



Kirkbie Kendal School Academy Trust

Policy Title:	Admissions Policy (September 2025)
Policy Reference:	A4
Version:	1.7
Member of Staff Responsible for review:	Headteacher
Governors' Committee/SLT Responsible:	Curriculum
Status:	Adopted
Date adopted/accepted by Governing Body:	20 Dec 18
Review Cycle:	1 year
Date of last review:	Mar 24
Date for next scheduled review:	May 25

Kirkbie Kendal School promotes the safeguarding and welfare of children in its care; all policies support the Child Protection Policy.

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Change Record		
Version	Date	Description
1.1	Curric 2 Oct 18 (ratified by FGB 20 Dec 18)	Changes to all sections
1.2	Curriculum (21 May 19)	Updates to dates for correct academic year
1.3	Curric 12.06.20 FGB 15.07.20	Updates to dates for correct academic year
1.4	SLT 12.07.21, FGB 14.07.21	Updates to dates for correct academic year
1.5	SLT 16.06.22 Curric 22.06.22	Updates to dates for correct academic year
1.6	SLT 10.05.23 Curric 10.05.23	Updates to dates for correct academic year
1.7	SLT 04.03.24 FGB 06.03.24 To FGB 06.03.24 for 7-year Consultation discussion (2026-27 admissions)	Updates correct as per 1.6 above and the following: <ul style="list-style-type: none"> - Update from Cumbria County Council to Westmorland and Furness Council contact details - Inclusion of instructions of how to appeal section and an in-year admissions section

KIRKBIE KENDAL SCHOOL ACADEMY TRUST

ADMISSION ARRANGEMENTS POLICY SEPTEMBER 2025

Kirkbie Kendal School is a successful school with Academy status, serving both the town of Kendal and the surrounding rural area. Students achieve highly at GCSE and Advanced level.

The Published Admission Number is 168 (six forms of 28 students).

The timetable for the September 2025 application and allocation processes will be in line with Westmorland and Furness Council's co-ordinated admissions schemes, with the exception of entry to Year 12, which will be in accordance with the process detailed in 'Sixth Form Admissions' below.

For September 2025 transfers, parents/guardians are encouraged to apply online via the Westmorland and Furness Council website at:

<https://www.westmorlandandfurness.gov.uk/schools-and-education/school-admissions> . They will be able to apply from September 2024 with a closing date of 31st October 2024. If parents/carers are unable to apply online, parents/carers could contact their child's current school for help or ring 0300 303 8144 (Westmorland and Furness Council's School Places Team) or email school.admissions@westmorlandandfurness.gov.uk .

We believe in equal opportunities for all children wherever from, and from whatever background. Where there are more applications than places available at Kirkbie Kendal School for entry to all Year groups except Year 12, applications will be prioritised using the criteria below. They will be applied in conjunction with explanatory notes 1 and 2 which form part of the policy.

First

Children Looked After and previously Looked After (see note 1).

Second

Children who have a brother or sister attending Kirkbie Kendal School (see note 2).

Third

Children living in the catchment areas of Heron Hill School, Vicarage Park School, Natland St Marks C of E, Old Hutton C of E School and children attending Dean Gibson R C School, children attending Ghyllside School.

Fourth

Children from the catchment areas of other Kendal Collaborative Partnership schools, Stramongate School, Castle Park School, Crosthwaite C of E School, St Oswald's C of E Burneside, St Thomas's C of E School, Selside C of E Primary School, Grayrigg C of E School.

Fifth

Children living in the catchment area of all other schools.

Priority

If the school reaches its planned admission limit within any of the above criteria, then for those in that criteria priority will be given to those who live nearest to the school, that distance being measured in a straight line using the Local Authority GIS plotting system from the centre of the student's home address to the centre of the front vehicle entrance of the school.

Applications will be prioritised on the above basis. An exception will be made for students whose Education, Health and Care Plan names the school, provided the school can meet that child's needs and that meeting the need is compatible with the education of others.

In addition, the Admissions Authority for Kirkbie Kendal School will maintain a waiting list for the re-allocation of any Year 7 places that become available after 31st March 2025 and up to the end of December 2025. Vacancies will be allocated using the over-subscription criteria.

After allocation, any admissions appeal for a Year 7 place should be addressed to the Governance Professional, c/o Kirkbie Kendal School.

For further details around the appeals process please see the Admission Appeals section of Westmorland and Furness Council's 'Transfer to Secondary School booklet and/or the DfE link detailed in the In-Year Admissions section below.

Parents will be informed of the outcome of any appeal via the independent panel hearing their appeal or via Local Authority representatives.

Sixth Form Admissions

For students entering Year 12 in September 2025 who have not previously attended Kirkbie Kendal School, the school has set an admission number of 25. Students entering Year 12 normally are expected to have a minimum of 5 GCSE grades at 5 or above, including English and Mathematics. In addition, students are normally required to have achieved a grade 6 or above at GCSE in their chosen A level subjects or in related subject area(s). If the number of applicants exceeds the admission number, the school will apply the same oversubscription criteria as for other year groups.

Sixth Form	Closing date:	Date: Friday 31 st January 2025
	Allocations:	Date: GCSE Results Day

Explanatory Notes

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, priority will be given to those children with the youngest sibling in school. 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 at the time of admission.

Which address will be used in determining my child's priority for admission?

If the School is oversubscribed, the address of the parent with whom the child normally lives will be used in the allocation process. It is not possible to use an alternative address such as the address of a child's grandparents or child minder.

In some cases, for example, where shared parental living arrangements are in place, a child's address may be difficult to determine. In these circumstances, the address used for child benefit purposes, ie, the address of the parent claiming the child benefit will be used.

Residency at a particular address is a key factor in allocating places at oversubscribed schools. If the school offers a school place and then discovers that the offer was made on the basis of fraudulent or misleading information (for example a false claim to be living at an address), the school may withdraw the place.

In-year Admissions

For in-year admissions please contact Kirkbie Kendal School's Head's PA (email headspa@kksa.co.uk) in the first instance. The Headteacher of Kirkbie Kendal will make the decision on behalf of the Governors of Kirkbie Kendal School as to whether an in-year place is available.

An applicant who is refused a place at Kirkbie Kendal School has the right to appeal this decision. Kirkbie Kendal School follows the DfE School Admissions Appeals Code statutory guidance. Please click here for further information: <https://www.gov.uk/government/publications/school-admissions-appeals-code>