Academies Trust

Admissions Arrangements 2028-2029

Co-op Academy Abbotsvale

Policy details

- Date created - 01/09/2025
- Date reviewed - 01/10/2026
- Date approved - 22/10/2026
- Next review date - October 2027
- Next consultation date – October 2033
- Policy owner - Head of Governance and Company Secretary

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Introduction

Co-op Academy Abbotsvale (the academy) is part of The Co-op Academies Trust (the Trust). The Trust is the admissions authority for the Academy, and is therefore responsible for ensuring that these arrangements are compliant with the Admissions Code 2021.

This document aims to provide information on how to apply for a place at the academy, how places are allocated, and how to appeal against a decision not to offer your child a place.

This document is based on the following documents from the Department for Education:

→ School Admissions Code 2021
→ School Admission Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

Consultation

These arrangements were consulted on between 11/2026 and 01/2027. During this consultation, we asked for feedback from governance stakeholders, parents, staff, the local authority, neighbouring local authorities and other key stakeholders.

In-line with the requirements set out in the Admissions Code, unless any changes are made in the interim, these arrangements will next be consulted on between 11/2027 and 01/2033.

Education, Health and Care Plan

All children whose Education, Health and Care Plan (EHCP) names the school must be admitted. These children will be admitted ahead of any oversubscription criteria being applied.

How to Apply for a Place

The next section of the document is separated into the following sections:

- ➔ Nursery admissions
- ➔ Reception admissions
- ➔ In-year admissions

Nursery Admissions

General Information

Our Hopscotch early years provision has 15 full time equivalent places available for children who are two-years old with intakes in September, January and April.

Our nursery has 30 full time equivalent places available each September for children who are three years old on or before 31st August of that year. There are intakes in September, January and April for children who turn 3 years old the term before entry.

Applications are processed by the academy directly and are not covered by the Admissions Code.

Attendance at school is not a requirement at this age but is at the discretion of parents.

You must apply for a place if you wish for your child to transfer from our nursery to the reception class. A place in our nursery does not guarantee a place in our school as there is no priority for nursery attendance.

To apply for a place in our nursery, please visit our website and select “Apply for a Nursery Place” from the admissions page. This will take you to an online application form which will automatically be sent through to the academy.

Applications open in September each year and throughout each year and are made **directly** to school. However for more information, application dates and a downloadable form which we do use to process our applications, please visit the Westmorland & Furness Council Apply for a nursery place page

Oversubscription

If we receive more applications than there are places available, places will be allocated according to the academy’s oversubscription criteria detailed in the reception admissions section.

Tie Breaker

In any priority, if multiple children meet the same priority but there are not enough places left for all of them, the places will be allocated based on distance from our school. For example, if there are 4 places remaining at our school and 5 children all live in the priority catchment area, the 4 priority catchment children living closest (by straight line distance) to the school will be allocated those places.

If two or more children live exactly the same distance from our school (i.e. in a block of flats) and there are not enough places for both, we will draw lots. This will be witnessed by an independent person.

Waiting List

As nursery education is not compulsory there is no right of appeal against the refusal of a place. However, every effort will be made to accommodate the wishes of parents.

If you are not successful in securing a place for your child, we will ask if you wish to be kept on our waiting list. Waiting lists for oversubscribed schools will be drawn up in accordance with the admission policy. If new applications are made in-year, these children will be added to the waiting list, which will be re-ordered according to the oversubscription criteria. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place.

Late Applications

If an application is received after the deadline and a place is available (and there is no waiting list), the child will be offered a place in our nursery. If no places are available, or there is a waiting list in place, the child will be added to the waiting list (unless asked not to be by the parent/carer).

Reception Admissions

General Information

If your child is in our nursery, you must still apply for a place if you wish for your child to transfer to the reception class. A place in our nursery does not guarantee a place in our school as there is no priority for nursery attendance.

Our Published Admissions Number (PAN) is 30.

This means that we admit 30 children into reception each year. School capacity is 245.

In England, compulsory school age is 5 years old.

Admission to primary school is provided for all children in the September following their fourth birthday. Where a child is offered a place at a school, that child is entitled to a full-time place in the September following their fourth birthday; the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

How to apply

Our academy is part of Westmorland & Furness Council's coordinated admissions process, and as such, allocation of places for reception is completed by them according to the criteria set out below.

All parent/carers are required to apply to their home Local Authority (LA) regardless of where the academy they are applying for is situated.

Information on how to apply can be found here:

Westmorland & Furness Council

All children with an Education, Health and Care Plan (EHCP) that names our academy will automatically be given a place before any other applications are considered.

Oversubscription

If we receive more applications than the PAN, places will be allocated according to the following criteria:

Oversubscription Criteria for Reception/Year 7

Where there are more applications than places available, the order in which places will be allocated will be as follows:

1 Looked-after and previously looked-after children, including children adopted from care or subject to special guardianship orders

A 'looked-after child' is a child who is:

a) In the care of a Local Authority; or

b) Being provided with accommodation by a Local Authority in the exercise of their social services functions, in England.

A 'previously looked-after child' is a child who was looked after in England but ceased to be so because they were adopted, or became subject to a child arrangements order, residence order or special guardianship order.

All references to previously looked-after children in this Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after, and those 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.

Applications in this category must be accompanied by a signed and dated letter from the child's social worker or former social worker confirming their status. This must be received by the application deadline in the normal admission round.

2 Children with a sibling at the School in Reception to Year 6

The sibling must attend the School in Reception to Year 6 at the time when the applicant child is admitted.

For the purpose of this category, a 'sibling' is defined as:

- A full sibling (sharing both parents or carers);
- A half sibling (sharing one parent);
- An adopted sibling;
- A long-term foster sibling (i.e. not a temporary placement);
- A step-sibling (one child's parent married to the other child's parent); or
- A child of their parent's cohabiting partner.

In all cases, the sibling must live at the child's home address (as defined by this policy) as part of the same core family unit.

For the avoidance of doubt, a child of a friend or extended family member (e.g. cousin) will not be considered a 'sibling' for this purpose, even if they live at the same address as the applicant child.

To qualify for inclusion in this category, parents or carers must state the sibling's details on the application form.

3 Children already within the Multi-Academy Trust

A child must be enrolled in a school already within the Trust at the time of application to be considered eligible under these criteria.

4 Children of staff members employed at the school

The staff member must:

- Have a permanent contract;
- Be permanently based at the school for more than 50% of their normal working hours each week during term time; and
- Have been either:
    - Employed for at least two years at the time of application; or
    - Recruited to fill a vacant post for which there is a demonstrable skill shortage.

For the avoidance of doubt, it is not possible for a staff member to have priority at more than one School within the Trust.

For the purpose of this category, a 'child' of a staff member is their natural or adopted child (whether they live with the staff member or elsewhere), and/or their step-child or child of their cohabiting partner (where they live and sleep at the staff member's home address for more than 50% of their time from Sunday to Friday night during term time).

For the avoidance of doubt, a step-child or child of a cohabiting partner who lives elsewhere will not be eligible for a place under this category.

5 All other children

This category will include all children who do not fall into any of the oversubscription categories above.

Tie Breaker

In any priority, if multiple children meet the same priority but there are not enough places left for all of them, the places will be allocated based on distance from our school. For example, if there are 4 places remaining at our school and 5 children all live in the priority catchment area, the 4 priority catchment children living closest to the school will be allocated those places.

We use a straight line distance system provided by Westmorland & Furness Council's admission team. The program measures the straight line distance from a defined point on the main school building to a defined point on your home address.

The point we measure to at your home address is set by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every property. If we are not able to match your address with the LLPG then we will identify a point at the centre of your home.

If two or more children live exactly the same distance from our school (i.e. in a block of flats) and there are not enough places for both, we will draw lots. This will be witnessed by an independent person.

We will not draw lots for twins or other multiple birth siblings from the same family. Where they are tied for the final place we will admit them all, exceeding the Published Admissions Number for our school.

Waiting List

A waiting list for reception children is maintained by Westmorland & Furness Council as part of their co-ordinated admissions process. They hold this until 31 December of the normal year of admission. If your child is not offered a place in reception at our academy on offer day, you can ask the Local Authority to add your child's name to the waiting list for our school. Your child's name will remain on our waiting list until:

A. You are offered a place at a higher preference school,
B. You are offered a place at our academy,
C. The end of reception year (July).

Prior to 1st September, if, whilst you are on the waiting list, a place becomes available at a higher preference school than the one you have been allocated to, you will automatically be allocated a place at the higher preference school and your original allocation will be withdrawn. If you have been allocated a place at our school, and have asked to be added to the waiting list for a higher preference school, if a place at your high preference school becomes available, your place at our school will automatically be withdrawn. After the 1st September, all applications will **automatically** be added to the 'in-year' waiting list, and any new applicants will continue to be added to this (for further information see the following section on In-Year Admissions).

You may re-apply for an in-year admission place in year 1 if you are not allocated a place during reception (please see the next section on In-Year Admissions). If no spaces are available at the time of application, you will be added to the in-year admissions waiting list for the appropriate year group.

Please note:

- You must request to be added to the waiting list after offer day.
- Your child's place on our waiting list is decided by the oversubscription criteria listed above.
- Each time a child is added or removed, the waiting list is ranked again and your child can move down if another child meets higher criteria.
- Looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol take priority over those on a waiting list.

Late Admissions

If you apply after the national closing date (usually mid-January each year), we cannot guarantee to consider your preferences at the same time as those received on time. For applications submitted or changed after the national closing date, we will follow any dates set by the home local authority in their coordination scheme.

In-Year Admissions

Application Process

You can apply for a place in any year group (R-6) at any time. This might happen because you are moving to the area and your child has already started school elsewhere, or because you feel our academy would be a better fit for your child.

You can contact us to find out if we have spaces in specific year groups before you apply. If we don't have space in the requested year group, you can still apply. If you apply for a place and there are currently no places available, your child's name will automatically be added to the waiting list. Your child's name will be kept on the waiting list until the end of the academic year.

To make an 'in-year' application for years R-6, you should complete an 'in-year' application form online via Westmorland & Furness Council's 'apply to change schools' You can apply for a place at multiple schools at the same time. Your application will be sent to all schools you have applied to at the same time.

Information on how to apply can be found here: Westmorland & Furness Council's 'apply to change schools'

The local authority will contact us directly regarding your application, and we will contact you in writing within 15 days to let you know the outcome of your application. Our Trust is responsible for making decisions regarding in-year admissions.

Children with an EHCP that names our academy will be given a place regardless of whether the year group has spaces or whether there is a waiting list.

In-Year Waiting List

The academy and Trust may decide to admit above the stated PAN in any year group, as long as the admittance of additional children does not contravene Infant Class Size legislation, does not prejudice the education of those children already in the academy, and as long as those admitted are done so in accordance with the oversubscription criteria shown in these admissions arrangements.

A waiting list for each year group is maintained by the academy in-line with the oversubscription criteria outlined above. If your child is not offered a place at our academy, your child's name will automatically be added to our waiting list. Your child's name will remain on the waiting list until

A. You are offered a place at our academy,
B. The waiting list closes (end of summer term),
C. You request, in writing, to be removed from the waiting list.

After the end of the academic year, you may re-apply for an in-year admission place for the following year. If no spaces are available at the time of application, you will be added to the in-year admissions waiting list for the appropriate year group.

Please note:

- You will automatically be added to our in-year waiting list if you make an in-year application.
- Your child's place on our waiting list is decided by the oversubscription criteria listed above.
- Each time a child is added or removed, the waiting list is ranked again and your child can move down if another child meets higher criteria.
- Looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol take priority over those on a waiting list.

Further Information

Which address to use

When you apply you must use the child's permanent address, where they usually live with their parent(s) or carer(s). You must not use any other address on your application.

Using the address of a childminder, a relative or renting a property for a short period of time in order to secure a school place is considered as a fraudulent application. We will investigate all queries about addresses and we could change the school place offer.

If we find out that an intentionally misleading or false address has been given to get a school place, the school place may be withdrawn even if the child has already started at the school.

Only one address can be used on your application for a school place, and this should be the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address will be used on the application.

Infant Class Sizes

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher.

Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

The excepted children are:

a) Children admitted outside the normal admissions round with Education, Health and Care Plans specifying the school;

b) Looked after children and previously looked after children admitted outside the normal admissions round;

c) Children admitted after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;

d) Children admitted after an independent appeals panel upholds an appeal;

e) Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;

f) Children of UK service personnel admitted outside the normal admissions round;

g) Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;

h) Children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

Admission of Children Outside Their Normal Age Group

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 addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

We will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the 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. Our headteacher's views will also be considered in this decision making process.

If you wish to make an application for your child in these circumstances, please contact the school and arrange a meeting with the headteacher to discuss this further. Following this meeting we will encourage you to apply for a place via the normal application process (via your home local authority) and we will work closely with them to carefully consider your application. Your application, regardless of whether your child is offered a place in their chronological year group or another year group, will be offered based on the criteria used for all applications (e.g. our oversubscription criteria).

Parents/Carers 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.

Making an Appeal

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. Westmorland & Furness Council operates an appeals process for Co-op Academy Abbotsvale, full details of which are available: Westmorland & Furness Council: Appeal a decision on your school admission.

You can find details of the school's appeals timetable on our website.

Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific

criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

Fair Access Protocol

All schools have an active role in admitting pupils under the Fair Access Protocol. The protocol operates outside the boundaries of the Admissions policy. It is a statutory requirement. The aim is to make sure the most vulnerable children are offered a place at a suitable school as quickly as possible, and that no school, including those with places, is asked to take a disproportionate number of vulnerable children.

More information can be found here: Westmorland & Furness Council

Children of UK service personnel and crown servants

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.