



**Cumberland  
Council**



# **Transfer from infant to junior school in Cumberland September 2024**

The closing date to apply for a Year 3 junior school place is 15 January 2024

[cumberland.gov.uk](https://www.cumberland.gov.uk)

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: **01228 221582**

**Or by email at: [school.admissions@cumberland.gov.uk](mailto:school.admissions@cumberland.gov.uk)**

**Please make sure that you apply by: 15 January 2024**

If you have difficulty applying online you can ask your child's current school or your local library to help you, or ring the number above and we will send a copy of the form to you.

If you require this document in another format (e.g. CD, audio, Braille or large type) or in another language, please telephone 01228 221582



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## About the School Admissions and Appeals Team and this booklet

### Hello!

We are Cumberland 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 Cumberland, 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. You will find that throughout the booklet there are some sentences that tell you what you must do. If the law says you must do something, we must make sure that you understand that. We have tried throughout this booklet to keep the information simple, clear and easy to understand.

We talk about 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 be aware that two new councils - Cumberland Council and Westmorland & Furness Council – replaced Cumbria County Council on 1 April 2023.



Remember the deadline: 15 January 2024

## How to apply for a junior school place

If you live in the Local Authority of Cumberland and your child is currently in Year 2 in an infant school, you must apply to Cumberland Council for a junior school place in September 2024, 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 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 Cumberland 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 Cumberland Council's website at [www.cumberland.gov.uk](http://www.cumberland.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 by **9am on 16 April 2024**, 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.cumberland.gov.uk](http://www.cumberland.gov.uk) If you do not have access to a computer you could ask your child's current school or your local library to help, or ring the number on page 2 and we will send a paper copy of the form to you. If you are completing a 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, 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. If you complete the form in such a way that the ranking of two or more schools is not clear, we will rank them for you.

To rank schools for you, we will use the Local Authority's GIS mapping system to measure the distance, using the shortest walking route by road between the pupil's home address and the nearest entrance on the school site available. The nearest school will be taken as the highest preference.

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 to which you are applying. Please remember that if you are completing a supplementary form, you must also apply online or complete and return the 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 and you have not withdrawn any earlier applications in writing, we will use the one with the latest date. If forms are not dated, or are dated on the same day, we will rank those schools where the order of preference is not clear using the measurement criteria explained on page 6.

If you are applying using a paper form, **you must sign and date it**. 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 2024.**

On **16 April 2024** we will send you an email by **9.00am** (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 are on page 27.

**PLEASE NOTE:** If you submit an application to school admissions and it is found that your child has an EHCP your application will be withdrawn and processed by the SEND Team, if you have any queries, please contact your EHCP co-ordinator.

## 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 2024.** The online application service will be available from 6 September 2023 until the closing date of 15 January 2024 at 11.59pm.
- If one of your preferred schools has a **supplementary form**, complete and **return the form to them by 15 January 2024.**
- We will email you the **outcome of your application** on **16 April 2024** 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 (contact details on page 2).



## 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 Cumberland Council's School Admissions and Appeals Team for a place.

For **community** and **voluntary controlled schools** Cumberland 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 they are on the school's 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 2024 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 2024. 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 area of Cumberland. We then start a process of liaising with foundation and voluntary aided schools, academies, and free schools, and with neighboring local authorities where necessary (for example if a family lives close to the county boundary and want their child to attend a school in the neighboring county). This process is called **coordination**.

Each admission authority (in the case of community and voluntary controlled schools this is Cumberland council) 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 Cumberland 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 any 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 3 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 do not 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 refer 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 2024**.

## What do I need to do if my child was cared for (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 cared for (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 of voluntary controlled school can be found on page 16.

## Is school transport something I should consider?

Yes. The transport policy is explained on page 28 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 2024** 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 2024 but before 9 February 2024 and you feel that there are exceptional reasons, **you need to supply independent evidence/documentation at the time of submission**, or 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 2024, we will not be able to consider 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 on page 14.

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 2024 until places have been allocated to all timely applications. If your application is late (i.e., received after 15 January 2024) and is not considered as exceptional (as above), your application will not be dealt with until after the initial allocation of places.

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 2024, 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 based on 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 Cumberland Local Authority?

If you live outside the local authority area of Cumberland, 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 Cumberland, you should name your preferred schools on your application form the same way as a Cumberland 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 on page 32.

If you give a school in a neighbouring Local Authority as your first preference and it can be offered, you would not be offered a Cumberland Local Authority school. If it cannot be offered, you would be considered for your alternative preferences.

## 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 decide 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 legal 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 on pages 29 and 30.

## What happens if my child does not 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 the 10 May 2024. This is known as **reallocation day**. All outstanding applications will be considered, including any late ones, 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 on page 17.

## 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

Cumberland Local Authority area, or a Crown Servant family returning from overseas to live within the Cumberland 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 school's information.

### **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 on pages 21 and 22.

### **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 cared for (previously looked after) by a Local Authority/ or children who were previously looked after outside of England?**

If your child was cared for (previously looked after), and you wish to be considered under category 1 of the Local Authority Admissions Policy on pages 21 and 22, 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 based on fraudulent or misleading information (for example, a false claim to be living at an address), we may withdraw the place.



## What happens if I am moving house?

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 based on 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 place and also at the time that they take up this place, in September 2024. 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 2024, 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) would not normally be considered, as 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 on residency. Every place secured based on 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 based on false or misleading information will be withdrawn, as they have been in previous years.

The Local Authority will, as necessary, seek independent 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 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 at your preferred school in the main allocation or reallocation process (detailed on page 14), they will continue to be considered for any places which may become available at this school until the end of the Autumn term 2024. 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 (i.e., from 7 January 2025 to confirm), you should contact the School Admissions and Appeals Team to put your child's name on a waiting list.

From 7 January 2025 to confirm, 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.

## 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 Cumberland Local Authority area, or a Crown Servant family returning from overseas to live within the Cumberland 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.

## Junior schools in Cumberland

The government has enacted legislation to provide for maintained schools to become academies. This may mean that by 1 September 2024 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 Cumberland. **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 on pages 21 and 22.
- Some information about the admissions policy for each voluntary aided, foundation and free school and academy (Including their over subscription criteria) is provided under the entry for the school, If you want to read the full policy you can look on the schools' website, contact the school for a copy or look on the Councils website at [cumberland.gov.uk](http://cumberland.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 schools' supplementary form which is available 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 2023 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 (17 April 2023). Again, these do not include any late applications or changes of preference considered on reallocation day, or any applicants admitted because of successful appeals or offered places once the coordinated process had ended, such as in-year applicants.

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 2023 in order to meet demand but may not be able to do so in September 2024.

- The number of children on roll at the school in January 2023 (at the date of the last School's Census).

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](https://www.ofsted.gov.uk)
- Look at the performance data [gov.uk/school-performance-tables](https://www.gov.uk/school-performance-tables).
- More information about school admissions can be found at [gov.uk/school-admissions](https://www.gov.uk/school-admissions)

## Cumberland General Admissions Policy 2024/2025

### 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.

## Ashfield Junior School

High Street  
Workington  
Cumbria CA14 4ES  
t: 01900 604565  
e: admin@ashfield-jun.cumbria.sch.uk  
w: www.ashfieldjuniorschool.co.uk  
Head: Mrs S Frost  
Community School

Age range: 7 - 11  
DfE number: 2148  
Published Admission Number: 64  
Number of 1st preferences 2023: 56  
Number of 2nd preferences 2023: 11  
Number of 3rd preferences 2023: 4  
Offers made on National Offer Day 2023: 57  
Number on roll (Jan 2023): 254

**This is a Community School, so the LA's admissions policy applies. Please see pages 21-22.**

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## Black Combe Junior School

Moor Road  
Millom  
Cumbria LA18 5DT  
t: 01229 772862  
e: admin@blackcombe.cumbria.sch.uk  
w: www.blackcombe.cumbria.sch.uk  
Head: Mrs C Dennison  
Community School

Age range: 7 - 11  
DfE number: 2220  
Published Admission Number: 34  
Number of 1st preferences 2023: 29  
Number of 2nd preferences 2023: 0  
Number of 3rd preferences 2023: 0  
Offers made on National Offer Day 2023: 27  
Number on roll (Jan 2023): 111

**This is a Community School, so the LA's admissions policy applies. Please see pages 21-22.**

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## Ewanrigg Junior School

Ennerdale Road  
Maryport  
Cumbria CA15 8HN  
t: 01900 812330  
e: admin@ewanrigg.cumbria.sch.uk  
w: www.ewanrigg.cumbria.sch.uk  
Head: Miss Y Craig  
Community School

Age range: 7 - 11  
DfE number: 2126  
Published Admission Number: 30  
Number of 1st preferences 2023: 26  
Number of 2nd preferences 2023: 3  
Number of 3rd preferences 2023: 0  
Offers made on National Offer Day 2023: 27  
Number on roll (Jan 2023): 122

**This is a Community School, so the LA's admissions policy applies. Please see pages 21-22.**

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## Inglewood Junior School

Arnside Road  
Carlisle  
Cumbria CA1 3QA  
t: 01228 595426  
e: admin@inglewood-jun.cumbria.sch.uk  
w: www.inglewood-jun.cumbria.sch.uk  
Head: Mr D Grimshaw  
Community School

Age range: 7 - 11  
DfE number: 2606  
Published Admission Number: 90  
Number of 1st preferences 2023: 61  
Number of 2nd preferences 2023: 0  
Number of 3rd preferences 2023: 0  
Offers made on National Offer Day 2023: 62  
Number on roll (Jan 2023): 248

**This is a Community School, so the LA's admissions policy applies. Please see pages 21-22.**

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## Kingmoor Junior School

Liddle Close  
Carlisle  
Cumbria CA3 0DU  
t: 01228 409715  
e: admin@kingmoor-jun.cumbria.sch.uk  
w: www.kingmoor-jun.cumbria.sch.uk  
Head: Mrs H Stewart  
Community School

Age range: 7 - 11  
DfE number: 2623  
Published Admission Number: 75  
Number of 1st preferences 2023: 81  
Number of 2nd preferences 2023: 1  
Number of 3rd preferences 2023: 0  
Offers made on National Offer Day 2023: 79  
Number on roll (Jan 2023): 332

**This is a Community School, so the LA's admissions policy applies. Please see pages 21-22.**

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## Monkway School

Monkway Brow  
Whitehaven  
Cumbria CA28 9DT  
t: 01946 696790  
e: head@monkway.cumbria.sch.uk  
w: www.monkway.cumbria.sch.uk  
Head: Mrs D Willis  
Community School

Age range: 7 - 11  
DfE number: 2231  
Published Admission Number: 38  
Number of 1st preferences 2023: 26  
Number of 2nd preferences 2023: 3  
Number of 3rd preferences 2023: 2  
Offers made on National Offer Day 2023: 26  
Number on roll (Jan 2023): 107

**This is a Community School, so the LA's admissions policy applies. Please see pages 21-22.**

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## Newlaithes Junior School

Langrigg Road  
Carlisle  
Cumbria CA2 6DX  
t: 01228 512768  
e: admin@newlaithes.com  
w: www.newlaithes.com  
Head: Mr R Clark  
Community School

Age range: 7 - 11  
DfE number: 2618  
Published Admission Number: 60  
Number of 1st preferences 2023: 58  
Number of 2nd preferences 2023: 0  
Number of 3rd preferences 2023: 0  
Offers made on National Offer Day 2023: 58  
Number on roll (Jan 2023): 238

**This is a Community School, so the LA's admissions policy applies. Please see pages 21-22.**

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## Seaton St Paul's CE Junior School

Seaton Park  
Seaton  
Workington  
Cumbria CA14 1HA  
t: 01900 605774  
e: admin@seaton-jun.cumbria.sch.uk  
w: www.seaton-jun.cumbria.sch.uk  
Head: Mrs L Carini  
Voluntary Controlled Church of England School

Age range: 7 - 11  
DfE number: 3116  
Published Admission Number: 60  
Number of 1st preferences 2023: 51  
Number of 2nd preferences 2023: 2  
Number of 3rd preferences 2023: 0  
Offers made on National Offer Day 2023: 51  
Number on roll (Jan 2023): 208

**This is a Voluntary Controlled School, so the LA's admissions policy applies.  
Please see pages 21-22.**

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## St Begh's Catholic Junior School

Coach Road  
Whitehaven  
Cumbria CA28 7TD  
t: 01946 696959  
e: admin@st-beghs.cumbria.sch.uk  
w: www.stbeghs.co.uk  
Head: Mrs C Mallard  
Voluntary Aided Catholic School

Age range: 7 - 11  
DfE number: 3520  
Published Admission Number: 75  
Number of 1st preferences 2023: 63  
Number of 2nd preferences 2023: 3  
Number of 3rd preferences 2023: 2  
Offers made on National Offer Day 2023: 65  
Number on roll (Jan 2023): 242

**This school may have a supplementary form or may require evidence. Please see page 7 for further information.**

**This school is an Own Admissions Authority, for the Admissions Policy please contact the school directly to obtain a copy, or go to [www.cumberland.gov.uk](http://www.cumberland.gov.uk)**

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**Remember the deadline: 15 January 2024**

## St James' CE Junior School, Whitehaven

Wellington Row  
Whitehaven  
Cumbria, CA28 7HG  
t: 01946 695311  
e: admin@stjamesjun.cumbria.sch.uk  
w: www.stjames-jun.cumbria.sch.uk  
Head: Mr A Beattie  
Voluntary Controlled Church of England School

Age range: 7 - 11  
DfE number: 3211  
Published Admission Number: 48  
Number of 1st preferences 2023: 37  
Number of 2nd preferences 2023: 3  
Number of 3rd preferences 2023: 1  
Offers made on National Offer Day 2023: 37  
Number on roll (Jan 2023): 160

**This is a Voluntary Controlled School, so the LA's admissions policy applies.  
Please see pages 21-22.**

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## Thomlinson Junior School

The Goose Market High Street Wigton  
Cumbria CA7 9PG  
t: 016973 42432  
e: office@thomlinson.cumbria.sch.uk  
w: www.thomlinson.cumbria.sch.uk  
Head: Mrs D Maxwell  
Community School

Age range: 7 - 11  
DfE number: 2069  
Published Admission Number: 60  
Number of 1st preferences 2023: 54  
Number of 2nd preferences 2023: 0  
Number of 3rd preferences 2023: 0  
Offers made on National Offer Day 2023: 56  
Number on roll (Jan 2023): 235

**This is a Community School, so the LA's admissions policy applies. Please see pages 21-22.**

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## Victoria Junior School, Workington

Victoria Road  
Workington  
Cumbria CA14 2RE  
t: 01900 606053  
e: admin@victoriajunior.cumbria.sch.uk  
w: www.victoriaschool.org.uk  
Head: Mrs P Robertson  
Community School

Age range: 7 - 11  
DfE number: 2146  
Published Admission Number: 90  
Number of 1st preferences 2023: 86  
Number of 2nd preferences 2023: 6  
Number of 3rd preferences 2023: 2  
Offers made on National Offer Day 2023: 87  
Number on roll (Jan 2023): 264

**This is a Community School, so the LA's admissions policy applies. Please see pages 21-22.**

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## 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 one of the following numbers:

- Allerdale and Copeland on 01946 506 211 or email [Inclusion.AandC@cumberland.gov.uk](mailto:Inclusion.AandC@cumberland.gov.uk)
- Carlisle on 01228 225 842 or email [ice@cumberland.gov.uk](mailto:ice@cumberland.gov.uk)

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

Special Educational Needs and Disabilities Information, Advice and Support Service (which was formerly known as the Cumbria Information, Advice & 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 [www.cumberland.gov.uk](http://www.cumberland.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:

- Income Support (IS).
- Income Based Jobseekers Allowance (Not contribution based).
- An income-related Employment and Support Allowance (Not contribution related).
- Support under part VI of the Immigration and Asylum Act 1999.
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income (as assessed by Her Majesty's Revenue and Customs) that as of April 2012 does not exceed £16,190. Note: From 1st May 2009 where you are entitled to Working Tax Credit during the four-week period immediately after your employment ceases, or after you start to work less than 16 hours per week, your children are entitled to Free School Meals, this may be extended.
- The guaranteed element of State Pension Credit.
- Universal credit.

To fill in an online application form, or to find out more information, please go to [www.cumberland.gov.uk](http://www.cumberland.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 based on 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 Cumberland Council's website [www.cumberland.gov.uk](http://www.cumberland.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 this happens to you, we will send you a letter that will give you further information and will explain what to do next, including the deadline for appealing (if you want your appeal to be heard along with all of the other appeals for that school) and who to contact.

### 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 decide 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://gov.uk/schools-admissions/appealing-a-schools-decision) or via the council's website [www.cumberland.gov.uk](https://www.cumberland.gov.uk) or by contacting the School Admissions and Appeals Team.

## **Useful contact details**

### **School Admissions and Appeals Team**

**Phone:** 01228 221582

**Email:** [school.admissions@cumberland.gov.uk](mailto:school.admissions@cumberland.gov.uk)

**Address:** School Admissions and Appeals  
Cumberland Council  
PO Box 415  
Carlisle  
Cumbria  
CA1 9GU

**Website:** [cumberland.gov.uk](http://cumberland.gov.uk)

## 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 office, details of which are given on the Children and Families Services website.

## Local Authorities neighbouring Cumberland

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

### Northumberland County Council

County Hall Morpeth Northumberland NE61 2EF

Tel: 0345 6006400

E-mail: [schooladmissions@northumberland.gov.uk](mailto:schooladmissions@northumberland.gov.uk)

### Westmorland and Furness Council

PO Box 305

County Offices Kendal Cumbria

LA9 9GZ

Tel: 0300 303 8144

Email: [school.admissions@wesmorlandandfurness.gov.uk](mailto:school.admissions@wesmorlandandfurness.gov.uk)

## Useful websites

- Department for Education gov.uk Department for Education - GOV.UK ([www.gov.uk](http://www.gov.uk))
- Advice on Special Educational Needs gov.uk Children with special educational needs and disabilities (SEND): Overview - GOV.UK ([www.gov.uk](http://www.gov.uk))
- OFSTED inspection reports [ofsted.gov.uk](http://ofsted.gov.uk)
- ACE Education Advice and Training [ace-ed.org.uk](http://ace-ed.org.uk)
- Information on school performance [gov.uk/school-performance-tables](http://gov.uk/school-performance-tables) Find and check the performance of schools and colleges in England - GOV.UK ([www.gov.uk](http://www.gov.uk))
- Cumberland Children's Services Schools and Education | Cumberland Council
- More information about school admissions and appeals can be found at [cumberland.gov.uk](http://cumberland.gov.uk)



## Data Protection

As a Data Controller, Cumberland 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.cumberland.gov.uk](http://www.cumberland.gov.uk) and search 'Privacy').

If you require this document in another format (e.g., audio, Braille or large type) or in another language, please telephone 01228 221582.

আপনি যদি এই তথ্য আপনার নিজের ভাষায় পেতে চান তাহলে অনুগ্রহ করে 01228 221582 নম্বরে টেলিফোন করুন।

如果您希望通过母语了解此信息，  
请致电 01228 221582

Jeigu norétumète gauti šią informaciją savo kalba,  
skambinkite telefonu 01228 221582

W celu uzyskania informacji w Państwa języku proszę  
zatelefonować pod numer 01228 221582

Se quiser aceder a esta informação na sua língua,  
telefone para o 01228 221582

Bu bilgiyi kendi dilinizde görmek istiyorsanız lütfen  
01228 221582 numaralı telefonu arayınız