WEST LAKES ACADEMY ADMISSIONS POLICY 2027/2028

APPROVED ADMISSIONS FOR WEST LAKES ACADEMY

1. This document sets out the admission arrangements for West Lakes Academy in accordance with the Funding Agreement between Changing Lives Learning Trust and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State. Obligations in this document are to be treated as if imposed by the Funding Agreement.

2. Notwithstanding these arrangements, the Secretary of State may direct West Lakes Academy to admit a named pupil to West Lakes Academy on application from a Local Authority. Before doing so the Secretary of State will consult the academy.

ADMISSION ARRANGEMENTS APPROVED BY THE SECRETARY OF STATE

Arrangements for Admission to 11-16 Provision

3. The admission arrangements for West Lakes Academy for the year 2027/2028 and, subject to any changes approved or required by the Secretary of State, for subsequent years are:

   (a) West Lakes Academy has an agreed admission number of 180 pupils. West Lakes Academy will accordingly admit at least 180 pupils in the relevant age group each year if sufficient applications are received.

   (b) West Lakes Academy may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, West Lakes Academy will consult those listed at paragraphs 27 below. Pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

Process of Application

4. Applications for places at the academy will be made in accordance with Cumberland Council's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by Cumberland Council.

5. West Lakes Academy will process applications for admission to the academy in accordance with current legislation and the co-ordinated admissions scheme as determined and published by Cumberland Council. West Lakes Academy will also use its best endeavours to meetthe following timetable for applications each year (exact dates within the months may vary fromyear to year) in accordance with the common timetable for the co-ordinated admissions schemeas determined and published by Cumberland Council:

   (a) Before 7 September – West Lakes Academy will publish in its prospectus information about the arrangements for admission to West Lakes Academy, including oversubscription criteria, for the following September (e.g. in September 2025 for admission in September 2026). This will include details of open evenings and other opportunities for prospective students and their parents to visit the school. West Lakes Academy will also provide information to the local authority for inclusion in the composite prospectus, as required;

   (b) September/October – West Lakes Academy will provide opportunities for parents and prospective students to visit the academy;

   (c) September/October - Common Admissions Form to be completed and returned to the local authority by the published date;

(d) November/December - the local authority sends details of applications to West Lakes Academy;

(e) December/January –West Lakes Academy ranks applicants according to the over-subscription criteria for the academy and sends list of students to Cumberland Council;

(f) January/February - Cumberland Council applies agreed scheme for schools in Cumbria, informing other local authorities of offers to be made to their residents;

(g) 1 March or first working day of March - offers made to parents by Cumberland Council on behalf of West Lakes Academy.

Consideration of Applications

6. West Lakes Academy will consider all applications for places. Where fewer than the published admission number for any relevant age group are received, West Lakes Academy will offer places to all those who have applied.

7. West Lakes Academy will not exercise the option to select 10% of the agreed admission numbers on their aptitude for learning subjects related to West Lakes Academy's specialisms.

8. Notwithstanding the above, West Lakes Academy may refuse admission to particular applicants in the specific circumstances described in 3.8 of the statutory School Admissions Code 2014 or any like provision in any subsequent national Code of Practice.

Procedures where the West Lakes Academy is Oversubscribed in Year 7

9. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below.

10. After the admission of pupils with Education, Health and Care Plans where West Lakes Academy is named in the Education, Health and Care Plan, the criteria will be applied in the order in which they are set out below:

(a) Looked after children who are in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989 and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). (A letter from the responsible local authority confirming the young person's status must be provided.) The definition of previously looked after children includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. This document refers to these children as internationally adopted previously looked after children (IAPLAC). This also includes children who were previously looked after in Wales, Scotland and Northern Ireland. A child is regarded as having been in 'state care outside of England' if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

(b) Young people who have a serious medical or social need, or physical or psychological condition which makes it essential that they attend the West Lakes Academy rather than any other school. Documented social, medical or psychological evidence must be provided in support from an appropriate independent registered professional such as a social worker, hospital consultant [not the young person's own GP] or health visitor at the time of the original application, and must set out why the academy is the only school that can meet the young persons needs or circumstances.

(c) Young people living in the catchment area of the academy. If more young people from within the catchment area apply than there are places available, places will be allocated in the following order:

(1) Young people who at the time of application have a brother or sister (including adopted siblings, step-siblings and those living as siblings in the same family unit) on the roll of West Lakes Academy and who will still be on roll at the time of the sibling's admission.

(2) to those who attend a West Lakes Academy catchment primary school that is part of the Changing Lives Learning Trust.

(3) to those who attend a West Lakes Academy catchment primary school.

(4) to those who live nearest to the academy measured by the straight line distance using the Local Authority's Geographical Information System, from the front door of the academy to the centre of the child's home address.

(d) Children of staff:

(1) Where the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the academy is made; and

(2) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

(e) Children living outside the catchment who at the time have a brother or sister (including adopted siblings, step-siblings and those living in the same family unit) on the role of West Lakes Academy and who will still be on the roll at the time of the sibling's admission.

(f) Other children from outside the catchment area whose parent/carer wants a place for them; places will be offered to those meeting this criterion who live closest to West Lakes Academy measured by the straight line distance using the Local Authority's Geographical Information System from the front door of the academy to the centre of the child's home address.

Where there is a need to prioritise places within criteria c (1), c (2), c (3) d (1), d (2) and e, priority will be given to those students who live nearest to the academy, measured by the straight line distance. Distance measurements will be undertaken using the Local Authority's computerised Geographical Information System [GIS] from the front door of the academy to the centre of the child's home address.

In the event of a tie break under Criteria C, D, E and F, when all other factors are equal, random allocation will apply.

11. If the last student to be offered a place within West Lakes Academy's published admission number (PAN) is a multiple birth or same cohort sibling (including adopted siblings, step-siblings, and those living as siblings in the same family unit) any further sibling will be admitted, if the parents so wish, even though this may raise the intake number above the academy's PAN. The PAN will remain unchanged so that no other students will be admitted until a place becomes available within the PAN.

12. These criteria apply for Year 7 entry. Applications will be considered by the academy for years other than the normal year of entry. If the year-group applied for has a place available, this will be offered to the applicant unless one of the exceptional circumstances apply for a child with challenging behaviour as set out in the School Admissions Code. If more applications are received than there are places available, the oversubscription criteria in paragraph 10 A-F shall apply.

13. The annual allocation of places will be supervised by at least two persons being West Lakes Academy Governors or a Committee of the Governing Body that has delegated power to undertake this responsibility, and who are not otherwise involved in meeting and briefing prospective parents and students, and who have not otherwise been involved in discussing individual cases during the admissions process.

Operation of Waiting Lists

14. Subject to any provisions regarding waiting lists in Cumberland Council's co-ordinated admission scheme, the academy will operate a waiting list. Where in any year West Lakes Academy receives more applications for places than there are places available, an initial waiting list will operate until a term after the start of the school year. This will be maintained by West Lakes Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Names will be removed from any waiting list at the end of each term. Those applicants wishing to remain on the waiting list must notify the school in writing.

15. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 10A-10F above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria (see paragraph 23).

Admission outside a Normal Age Group

16. Requests from parents for academy places outside a normal age group will be considered carefully whether for gifted and talented students or for those who have experienced problems, e.g. having missed education due to ill health, etc. Each case will be considered on its own merits and circumstances. However, cases will not normally be agreed without a consensus that to do so would be in the student's interests between the parents, the previous school and any relevant professionals asked for their opinion by West Lakes Academy's Governors' Admissions Committee. Those refused places outside the normal age group will be informed of their statutory right of appeal.

Arrangements for Admission to Post 16 Provision

17. West Lakes Academy has a planned capacity of 150 students for Year 12, for the academic year 2027/2028.

18. West Lakes Academy will publish criteria in relation to minimum entrance requirements for the range of courses available, based on GCSE grades or other measures of prior attainment, and any specific entry requirements for individual courses. These criteria are the same for internal and external transfers and will be subject to consultation with those in paragraph 27.

To study any course at West Lakes Academy Sixth Form each student requires a minimum of 5 GCSEs at grade 9-5. To study A level courses, the academy will insist that each student obtains 5 GCSEs at grade 9-5 including English and mathematics. The academy normally sets a further requirement that each student obtain a minimum of a grade 5 at GCSE for each A level subject that the student may wish to study, and for some subjects a grade 6 or numerical equivalent is the minimum grade which is required. Subject information cards are available from the academy stating what the requirements are for each individual subject. These entry requirements are based on past experience, and are to prevent students electing to study the wrong course Post 16.

Each student must be able to demonstrate the commitment and attitude to learning required to make rapid and sustained progress in each subject.

The criteria will be published annually in the school's prospectus and in Cumberland Council's composite admissions prospectus.

19. If 150 or more West Lakes Academy students meet the minimum entry requirements, and wish to take up places at West Lakes Academy 6th Form, no students who attended other schools pre-16 will be admitted.

20. If fewer than 150 students wish to progress from within West Lakes Academy, the remaining places will be offered to external applicants, who must meet these same minimum requirements. If available courses are over-subscribed, looked after and previously looked after children will be given priority and then a distance criterion will be applied if there is greater demand than places available, with places offered to those applicants who live closest to West Lakes Academy measured by the straight line distance (using the Local Authority's Geographical Information System), from the front door of the academy to the front door of the child's home.

21. There is a right of appeal to an Independent Appeals Panel for unsuccessful external applicants, and for those West Lakes Academy students refused progression into the 6th Form.

Arrangements for Admitting Pupils to Other Year Groups, Including to Replace any Pupils who have left West Lakes Academy

22. Where a parent wishes to change school for any reason West Lakes Academy will only offer a place if there is space available.

23. If no places are available applicants will be offered the opportunity to be placed on a waiting list. Applications will be ranked in accordance with the oversubscription criteria set out for the current academic year and not in the order in which the applications are received or placed on the waiting list. If a place becomes available the oversubscription criteria for the current academic year are reapplied to all those on the waiting list and a subsequent reordering of the waiting list may take place. Names will be removed from the waiting list at the end of each term. Those applicants wishing to remain on the waiting list must notify the school in writing.

24. West Lakes Academy will participate in Cumberland Council's In-Year Fair Access Protocol.

Arrangements for Admission of Pupils as West Lakes Academy Builds to its Full Capacity

25. Admission to year-groups after the year of entry will be based on the academy's Published Admission Number. The academy may make subsequent decisions about the Published Admission Number for Year Groups based on the efficient use of resources. This may mean that the academy may refuse admissions even where there are less students in the year group than the academy's PAN.

26. There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.

PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

27. West Lakes Academy will consult by 31st January each year on its proposed admission arrangements where there are non-mandatory changes:

(a) Cumberland Council;
(b) The Cumbria Admissions Forum;
(c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by Cumberland Council;
(d) Any other governing body for primary and secondary schools [as far as not falling within paragraph c)] located within the relevant area for consultation;
(e) Affected admission authorities in neighbouring Local Authority areas.

This is not an exhaustive list. Should there be no changes to the Admissions Policy West Lakes Academy will consult on its admission arrangements at least once every 7 years.

28. West Lakes Academy will publish its admission arrangements each year once these have been determined, by:

(a) copies being sent to primary and secondary schools in Cumbria;
(b) copies being sent to the offices of Cumberland Council;
(c) copies being made available without charge on request from the academy;
(d) copies being sent to public libraries in Cumbria for the purposes of being made available at such libraries for reference by parents and other persons.

29. The published arrangements will set out:

(a) the name and address of the academy and contact details;
(b) a summary of the admissions policy, including oversubscription criteria;
(c) a statement of any religious affiliation;
(d) numbers of places and applications for those places in the previous year; and
(e) arrangements for hearing appeals.