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KESWICK SCHOOL ADMISSION POLICY 2027-2028 (KSMAT/STAT/005)

Committee Responsible:	Directors of Keswick School Multi-Academy Trust
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Signed: Date:	

KESWICK SCHOOL ADMISSION POLICY 2027-2028

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1.0 ADMISSION NUMBER

- 1.1 The Pupil Admission Number (PAN) for Keswick School is 180. This is the number of children who will be admitted into Year 7 at Keswick School in September 2027. This consists of:
- a. Day entry of 172
 - b. Boarding entry of 8

2.0 DAY ADMISSION

2.1 Closing Date for Applications

- 2.1.1 The closing date for Year 7 applications for September 2027 entry is 31 October 2026. Parents are requested to make an application via the on-line system of the Local Authority in which they reside (correct as of Oct 2025):

<https://www.cumberland.gov.uk/schools-and-education/apply-school-place-or-change-schools>

<https://www.westmorlandandfurness.gov.uk/schools-and-education/apply-school-place-or-change-schools>

- 2.1.2 Alternatively parents can complete a paper form of the application (Form SA3). This form can also be downloaded from the website, along with other parental information. Form SA3 can be returned to the current junior/primary school or sent directly to the School Admissions and Appeals department at the relevant Local Authority.

- 2.1.3 The national offer day for Year 7 admission to secondary school in September 2026 is 1 March 2027. The Local Authority will advise parents of their allocated school place by either e-mail or letter on that day.

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:

1. Looked after children or previously looked after children¹⁻⁵. 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 centre of the pupil's home address, with the shorter distance having a higher priority.

1. 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
2. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
3. This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).
4. Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
5. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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2. Pupils living in the catchment of the school. This can be found through the link below:

<https://www.keswick.cumbria.sch.uk/ckfinder/userfiles/files/Admissions%20-%20incl%20school%20uniform/Catchment%20Map.pdf>

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 centre of the pupil's home address, with the shorter distance having a higher priority.

3. Where the child has a brother or sister attending the school at the time of application⁶.
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. Admission decisions will be made by a committee of the Governing Body consisting of at least three members.
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. Pupils living outside the catchment area 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 centre of the pupil's home address, with the shorter distance having a higher priority.

2.2.2 Any child with an Education Health and Care Plan (EHCP), is not admitted under this policy. They are admitted under separate statutory processes and that where the school is named in the EHCP, the child will be admitted irrespective of pupil numbers.

2.2.3 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.

2.2.4 In the event of a tiebreak under Criteria 1, 2 and 7 distance will be used (as indicated above). In the event of a tiebreak under Criteria 3, 4 and 5, random allocation will apply.

2.2.5 Parents seeking admission for their child outside their normal age group should submit their request by the same dates in the year in which they would apply if their child were transferring at the usual age. Supporting evidence can include parent's views; information about the child's academic, social, and emotional development; medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

2.2.6 Where an application for admission of a child outside their normal year group is received, the Head and the Local Governing Body in consultation will assess the evidence. When informing a parent of their decision on the year group that the child should be admitted to, we will set out clearly the reasons for the decision.

6. 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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- 2.2.7 Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

2.3 The Right to Appeal

- 2.3.1 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.

Business Support Administrator

Keswick School, Vicarage Hill, Keswick, Cumbria, CA12 5QB

2.4 Waiting List

- 2.4.1 Following the allocation of Year 7 places the Local Authority will, at the end of March, re-allocate any places that become available because of parents not wishing to take up their offer.

- 2.4.2 Keswick School will operate a waiting list for Year 7 until 31st December 2027. If places become available during this period, they will be allocated in the same priority as the published oversubscription criteria (as per School Admission Code 2021, paragraph 2.15). 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 Keswick School will only offer a place if there is a space available. In year admissions will commence on the first day of term following receipt of the online Cumberland Council in-year admissions application form, unless the application is due to a change of address.

<https://www.Cumberland.gov.uk/childrensservices/schoolsandlearning/lss/schooladmissions.asp>

3.0 SIXTH FORM ADMISSION

3.1 Application Process

- 3.1.1 The published admission number for Year 12 day entry at Keswick School is 160 students.
- 3.1.2 The entry requirement for Keswick School Sixth Form is:
- grade 4 and 5 across English and mathematics (this means that if a grade 4 is achieved in English then a grade 5 will be needed in Maths or vice versa).
 - at least three additional GCSEs (or equivalent) at grade 4 or above.
- 3.1.3 Some subjects require higher grades for students to start on these courses. A detailed list of subject requirements is in the Sixth Form Prospectus available on the school website. These entry requirements are based on experience and are there to prevent students electing to study the wrong course at A-level.
- 3.1.4 The closing date for Sixth Form applications for September 2027 entry is 11 February 2027. Parents are requested to make an application using the Keswick School Sixth Form application form available from the school website (correct as of Oct 2025). <http://www.keswick.cumbria.sch.uk/>

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3.1.5 Offers for a Sixth Form place at Keswick School will be confirmed once the entry criteria have been met and in accordance with the conditions set out in this policy following the GCSE results day in August 2027.

3.2 **Oversubscription Criteria**

3.2.1 Where applications for admission exceed the number of places available, the following oversubscription criteria will apply in the order set out below to decide which children to admit (this only applies for external applicants as students who attend Keswick School in Year 11 are guaranteed a place in Sixth Form if they have met the minimum criteria):

1. Looked after children or previously looked after children. 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 centre of the pupil's home address, with the shorter distance having a higher priority.
2. 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. Admission decisions will be made by a committee of the Governing Body consisting of at least three members.
3. Distance that a child lives from 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 centre of the pupil's home address, with the shorter distance having a higher priority.

3.2.2 Any child who has an Education Health and Care Plan (EHCP), is not admitted under this policy. They are admitted under separate statutory processes. Where the school is named in the EHCP, the child will be admitted irrespective of pupil numbers or year group.

3.2.3 If Keswick School Sixth Form 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 tiebreak under Criteria 3, when all other factors were equal, random allocation will apply.

3.3 **The Right to Appeal**

3.3.1 Any student not offered a place in Keswick School Sixth Form 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.

Year 12 Sixth Form Learning Supervisor
Keswick School, Vicarage Hill, Keswick, Cumbria, CA12 5QB

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4.0 BOARDING ADMISSION

4.1 Application Procedure

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 2027.

4.1.2 There are three different types of boarding at Keswick School. Full Boarding, Weekly Boarding and Flexi Boarding. A description of these can be found on the school website:

<https://www.keswick.cumbria.sch.uk/boarding/boarding-options-fees-and-how-to-apply>

4.1.3 The boarding student admissions procedure is set within the nationally co-ordinated arrangements. Applications for boarding should be made using the boarding application form available on Keswick School's website and sent to the school for the attention of Mrs Sal Pepper (Boarding Admissions Secretary).

<https://www.keswick.cumbria.sch.uk/admissions/boarding-admissions>

4.1.4 In order to be eligible for admission for a boarding place at Keswick School, applicants must have a full UK passport, be dependents of current British National Overseas (BNO) passport holders, have the right to reside in the UK or have EU pre-settled or settled status giving the right to abode in the UK (current as of Oct 2024).

4.1.5 The closing date for Year 7 boarding applications for September 2027 entry is 31 October 2026. We will continue to receive and process late applications after that date.

4.2 Suitability for Boarding

4.2.1 Keswick School has a legal duty to safeguard and promote the welfare of its boarders. The school takes this duty seriously and ensures that all reasonable steps are taken to discharge this duty.

4.2.2 Applicants for boarding places are assessed to determine their suitability for boarding prior to the application of the oversubscription criteria. This is to determine, according to the statutory criteria, whether an applicant would, if admitted, present a serious health and safety hazard to other boarders and whether an applicant would be able to cope with and benefit from a boarding place. When a candidate has been determined as being suitable for boarding this will play no further part in the application process.

4.2.3 This assessment includes the following:

- A suitability interview
- Information from the candidate's present school and/or a previous school where the applicant is not currently at school or has recently changed school.
- Consideration of any other information that the parent/carer of the applicant provides to support the application.
- Information provided by a Local Authority (or equivalent outside England and Wales) where relevant.

4.2.4 In determining whether or not an applicant is suitable to board, Keswick School has regard to the following questions:

- Does the applicant wish to board?
- Does the applicant have experience of staying away from their parents/carers?
- Does the applicant show evidence of self-reliance and independence?

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- Does the applicant show evidence of understanding the challenges of a communal life?
- Does the applicant show understanding of the responsibilities of being a member of a boarding community?
- Is there any medical or psychological reason why boarding would not be appropriate, or any need that could not be met by reasonable adjustment to the boarding accommodation, routine and practice?

4.2.5 Decisions regarding the allocation of Year 7 boarding places will be communicated in line with the nationally co-ordinated process on **1 March 2027**. Parents/carers will be asked to confirm acceptance of any boarding place offered and lack of confirmation of acceptance may lead to withdrawal of an offer of such a place.

4.2.6 A boarding place is distinguished by statute from a day place. Therefore, a place accepted as a boarding place cannot subsequently be converted to a day place under any circumstances. However, after Year 11 a boarding place may be relinquished and an application made for a Year 12 day-place.

4.3 **Oversubscription Criteria**

4.3.1 Once an applicant has been established as being suitable for boarding, and if there are more applications than places available, places will be allocated using the following criteria in the order set out below:

1. Children who are looked after by a local authority in England and Wales, in accordance with section 22 of the Children Act 1989, and all previously looked after children, including 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. 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 arrangements order, or special guardianship order.
2. Children of members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding school fees.

4.3.2 Should any places remain after applying the above criteria the Governors will use a random allocation system.

4.4 **Waiting List**

4.4.1 Following the allocation of Year 7 places the Local Authority will, at the end of March, re-allocate any places that become available because of parents not wishing to take up their offer.

4.4.2 After places have been offered, Keswick School will maintain a waiting list for applicants who have not been allocated a place for Year 7. A child's position on the waiting list will be determined by the admission criteria set out above and a child's place on the list can change as other children join or leave it. The school will contact parents/ carers if a vacancy becomes available and it can be offered to a child. The waiting list will be maintained until July 2028.

4.5 **Notes for Boarding Applicants**

4.5.1 Applicants for a boarding place at Keswick School must have full UK citizenship or have other legitimate residential status within the UK which confers the right to education at public expense. Keswick School may require proof of eligibility before processing an application.

4.5.2 All applicants must attend for an interview to establish suitability for boarding as stated in the Admissions Code 2021 published by the Department for Education (DfE).

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4.5.3 Applicants whose parents do not normally live in the UK or who travel frequently away from home will be required to identify or appoint an Educational Guardian who resides within the UK and who can travel to school at short notice should this be required.

4.5.4 All applicants for boarding places will be required to pay a deposit as acceptance of the place on receipt of an offer (in Year 7 this will follow the nationally coordinated process). They may additionally be asked to verify ability to pay the boarding fees and expenses incurred at Keswick School.

4.6 **In-Year Boarding Applications**

4.6.1 For boarding places, Keswick School accepts in year applications directly. Please complete the Boarding Application Form which can be found on the Keswick School website. The oversubscription criteria will be applied as stated in the oversubscription criteria for Boarding places.

4.7 **The Right of Appeal**

4.7.1 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 Development Manager (Appeals)
Keswick School Multi Academy Trust, Vicarage Hill, Keswick, Cumbria, CA12 5QB

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