



# CALDEW SCHOOL

## ADMISSIONS POLICY 2027-2028

*Policy legally required*

*Reviewed under Student Welfare and Guidance Committee*

*On school website*

*Reviewed annually*

*Adopted: September 2025*

*Next review: September 2026*

NOTE: Caldew School is an Academy and where reference is made to school(s) this should be taken to refer to 'academy' in so far as the reference specifically applies to Caldew School.

### Introduction

Caldew School is an Academy school committed to serving our community and all its young people between the ages of 11 – 18. Our admissions policy is designed to realise this ambition.

All students are, therefore, admitted at the age of 11 without reference to ability or aptitude.

Caldew School has a Sixth Form and will accept students over 16 on the basis that appropriate courses at an appropriate level are available and commensurate with a student's learning and qualifications to date. (The specific admissions arrangements for the sixth form are published in a separate document which will be made available to students transferring from our own or other schools through the Sixth Form prospectus).

### Admissions Number

The school's Published Admission Number is 174. This is the maximum number of children who will be admitted to the Year 7 intake group in September 2027.

### Admissions Process

The closing date for applications for September 2027 entry is 31st October 2026. Applications should be submitted using form SA3 which is issued by the LA. Form SA3 and more information about the application process are contained in the parental information pack published for parents by the LA.

Parents will be notified of the outcome of their application in March 2027.

### The Admissions Policy

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

1. 'Looked after children' or children who have previously been looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order.
2. Children living in the catchment area who have a brother or sister attending the school at the time of their admission.
3. Other children living in the catchment area, giving priority to those living closest to the school measured by the shortest travelling route by road.
4. Children living outside the catchment area who have a brother or sister attending the school at the time of their admission.
5. Children of a member of staff who has been employed at the school for two or more years when the application for admission is made, or where they have been recruited to fill a demonstrable skill shortage.
6. Children living outside the catchment area but attending a catchment area primary school, giving priority to those children who live closest to the catchment area boundary, measured by a straight line on the map.
7. Children living outside the catchment area, giving priority to those children who live closest to the catchment area boundary, measured by a straight line on the map.

**Note 1:** Governors have a statutory duty to admit any student with a statement of special educational needs, or Education, Health and Care Plan, which specifically names Caldew School.

**Note 2:** If it is necessary to prioritise in categories 2 or 4, 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.

**Note 3:** A 'looked after child' is a child who (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions as defined in Section 22(1) of the Children Act 1989.

**Note 4:** A map of the school catchment area is available from the school or the LA.

#### The Right of Appeal

Any parent whose child is not offered a place has a right of appeal to an Independent Appeal Panel. The panel is entirely independent of the Governing Body. Any parent wishing to appeal should contact the Clerk to the Governors in writing at the school address. This should be done within 20 school days of notification that an application for admission has been unsuccessful.

#### Waiting Lists

Following the allocation of places in the Year 7 intake the governors will, in mid / late April, re-allocate any places which become available as a result of parents not wishing to take up their offer.

The school will then operate a waiting list until 31<sup>st</sup> December 2027. In the main allocation process, once places have been allocated, children refused a place will continue to be considered for any vacancies which become available. The admissions policy will be applied to all outstanding applicants, including any late ones, to determine priority for the allocation of any vacancies. Once the autumn term has started, if parents wish their child to be considered for any vacancies, they should contact the school early in September to place their child's name on a waiting list. From the start of the autumn term only children on the waiting list will be considered for any vacancies.

## **Applications for places outside the normal admissions round (In Year admissions)**

It sometimes happens that a child needs to change school other than at the “normal” time. Parents/carers wishing their child to attend Caldew School should contact the Local Authority (Cumberland Council) and complete an SA8 In-Year Admission Form. Please contact [www.cumberland.gov.uk](http://www.cumberland.gov.uk) - school admissions - and read the “Changing Schools in Cumberland” information carefully before completing the “Form SA8 request for an in-year admission to school form”.

Alternatively, they can apply direct to the school by contacting the school office and completing the In Year Admission form.

If there is a place available in the appropriate year and class, the Headteacher, on behalf of the Admission Authority, will arrange for the admission. If there is no place available, the school will inform the applicant and provide information about how to appeal against the refusal. *Please note that parents/carers cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.*

If there are no places available Parents can request for their child's name to be placed on the waiting list for the relevant year groups, these will remain on the appropriate waiting list for 6 weeks (one half-term) before being removed. Vacancies will always be allocated by applying the admissions policy and length of time on the waiting list will not be a consideration.

If Parents want to remain on the waiting list after a 6 week period they need to recontact the school to request this on a rolling basis

### Admission of children outside their normal age group

Parents of children who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. The school will make a decision about such an admission on the basis of the circumstances of each case. Parents have the statutory right of appeal unless a place is offered in another year group in the school.