that suits every individual.

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