



Admissions Policy

Richmond Hill School aims to provide a safe and hardworking environment where every child can be successful, whatever their abilities.

Our Values at Richmond Hill

- Kindness
- Happiness
- Respect
- Confidence
- Friendship
- Honesty
- Be safe
- Be supportive

These values inform our work. We share these values constantly through our day-to-day ethos and actions, through our assemblies, through our curriculum and through excellent teaching which provides rich opportunities for learning. We show our responsibility for others through our compassion, courage and determination to change things for the better.

<https://www.cumbria.gov.uk/childrensservices/schoolsandlearning/Iss/applyforaninyearplaceincumbria/applyforaninyearplace.asp>

Because the Local Authority coordinates admissions for our schools, that is the process that is followed and our schools cannot circumvent the policies published.

1. Introduction

These are the 2022-23 admission arrangements for community and voluntary controlled primary and secondary schools, i.e. those schools where the Local Authority (LA) is the admission authority.

2. Co-ordinated Admission Arrangements

In line with current legislation, the LA has drawn up a separate scheme to co-ordinate admissions to maintained schools and academies within Cumbria for the main admission rounds.

3. Published Admission Numbers

Admission numbers for each school is published on the LA website.

4. The General Admissions Policy for 2022-23

The General Admissions Policy will be used to allocate places at those schools which are oversubscribed. Details of the priorities used are available in the LA policies above.

5. Address to be Used in Determining Priority for Admission

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.

6. Fraudulent Applications

Where parents or carers are found to make a fraudulent application for a school place, for example, by providing an incorrect address the LA may withdraw that offer of a school place in accordance with the school admission regulations and the School Admissions Code.

Where parents or carers are found to make a fraudulent application for a school place and the LA 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 provides a higher priority for a school place for siblings will not be applied.

7. Parental disagreement

The management of school applications may be severely delayed where separated parents or carers of the child each submit a separate application for different schools. The School Admissions Code 2012 states that only one offer per child is made by the LA. In this situation the LA asks that parents and/or carers attempt to resolve matters between themselves, and inform the LA in writing of which application should be processed. It is not appropriate for the LA to become involved in private disputes. The LA does recognise that there may be exceptional situations where parents or carers cannot ultimately reach an agreement between themselves and it is, therefore, necessary for the LA to take a decision. Where this is the case the LA will try to establish the child's permanent address and prioritise the application made by the parent living at this address in accordance with the published admission arrangements.

8. The Admissions Timetable

The timetable for admissions is available on the LA website above.

9. Late Applications

For oversubscribed schools, applications which are received or changed after the published closing date will only be considered in exceptional circumstances. This is only likely to be where a family was living outside of England and Wales and was, therefore, unable to submit an application by the closing date. Parent and carers moving within England and Wales must have submitted an application by the closing date to have grounds for a late change of preference. Even if there are exceptional circumstances, applications submitted after the published date will not be considered until after allocations for those parents and carers who applied on time have been made. Any evidence submitted after this date to support a late application or change of preference will not be considered.

10. Waiting Lists

Once places have been allocated, children refused a place will continue to be considered for any vacancies which become available up until the end of the Autumn Term. Vacancies will always be allocated by applying the admissions policy and length of time on the waiting list will not be a consideration.

11. Twins and siblings of multiple births

Where places are available for some but not all children from multiple births (including twins) the Local Authority will exercise the discretion offered by the Admissions Code to offer all of 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.

12. Catchment Areas

Cumbria County Council 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 appropriate school to the parental home.

13. In Year Admissions

Where a parent or carer wishes to change school for any reason that is not caused by a change of address, the Local Authority will not offer a place at a community or voluntary controlled school before the first day of the term following receipt of form SA8 (request for an in year school place).

Approved by ¹	
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