



**Good Shepherd Trust**  
life in all its fullness

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# Admissions Arrangements and Policy 2025

Date of Adoption	January 2019
Updated	June 2020
Updated	February 2021
Updated	January 2022
Updated	May 2022
Updated	January 2023
Updated	January 2024
<b>Date of next review</b>	<b>January 2025</b>
<b>Next consultation due no later than</b>	<b>1 Oct 2025 – 31 Jan 2026</b>

## Values

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In keeping with our Trust vision, every member of the Trust family of schools will be valued and encouraged to fulfil their potential. In our Trust we believe:

- Everyone has something to offer
- Trust, honesty, empathy and social responsibility are the Christian values that frame our work
- We are here for the whole person, spiritually, morally, educationally and socially
- In working with transparency and openness

## Introduction

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These are the 2025-2026 admission arrangements for Primary Schools in the Good Shepherd Trust (the Trust)

## Co-ordinated Admission Arrangements

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In line with current legislation, local authorities have drawn up a separate scheme to coordinate admissions to maintained schools and academies within their areas for the main admissions round. The Trust will use the co-ordinated admissions scheme documentation used by the relevant local authority. The Trust does not have additional criteria whereby any Supplementary forms are required. Forms sent to schools will be forwarded to the relevant local authority.

## Published Admission Numbers

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The admission number for each school is shown in Appendix 1.

## The Admissions Policy for 2025-2026

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The Admissions Policy will be used to allocate places at those schools which are oversubscribed. This is attached as Appendix 2 for entry to Reception.

## Address to be Used in Determining Priority for Admission

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If a school is oversubscribed, the address of the parent or carer with whom the child normally lives will be used in the allocation process. Where a child's address is difficult to determine, for example where shared living arrangements are in place, the address of the parent or carer claiming child benefit will be used.

## Fraudulent Applications & Withdrawal of a School Place

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The offer of a place will not be withdrawn unless it has been made in error or it is established that the offer was obtained through a fraudulent or misleading application. An application will not be withdrawn because an offer was made in error once the student has taken up the place at the school. Where an offer is withdrawn based on fraudulent or misleading information, the application will be considered based on the correct information, and parents or carers will have a right of appeal where no place can be offered.

Where parents or carers are found to make a fraudulent application for a school place and the Local Governing Body decides not to withdraw that place in the best interest of the child, should a school place be sought for any other sibling or siblings the criteria that provide a higher priority for a school place for siblings will not be applied.

Where a place has been offered based on a timely parental application, the place will not be withdrawn unless one of the exceptions set out in paragraph 2.12 of the School Admissions Code 2014 applies.

An admission authority must not withdraw an offer unless:

- i) it has been offered in error
- ii) a parent or carer has not responded within a reasonable period of time
- iii) it is established that the offer was obtained through a fraudulent or intentionally misleading application

## Parental disagreement

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The management of school applications may be severely delayed during the main admissions round where separated parents or carers of the child each submit a separate application for different schools. The School Admissions Code 2014 states that only one offer per child is made by the Local Authority and will resolve the matter. In most circumstances the LA will process the application submitted by the parent and/or carer who is in receipt of child benefit for the child to whom the application relates.

## The Admissions Timetable

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The timetable for the September 2025 application and allocation processes will be in line with the co-ordinated admissions scheme.

## Late Applications

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For oversubscribed schools, applications which are received or changed after the published closing date will only be considered in exceptional circumstances. Even if there are exceptional circumstances, applications submitted after the relevant published date, contained within this scheme, will not be considered until after allocations for those parents and carers who applied on time have been made. Any evidence submitted after the relevant date to support a late application or change of preference will not be considered. Affected applicants will not receive an offer with other parents on national offer day.

Details of closing dates, and other relevant dates can be found:

- i) in the parental information booklets for admission in September 2025
- ii) on the county council websites –  
<https://www.cumbria.gov.uk/childrensservices/schoolsandlearning/lss/schooladmissions.asp>  
<http://www.northumberland.gov.uk/Education/Schools/Admissions.aspx>
- iii) in the 2024-25 coordinated admissions scheme for all maintained schools and academies in Cumberland, Westmorland and Furness or Northumberland

## Waiting Lists

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Once places have been allocated, children refused a place will continue to be considered for any vacancies which become available up until 31<sup>st</sup> December 2025. Vacancies will always be allocated by applying the admissions policy and length of time on the waiting list will not be a consideration. Reserve lists will be managed by each academy.

## Early, Deferred or Delayed Entry to all schools & Part Time Attendance at Infant/Primary Schools

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If a child who has not reached compulsory school age has been allocated a Reception place and their parent or carer wishes to defer entry to school, the place will be held open. Entry cannot be deferred beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the place was allocated. Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

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 Trust as admissions authority will admit these children into a Reception class a year later than usual at their parents' request. These children will remain eligible for their full entitlement to schooling, and should be expected to transfer to junior/ middle/ secondary (where applicable) with other children in the year group in which they have been educated, rather than with their 'chronological cohort'

Where a summer-born child is allocated, and takes up a place a September Reception place, in the normal year of admission (i.e., the academic year in which they turn 5) and subsequently attends school beyond the end of the autumn term of the admission year, an application for a Reception place the following September will not be considered as a 'summer-born' application. In this situation the child has already commenced school and any request to move year groups will be considered on its individual merits by the school. Other requests, for early or delayed transfer to secondary school, for example, will be considered on their individual merits. Unlike delayed entry for summer-born children, others have no automatic right to education outside of their chronological age group, although there is no legal bar to this. Parents or carers seeking early transfer should submit their request to the school admissions by 30 September for secondary applications, and by 31 October for primary applications in the year before that in which they would usually apply. This will allow time for the application to be considered prior to the closing date for applications. Parents or carers will still need to submit preferences by the appropriate closing date. Parents or carers seeking delayed entry/transfer should submit their request by the same dates in the year in which they would apply if their child was transferring at the usual age. This will allow consideration of the request prior to the closing date for preferences to be submitted, allowing parents or carers sufficient time to submit preferences in the event their request is denied.

## Twins and siblings of multiple births

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Where places are available for some but not all children from multiple births (including twins) the Trust will exercise the discretion offered by the Admissions Code to offer all the children a place. Where this results in an infant class exceeding 30 pupils, additional children admitted under these arrangements will be treated as 'excepted pupils' for the duration of their infant education and will not constitute a breach of legislative requirements.

## Admissions to Nursery Schools and Infant/Primary Schools Offering Nursery Education

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These arrangements do not apply to the admission of nursery pupils. Nursery admission arrangements will be determined separately. **Attendance at a school's nursery does not guarantee admission to the school's Reception group.**

## Transfer from Infant/First to Junior/Middle/Primary Schools

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Attendance at an infant/first school does not guarantee admission to the associated junior/middle/primary school.

## Catchment Areas

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The Good Shepherd Trust operates a 'catchment area' approach to school admissions. Most schools have a defined catchment area. Details of the arrangements for each school can be made available on request. Where an area is not included within an agreed catchment area, the "catchment area school" will be the nearest school to the parental home.

## Distance Measurements

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Where there are more applications than places available for entry to all year groups, applications will be prioritised using the criteria set out in Appendix 2. For any criteria that gives priority to those living closest to the school, distance measurements will be undertaken using the Local Authority's computerised Geographical Information System (GIS). This measurement will be a straight-line measurement between the centre of the pupil's home address and the Main Entrance doorway of the school, as determined by the Trust Directors.

## In Year Admissions

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If any parent approaches a school about an in-year admission, the Local Governing Body should offer a place where possible and notify the Local Authority. Where a parent or carer wishes to change school for any reason that is not caused by a change of address, a school in the Good Shepherd Trust may not offer a place before the first day of the term following receipt of the Local Authority in year transfer form.

Any place offered must be taken up within 6 weeks or it may be withdrawn and offered to another applicant.

## Appeals

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Where a place cannot be offered, the Trust must offer the right of appeal and advise the parent to contact the Local Authority School Admissions and Appeals Team in order that an in-year transfer form can be completed.

## Appendix 1

### Determined 2025-2026 Admission Arrangements for schools in the Good Shepherd Trust

## Published Admission Numbers

The following are the proposed admission numbers each school in the Trust as part of its 2025-2026 admission arrangements.

### Infant/ Primary Schools

School	Proposed 2025/2026 Published Admission Number
<b>Ambleside C of E School</b>	20
<b>Braithwaite C of E School</b>	15
<b>Dean C of E School</b>	15
<b>Ellenborough Academy</b>	23
<b>Gilsland C of E School</b>	7
<b>Kirkland C of E Academy</b>	10
<b>Lazonby C of E School</b>	15
<b>Lorton School</b>	10
<b>Penny Bridge CE Academy</b>	15
<b>Threlkeld CE Primary School</b>	10
<b>Whitfield C of E Primary School</b>	8
<b>Wreay C of E School</b>	16

## ADMISSIONS POLICY

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Where there are more applications than places available for entry to all year groups applications will be prioritised using the criteria below. They will be applied in conjunction with explanatory notes 1 - 6 which form part of the policy.

1. Children looked after and who were previously looked after, i.e., in public care, giving priority, if necessary, to the youngest child(ren). See Note 1
2. Children living in the catchment area who have brothers or sisters in the school (or associated infant/first or junior/middle school) at the time of admission. See notes 2 and 3.
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 either (a) in the absence of a place being available in the catchment area school due to oversubscription and the school was identified as the next nearest with a place available or (b) the school is named in the sibling's Statement of Special Educational Need/ Education, Health and Care Plan (EHCP) - see notes 2, 3 and 4.
4. Other children living in the catchment area giving priority to those living closest to the school, measured by a straight-line measure between the centre of the pupil's home address and a common point on the school site as determined by the Local Authority's computerised Geographical Information System - see notes 5 and 6.
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 and 3.
6. Children living outside the catchment area, giving priority to those who live closest to the school, measured by a straight-line measure between the centre of the pupil's home address and a common point on the school site as determined by Local Authority's computerised Geographical Information System - see notes 5 and 6.

Applications will be prioritised on the above basis. An exception will be made under the Authority's policy for the education of children with special educational needs where a child holds an Education, Health and Care Plan, that names the school.

## Explanatory Notes [These notes are part of the policy]

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### 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).

The provision to give the highest priority to looked after and previously looked after children applies to all children who have been adopted from local authority care.

### 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) 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

If parent or carers believe they qualify for consideration under criterion 3, they should indicate this on their preference form in the place provided for this purpose.

### Note 5

Distance measurements will be undertaken using the Local Authority's computerised Geographical Information System [GIS]. This measures a straight-line measure between the centre of the pupil's home address and a common point on the school site as determined by the LA.

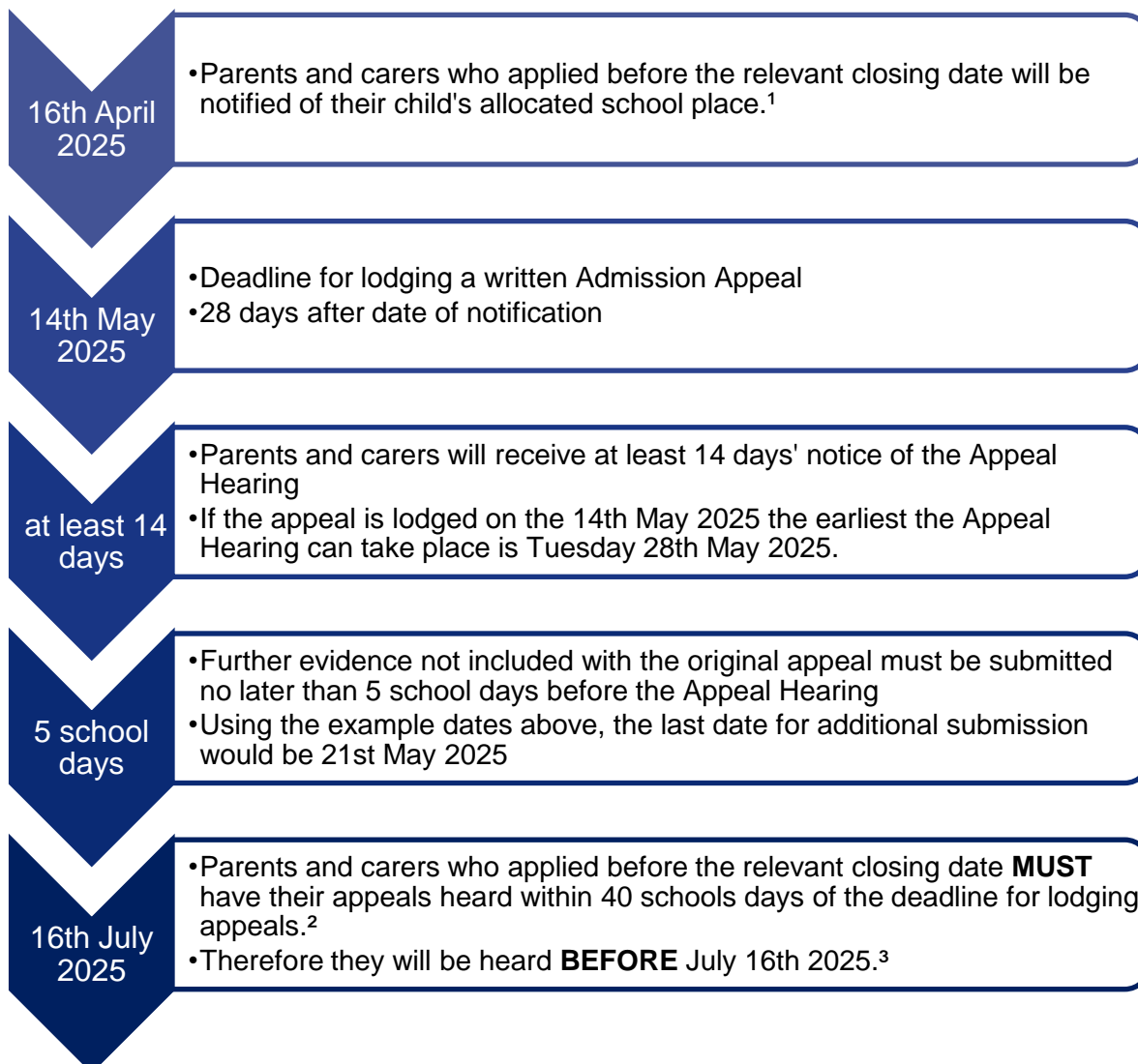
### Note 6

Random allocation will be used as a tie-break in categories 5 and 8 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.



## 2025-2026 Main Admissions Round Appeals Schedule

This schedule refers to Admissions made for places in Reception starting September 2025.



<sup>1</sup> -School Admissions Code 2021, 2.12 and Determined Co-ordinated Admission Scheme for all Maintained Schools and Academies in the Area of Cumberland Council, Westmorland and Furness Council and Northumberland County Council 2025/26:

- Offers of secondary school places must be made on 1 March or the 'next working day'
- Offers of infant/primary school places and junior/primary school places must be made on 16 April or the 'next working day'
- Admission Authorities are required to publish their appeals timetable on their website by 28 February each year

<sup>2</sup> -School Admissions Appeals Code 2012, 2.3 (b) –'for late applications, appeals should be heard within 40 school days of the deadline for lodging appeals where possible, or within 30 days of the appeal being lodged'.

<sup>3</sup> -School Admissions Appeals Code 2012, 2.4 –'Any appeals submitted after the appropriate deadline must still be heard, in accordance with whatever timescale is set out in the timetable published by the admission authority'. Main admission round appeals submitted after the deadline date above will be heard within 30 school days of the relevant date for appeals to commence (28<sup>th</sup> May 2025).