



Victoria Academy

ADMISSIONS POLICY 2026-2027

Approved by:	
Chair	Cheryl Smillie
Signed:	
Date:	5 th March 2025
Headteacher	Janine Pierce
Signed:	
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Policy Owner:	Janine Pierce
Implementation Date	September 2026
Review Date:	Annually – November 2025

The Local Governing Body of Victoria Academy are the Admissions Authority for the school. Governors have set the published admission number for access to the Year 3 Classes as 62. An application for entry in September 2026 must be made by the closing date, which is the 15th January 2026.

Places at this school will be allocated according to this Admissions Policy and the Local Authority's Coordinated Admissions Scheme. A letter/email informing parents of the success or otherwise of their application will be sent out by the Local Authority (Westmorland & Furness).

1 Oversubscription Criteria

Where there are more applications than places available at Victoria Academy applications will be prioritised using the criteria below.

After the admission of students with Education, Health and Care Plan (EHCP) where Victoria Academy is named in the EHCP, the criteria will be applied in the order in which they are set out below:

1.1 Looked after and previously looked after children, adopted from care, special guardianship 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 or residence order, or a 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, to be received by the application deadline in the normal admission round.

1.2 Children of staff employed by Furness Education Trust, on a permanent contract of 0.6 FTE or above for two or more years, at the time when their application for a school place is made or a staff member who has been recruited to fill a vacant post for which there is a skill shortage.

1.3 Children living in the catchment area who have siblings in the school at the time of admission priority will be given to those children with the youngest siblings. Siblings are those living at the same address and include step, foster and adopted children or other children living at the same address. Priority will only be given where it is known at the time of allocating places that a sibling will be attending the school [excluding a nursery class] at the time of admission.

1.4 Children living in the catchment area giving priority to those living closest to the school. Applications will be prioritised using the distance measurement methodology set out as follows. Distance measurements will be undertaken using the Local Authority's GIS. This measures a straight-line between the centre of the pupil's home address and the main entrance to the school building as determined by the Headteacher at the time the application was made.

1.5 Children living outside the catchment area who, at the time of their admission, have siblings in the school. Siblings are those living at the same address and include step, foster and adopted children or other children living at the same address. Priority will only be given where it is known at the time of allocating places that a sibling will be attending the school [excluding a nursery class] at the time of admission. Priority will be given to those with the youngest siblings, unless applicants have siblings which are in the same year group, then priority will be prioritised using the distance measurement methodology.

1.6 Children living outside the catchment area, giving priority to those who live closest to the school, Applications will be prioritised using the distance measurement methodology set out as follows. Distance measurements will be undertaken using the Local Authority's GIS. This measures a straight-line between the centre of the pupil's home address and the main entrance to the school building as determined by the Headteacher at the time the application was made.

2 Definition of a 'Parent'

In this policy and in education law, the definition of a 'parent' includes a natural or adoptive parent of the child (regardless of whether the child lives with them, has contact with them, or they have parental responsibility for the child). It also includes a person who is not a natural or adoptive parent of the child, but who has care of and/or parental responsibility for the child.

3 Child's Home Address

3.1 The child's home address is the residential (not business) address of their parent (as defined in this policy) at which they live and sleep for more than 50% of their time from Sunday to Thursday night during term time. It will usually be the address at which they are registered with their GP, hospital, dentist and/or optician, and/or where Child Benefit/Child Tax Credit (if eligible) is claimed, at the time of application.

3.2 Where any uncertainty arises in respect of the child's home address, the School reserves the right to seek documentary evidence to determine which address meets the definition stated above. For the avoidance of doubt, it is the address which meets this definition that will be used to process the application, which may not be the address given by the parent.

3.3 Where the child/child's family is/are not living in the area of the School at the time the application is submitted, the application will be accepted and processed using the child's new address where it is supported by supporting evidence (for example, a signed tenancy agreement, formal mortgage offer, HMLR title deed/document etc).

3.4 Applications for the admission of children of UK Armed Forces personnel with a confirmed posting to the area, or Crown servants returning from overseas to live in the area, will be accepted and processed where it is supported by an official letter giving a relocation date and a Unit postal address or quartering area address for use in applying the oversubscription criteria.

4 Inclusivity and Equality

The School is fully inclusive and welcome applications for the admission of children with special educational needs (SEND), physical, mental or behavioural disabilities and other protected characteristics defined by the Equality Act 2010. The School's admission arrangements are determined and implemented with its equality duties in mind, including the public sector equality duty (PSED).

5 Children with an Education Health and Care Plan (EHCP)

5.1 Children with an EHCP are admitted to school under separate statutory procedures which are managed by the child's home Local Authority, not under the school's determined admission arrangements. Parents or Carers of children with an EHCP should therefore liaise with their child's home Local Authority's SEND team if they want them to propose to name the School in their child's EHCP and consult with the School as to the suitability of the proposed placement.

5.2 Where, after consultation, the child's home Local Authority names the School in the child's EHCP, the child must be admitted. Where this happens in the normal admission round (i.e. entry to Year 3 in September), these children will be allocated their places before all other applicants, which will reduce the number of places left within the published admission number (PAN). At other times, the child will be admitted whether or not the PAN will be exceeded.

6 Application Procedure for Admission in September

6.1 Applications for admission to schools in September are known as applications made 'in the normal admission round'.

6.2 Applications in the normal admission round must be made directly to the child's home Local Authority by completing and submitting a Common Application Form (CAF), which is available to download/complete online via the child's home Local Authority's website, by the application deadline. Parents or Carers must state a preference for the School in the CAF.

6.3 Parents or Carers should carefully consider the oversubscription criteria stated above to determine whether other documentation must be submitted in support of the application. This documentation must be submitted to the child's home Local Authority by the application deadline. If not, the child will be placed in the next oversubscription category that applies.

6.4 Applications received after an application deadline will be treated as late applications, which means they will be processed after all on-time applications have been processed and places allocated thereby reducing the chances of the child being offered a place.

7 Twins, Triplets and Siblings of a Higher Multiple Birth

Where a twin, triplet(s) or sibling(s) of a higher multiple birth achieves a place at the School within the PAN in the normal way, but their twin, triplet(s) or sibling(s) of a higher multiple birth does not achieve a place, the School will admit their twin, triplet(s) or sibling(s) of a higher multiple birth even where this means exceeding the PAN.

8 Fair Access

8.1 We recognise that the purpose of fair access protocols are to ensure that, outside the normal admissions round, unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to the minimum.

8.2 We will endeavour to ensure that our admission arrangements uphold the interests of looked after children and previously looked after children and other potentially vulnerable pupils including those who have already been admitted to the school.

8.3 Our policy and consideration of fair access requests reflects the DFE principles and expectations on all parties to ensure Fair Access Protocols operate effectively at a local level.

8.4 We acknowledge that School Admissions Code gives local authorities and schools, including academies, the freedom to develop and agree protocols which best serve the needs of children in their area.

9 Waiting Lists

9.1 When oversubscribed waiting lists will be drawn up in accordance with the admission policy. Children who are not admitted will have their name placed on a waiting list.

9.2 The expression of interest list is ranked strictly in accordance with the oversubscription criteria set out in this policy, and not by reference to the date that the child's name was added to the list. Should a place become available, interested parties will be invited to apply.

9.3 Children placed at the School under the Local Authority's Fair Access Protocol will take priority over children on the waiting list.

9.4 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. This is not dependent on whether an appeal has been submitted.

10 Statutory Right of Appeal

10.1 Parents or Carers have a statutory right of appeal against the refusal of a place at a School. This right applies to a refusal of a place in any year group at any time.

10.2 The way in which admission appeals are dealt with is set out in the School Admission Appeals Code 2012 (Appeals Code). Parent or Carers should refer to the Appeals Code for further information in this respect.

10.3 Full details of the statutory right of appeal will be set out in the formal letter notifying parents of the refusal of a place, including the deadline for lodging an appeal.

10.4 The School will also publish an appeals timetable for appeals against the refusal of a place in the normal admission round (i.e. to Year 3 in September) alongside this policy on or before 28 February in the year in which offers are made.

11 Review and determination of the School's admission arrangements

11.1 The term 'admission arrangements' means "The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered". The admission arrangements therefore include not only this policy, but all other admission related documents and any other published information about the School's admission processes.

11.2 Under the Code, the Admission Authority for a school must formally determine the admission arrangements for the next intake at that school every year on or before 28 February. Where no changes (other than changing dates/deadlines) are proposed, there is no need to consult. Where changes are proposed (other than a proposed increase in PAN), the Admission Authority must carry out a 6-week statutory consultation in accordance with the Code between 1 October and 31 January ahead of determination of the admission arrangements. Where no changes have been proposed in the intervening period, the Admission Authority must consult on the admission arrangements every 7 years.

11.3 Once determined on or before 28 February, the School's admission arrangements for that intake must be published and a copy provided to their Local Authority. Determined admission arrangements cannot be varied except in limited circumstances to correct a mistake or give effect to a decision of a Schools Adjudicator. All other variations will require Secretary of State consent, which will only be granted where there has been a 'major change in circumstances'.

12 Application Procedure for In-Year Admission (Mid-Year/Other Year Groups)

12.1 Applications for admission to schools other than in September, are known as applications made 'outside the normal admission round' or 'in-year admission'.

12.2 Applications for in-year admission can be made by completing and submitting an in-Year Application Form available directly from the school or Local Authority.

12.3 Parents or Carers should carefully consider the oversubscription criteria stated above to determine whether other documentation must be submitted in support of the application. This documentation must be submitted at the same time as the application, or the child will be placed in the next oversubscription category that applies.

