



Admissions Policy for September 2025-2026 admissions

Approved by:	Local Advisory Board
Date:	September 2023
Proposed review date:	Annually
Owner:	Headteacher

REVIEW SHEET

The information in the table below details earlier version of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of revision
1	Updated to reflect dates in 24-25 academic year	December 22
2	Updated to reflect dates in 25-26 academic year	September 23
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Section 1 – General Principles

The Whitehaven Academy is part of the Cumbria Education Trust (the Trust). Cumbria Education Trust is the Admissions Authority for all academies within its family of schools. The Trust participates in the Local Authority Co-ordinated Admission Scheme.

The published admissions number (PAN) for Year 7 in September 2025 and subsequent years is 180. The Whitehaven Academy is an 11-18 mixed academy and is part of the Cumbria Education Trust. The main principle of admission to The Whitehaven Academy is to provide a welcoming, safe and supportive learning environment that meets the needs of young persons within the 11-18 age range, who live in Whitehaven and the surrounding area.

The Trust will endeavour to provide places for students who wish to attend The Whitehaven Academy provided they can be accommodated within the scope of this policy.

The closing date for applications for Year 7 in September 2025 is 31st October 2024.

Section 2 - Roles and Responsibilities

It is the responsibility of Cumbria Education Trust to set and publish the admissions criteria for the academy as defined in this policy and for ensuring that these criteria meet with the requirements of law.

The Trust will ensure that:

- Admissions criteria are clear, fair and objective
- Arrangements are as simple as possible
- All parents' preferences are treated on an equal basis

It is the responsibility of the Headteacher to ensure the requirements of the Trust's policy are implemented at all times and reviewed on an annual basis. Where changes are to be made, public consultation will occur as required and outlined in Department for Education's (DfE) Admissions Code (December 2014).

Section 3 – Definitions

The catchment area is in and around the town of Whitehaven. A catchment map is available on request. By sibling we mean:

- Children living at the same address who have one or both natural parents in common
- Children living at the same address who are related by parent's marriage
- Children living at the same address whose parents are living as partners at this address
- Children who are adopted or fostered
- We do not include "cousins" within our definition of sibling

Section 4 – Oversubscription

- a) Looked After Children (i.e. children who are looked after by a public authority and are in public care), and all previously looked after children who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after (confirmation regarding a young person's status must be provided from the local authority), or children who were previously looked after from outside of England and ceased to be in state care as a result of being adopted.
- b) Children with an Education Health Care Plan (EHCP) naming the academy will also be admitted.

- c) Children living in the catchment area of the Academy. If more children from within the catchment area apply than there are places available, places will be allocated in the following order:
- i. where the child lives in the academy's catchment area, as defined by the catchment area map, and have a brother or sister (sibling) attending the academy at the time of application;
 - ii. where a child lives in the academy's catchment area and attends a CET primary school
 - iii. children who live nearest to the Academy, within the catchment area, measured by the shortest walking route by road using the Local Authority's Geographical Information System, from the main entrance of the Academy to the centre of the child's home address. The child's home address is defined as the child's permanent residence. In situations where a child spends equal time between two addresses, the permanent address is defined as the address at which the child is registered with a GP. Apartments/flats will be treated equally with the measurement taken to the main entrance of the block.
- d) where a child lives outside the catchment area, places will be allocated in the following order:
- i. where a child lives outside the catchment area and has a brother or sister attending the academy;
 - ii. where a child lives outside the academy's catchment area and attends a CET primary school
 - iii. where a child lives outside the academy's catchment area and they are the child of any staff member working at a CET school;
 - iv. children from outside the catchment area who live nearest to the Academy measured by the shortest walking route by road using the Local Authority's Geographical Information System, from the main entrance of the Academy to the centre of the child's home address. The child's home address is defined as the child's permanent residence. In situations where a child spends equal time between two addresses, the permanent address is defined as the address at which the child is registered with a GP. Apartments/flats will be treated equally with the measurement taken to the main entrance of the block.

Tie Breakers:

In the event of oversubscription, if after applying the distance tie-breaker there are more applications than places available from the apartment/flat block furthest away, a further tie-breaker of Random Allocation will be used for the applications from this block. This applies to tie breakers required in all categories. This will be overseen by someone independent of the Trust.

Section 5 - In Year Admissions

In year admissions enables parents to transfer their child between secondary schools. The Whitehaven Academy participates in the [Local Authority co-ordinated scheme](#). Please follow the hyperlink to apply for In-Year school place. Most admissions will be at the start of a new term, although exceptional circumstances will be considered.

In year admissions will be accepted unless to do so would prejudice the provision of efficient education or use of resources. This may mean that applications are refused even if the year group is

under PAN. If the number of applicants for a year group exceeds the number of places available, the oversubscription criteria detailed in this policy will be applied. Waiting lists will be held by the Academy.

Section 6 – Waiting Lists

The Whitehaven Academy will operate a waiting list for Year 7 admissions until 31 December 2025. If places become available during this period places will be allocated in the same priority as the oversubscription criteria detailed in this policy. The waiting list will be re-ordered when anyone leaves or joins the waiting list up until 31 December 2025.

Section 7 – Appeals

If a child is not offered a place at the academy, the applicant will be informed of the reason as to why admission was refused. Applicants have the right to appeal, to an independent panel. The deadline for lodging an appeal is 20 school days of notification of an unsuccessful application. Full details of the appeals process can be obtained from the academy's website or by contacting the academy.

Section 8 – Deferred Entry

As per section 2.18 of the School Admissions Code, 'Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.' In these circumstances The Whitehaven Academy will make the decision on whether to accept these requests on a case-by-case basis, ensuring that decisions are made in the best interests of the child concerned. We will take into account: parent's views; information about the child's academic, social and emotional development; where relevant, their 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. The views of the headteacher will also be considered.

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.

Contact Details

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