

Admissions Policy 2026-27

Approved by:	CET Trust Board
Date:	November 2024
Proposed review date:	Annually
Owner:	WHS Admissions Officer

The information in the table below details earlier versions 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		
2	Reviewed and amended October 2017	Approved Feb 2018
3	Section 4: Removed reference to children with a 'statement'	September 2019
4	Section 4: Priorities 3 and 4 reversed	December 2019
5	Reviewed	November 2020
6	Reviewed	November 2021
7	Reviewed	November 2022
8	Reviewed	December 2023
9	Reviewed	November 2024
10		

Section 1 – General Principles

William Howard School 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 2026 is 240.

The main principle of admission to William Howard School 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 Brampton and the surrounding area.

The Trust will endeavor to provide places for students who wish to attend William Howard School provided they can be accommodated within the scope of this policy.

The closing date for applications for Year 7 in September 2026 is 31 October 2025.

Section 2 - Roles and Responsibilities

It is the responsibility of Cumbria Education Trust to set and publish the admissions criteria for the school 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 (2021).

Section 3 – Definitions

The catchment area is in and around the town of Brampton. 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

In the event of over-subscription, the following criteria will apply:

1. Places will be offered firstly to Looked After Children i.e. children who are looked after by a public authority and are in public care, and previously looked after children who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after.
2. where the child lives in the school's catchment area, as defined by the catchment area map, and have a brother or sister (sibling) attending the school at the time of application;
3. applications from within the school's catchment area;
4. where a child lives outside the catchment area and has a brother or sister in the school;
5. where a child attends a Cumbria Education Trust primary school;
6. children of staff members working at a Trust school;
7. children from outside the catchment area.

In the event of oversubscription in any category above, priority will be determined by the proximity of the child's home to William Howard School using the shortest walking distance by road from the main entrance of William Howard School to the main door of the residence, with those living nearest being given priority. 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.

(The distance would be determined by using a distance measuring tool – such as AA route planner or Datamap). Apartments/flats will be treated equally with the measurement taken to the main entrance of the block. 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 will be overseen by someone independent of the school.

The criteria outlined above will be strictly followed there being one exception. If a child holds an Education, Health and Care Plan naming William Howard School and where school feels they can meet the needs, then irrespective of the criteria the child will be admitted as in these circumstances the Governors have a statutory duty to admit the child concerned.

Section 5 - In Year Admissions

In year admissions enables parents to transfer their child between secondary schools. To apply for a place in Years 8 – 11, or Year 7 after the first term, applicants should contact the school's Admission Officer.

In year admissions will be based on the size of the year group taking into account the size of teaching groups already in the school and the curriculum model that has been implemented that most efficiently provides for the education of the students. If there are places available in the year group within the relevant curriculum model that is in place, then applicants will be admitted. If the year group is full it may not be possible to offer your child a place. 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 school if required.

Section 6 - Waiting Lists

William Howard School will operate a waiting list for Year 7 admissions until 31 December 2026. 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 2026.

Section 7 - Appeals

If a child is not offered a place at the school, the applicant will be informed of the reason 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. We will provide all appellants with at least 10 school days' notice of the appeal hearing. Appeals will be heard within 40 school days of the deadline for making an appeal. Full details of the appeals process can be obtained from the school's website or by contacting the school.

The timetable for the Year 7 Main intake appeal hearings is as follows:

2 March 2026	Parents and carers will be notified of their child's allocated school.
March 2026	Parents and carers should notify the school of their intention to appeal and request a Notice of Appeal form. The completed Notice of Appeal form should be submitted to: The Clerk to the Independent Admission Appeals Panel, William Howard School, Longtown Road, Brampton, Cumbria CA8 1AR
27 March 2026	Deadline for lodging appeals with the school.
15 May 2026	Deadline for the Admission Authority to provide the Clerk with a statement giving reasons for the decision to refuse admission.
15 May 2026	Deadline for appellants to submit further evidence not included with initial appeal.
June 2026	Appeal hearings.
June 2026 (5 school days after the Appeal Hearing)	Appellants to receive notification of the Panel's decision.

Contact Details

WHS Admissions Officer – Mrs Debbie Wright

Contact Telephone Number – 016977 45700

Email Address – admissions@williamhoward.cumbria.sch.uk