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Bassenthwaite Primary School

Keswick School

ADMISSION POLICY 2025-2026 (KSMAT/STAT/005)

Committee Responsible:	Directors of Keswick School Multi-Academy Trust
Lead Officer:	Executive Principal
Date of Review:	December 2023
Date to be Reviewed:	December 2024
Signed: Date:	

ADMISSION POLICY

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ADMISSION POLICY 2025/26

Bassenthwaite Primary School

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 2025.

2.0 DAY ADMISSION

2.1 Closing Date for Applications

- 2.1.1 The closing date for reception applications for September 2025 entry is 15 January 2025. Parents are requested to make an application via Cumberland Council's on-line system through their website at (correct as of Oct 2023):

<https://legacy.cumberland.gov.uk/childrensservices/schoolsandlearning/lss/schooladmissions.asp>

- 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 Bassenthwaite School or sent directly to School Admissions and Appeals at the following address:

School Admissions and Appeals
PO Box 415
Carlisle
CA1 9GU

- 2.1.3 The national offer day for reception admission into primary schools for September 2025 is 16 April 2025. 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 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 centre of the pupil's home address, 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 Head and the Local Governing Body in consultation will assess the evidence.
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. 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 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 tiebreak 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 take 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. 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. 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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- 2.2.9 Parents seeking delayed entry/transfer should submit their request by the same dates in the year in which they would apply if their child were 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 Administrator
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 because 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 2025. 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 reflects the physical and operational capacity of Bassenthwaite School, as well as considering the best interests of children.

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Keswick School

3.0 ADMISSION NUMBER

- 3.1 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 2025. This consists of:
- Day entry of 172
 - Boarding entry of 8

4.0 DAY ADMISSION

4.1 Closing Date for Applications

- 4.1.1 The closing date for Year 7 applications for September 2025 entry is 31 October 2024. Parents are requested to make an application via Cumberland Council's on-line system through their website at (correct as of Nov 2023):

<https://legacy.cumberland.gov.uk/childrensservices/schoolsandlearning/lss/schooladmissions.asp>

- 4.1.2 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 School Admissions and Appeals at the following address:

School Admissions and Appeals
PO Box 415
Carlisle
CA1 9GU

- 4.1.3 The national offer day for Year 7 admission to secondary school in September 2025 is 1 March 2025. The Local Authority will advise parents of their allocated school place by either e-mail or letter on that day.

4.2 Oversubscription Criteria

- 4.2.1 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.

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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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 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 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 Head and the Local Governing Body in consultation will assess the evidence.
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.

4.2.2 Any child who has an Education Health and Care Plan (EHCP), naming Keswick School, will be admitted into the new Year 7 intake.

4.2.3 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.

4.2.4 In the event of a tiebreak under Criteria 2 and 7, when all other factors were equal, random allocation will apply.

4.2.5 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.

4.2.6 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.

4.2.7 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. 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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4.3 The Right to Appeal

- 4.3.1 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

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 In accordance with Cumberland Council's Co-ordinated Admissions Scheme, schools must maintain a waiting list until the end of the autumn term (December 2025). However, we will continue to operate our waiting list until the end of the summer term (July 2026). Should places become available during this period they will be allocated in the same priority as the published over-subscription 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.

4.5 In-Year Admissions

- 4.5.1 We participate in the Local Authority co-ordinated scheme for in-year admissions. Information about how to apply for an in-year place at Keswick School can be found through the link below:

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

- 4.5.2 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.

5.0 SIXTH FORM ADMISSION

5.1 Application process

- 5.1.1 The published admission number for Year 12 day entry at Keswick School is 160 students.
- 5.1.2 The entry requirement for Keswick School Sixth Form is:
- a) grade 4 and 5 across English language and mathematics (this means that if a grade 4 is achieved in English language then a grade 5 will be needed in Maths or vice versa);
 - b) at least three additional GCSEs (or equivalent) at grade 4 or above.
- 5.1.3 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.

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5.1.4 Clear evidence of a strong attitude to learning (ATL) is required. This is a minimum average ATL of 3.5 at the end of the autumn term in Year 11 for Keswick School students or at least "good" in each attitude category in the reference for external applicants.

5.1.5 The closing date for Sixth Form applications for September 2025 entry is 12 February 2025. Parents are requested to make an application using the Keswick School Sixth Form application form available from the school website (correct as of Nov 2023).

<http://www.keswick.cumbria.sch.uk/>

5.1.6 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 2024.

5.2 **Oversubscription Criteria**

5.2.1 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:

1. Looked after children or previously looked after children, giving priority if necessary to the youngest children¹.
2. Students who attend Keswick School in Year 11, have taken their GCSE exams at Keswick School and wish to continue their education in Keswick School Sixth Form.
3. 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 Head teacher and the Local Governing Body in consultation will assess the evidence.
4. 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.

5.2.2 Any child who has an Education Health and Care Plan (EHCP), naming Keswick School and meeting the Sixth Form entry requirements, will be admitted to the Sixth Form.

5.2.3 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.

5.2.4 In the event of a tiebreak under Criteria 3, when all other factors were equal, random allocation will apply.

5.3 **The Right to Appeal**

5.3.1 Any parent 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.

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

6.0 BOARDING ADMISSION

6.1 Application procedure

6.1.1 Keswick School Multi Academy Trust have agreed to admit up to 8 boarding pupils into Year 7 at Keswick School for September 2025.

6.1.2 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>

6.1.3 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 Sally Pepper (Boarding Admissions Secretary).

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

6.1.4 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).

6.1.5 The closing date for Year 7 boarding applications for September 2025 entry is 31 October 2024. We will continue to receive and process late applications after that date.

6.1.6 Parents/carers must complete a Keswick School Boarding Supplementary Information Form and return it to the school with the application form. If the Supplementary Information Form is not completed the governing body will apply their admission arrangements using the information submitted on the application form only, which may result in the application being given a lower priority.

6.2 Suitability for Boarding

6.2.1 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.

6.2.2 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 and benefit from a boarding place.

6.2.3 This assessment includes the following:

- A suitability interview

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- 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.

6.2.4 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?
- 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?

6.2.5 Decisions regarding the allocation of Year 7 boarding places will be communicated in line with the nationally co-ordinated process on **1st March 2025**. 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.

6.2.6 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.

6.3 **Oversubscription Criteria**

6.3.1 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.
3. Applicants who have satisfied the Governors' Admissions Panel that they have a significant degree of boarding need (see section 6.4). Evidence which clearly demonstrates why there is a boarding need to support the case for admission must accompany the application and will be treated in the strictest confidence. For example, a letter from an appropriate professional.

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

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6.4 **Boarding Need**

6.4.1 This category includes but is not limited to:

- children of Crown Servants serving abroad
- children at risk or with an unstable home environment
- children whose parent/s spend much of the year abroad for work purposes
- children whose parent/s is/are temporarily or permanently resident abroad
- children who will be subject to a high degree of mobility over the next 7 years
- children whose parents' work pattern compromises their effective care outside the normal day school hours

6.4.2 The Governors' Admissions Panel considers all applications that make a case for boarding need very carefully. The Panel consists of the Headteacher and two other governors. In reviewing each application, the Panel considers all the submitted evidence on a case-by-case basis and uses their experience to rank the boarding need of each applicant based on the strength of the case. Places are then offered to those ranked highest.

6.5 **Waiting list**

6.5.1 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.

6.5.2 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 2026.

6.6 **Notes for Boarding Applicants**

6.6.1 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.

6.6.2 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).

6.6.3 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.

6.6.4 All applicants for boarding places will be required to pay a deposit as acceptance of the place on receipt of an offer. They may additionally be asked to verify ability to pay the boarding fees and expenses incurred at Keswick School.

6.7 **In-Year Boarding Applications**

6.7.1 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.

6.8 **The Right of Appeal**

6.8.1 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.

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

6.9 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
- 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

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