Morton Academy
The best in everyone™
Part of United Learning



Admissions Policy 2028/2029

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Version	Date	Comments	Author
02	Nov 2016	Annual review	K Reay
03	Dec 2017	Annual review	K Reay
04	Nov 2018	Annual review	K Reay
05	October 2019	Annual review – changes to oversubscription criteria	K Reay
06	October 2020	Annual review – no changes	K Reay
07	October 2021	Annual review	K Reay
08	Sept 2022	Annual review – catchment area amended; changes to wording but not detail	K Reay
09	Sept 2023	Annual review	K Reay
10	Sept 2024	Annual review – no changes	K Reay
11	Sept 2025	Annual review – minor changes to reflect the change of Cumbria to Cumberland.	K Reay
12	Sept 2026	Annual review – no changes	K Reay

1. POLICY STATEMENT

1.1 Morton Academy is an 11-16 school in Cumberland Council's LA. The school is a co-educational secondary academy. The school is part of United Learning[1].

Morton Academy seeks to bring out 'The best in everyone'. The school serves all children in the local community. All children will be admitted without reference to ability or aptitude. There are no faith criteria as part of the admissions policy. Children from families of all faiths, or none, are very welcome.

2. PROCEDURES

2.1 Arrangements for Admission to 11-16 Provision

The school has an admission number of 180 for entry in Year 7 in September 2026.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applications than the published number for the relevant year group are received, places will be offered at the school to all those who have applied.

2.2 Process of Applications

Morton Academy participates in the Cumberland Council's process for co-ordinating school offers. This means you will need to complete your local authority's common application form which can be found here: Apply for a secondary school place | Cumberland Council. Further information regarding the application process can also be found on the website.

2.3 Oversubscription Criteria:

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

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order[2]:

a) Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order, including children who appear (to the trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

b) Children who have a serious medical or social need, or physical or psychological condition which makes it essential that they attend the 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

[1] United Learning is a multi-academy trust. For more information about the trust visit www.unitedlearning.org.uk

[2] Please also refer to the Notes section

application and must set out why the Academy is the only school that can meet the child's needs or circumstances.

c) Children of staff:
   - 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; or
   - The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

d) Children living in the catchment area of the Academy. If more children from within the catchment area apply than there are places available, places will be allocated in the following order:
   - Children 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 the Academy and who will still be on roll at the time of the sibling's admissions.
   - Other children living in the catchment area of the Academy as defined by the catchment map. These applications will be prioritised by those who live closest to the Academy measured by a straight line from the child's permanent home address to the main entrance on Wigton Road. The distance measurements will be undertaken using the Local Authority's computerised Geographical Information System [GIS]. This measures a straight-line measure between the centre of the student's home address and the main entrance to the school building as determined by the LA.

e) Children living outside the catchment who at the time have a brother or sister (including adopted siblings, step-siblings and those living as siblings in the same family unit) on the roll of the Academy and who will still be on the roll at the time of the sibling's admission. These applications will be prioritised by those who live closest to the Academy. The distance measurements will be undertaken using the Local Authority's computerised Geographical Information System [GIS]. This measures a straight-line measure between the centre of the student's home address and the main entrance to the school building as determined by the LA.

f) Other children from outside the catchment area whose parent/carer wants a place for them. These applications will be prioritised by those who live closest to the Academy. The distance measurements will be undertaken using the Local Authority's computerised Geographical Information System [GIS]. This measures a straight-line measure between the centre of the student's home address and the main entrance to the school building as determined by the LA.

In the event of a tie break under criteria C, D, E and F above, the child living closest to the school will be given priority for admission.

If the last student to be offered a place within the 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.

There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants. All timescales regarding appeals are detailed on the Academy's website.

2.4 Late Applications

a) Late applications will be considered within the terms of the co-ordinated admissions scheme. The LA will co-ordinate late applications to ensure consistency.
b) In the case of oversubscription, the procedure outlined in 2.3 will apply.

2.5 Operation of Waiting Lists

a) Morton Academy will operate a waiting list. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until one academic term after the admission date. This will be maintained by the Academy and it will be open to any parent/carer 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 applications wishing to remain on the waiting list must notify the Academy in writing.
b) Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 2.3 above. Where places become vacant they will be allocated to young persons on the waiting list in accordance with the oversubscription criteria.

2.6 Arrangements for Admitting students to other year groups, including to replace any students who have left Morton Academy

a) Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.
b) When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

2.7 Fair Access Protocol

Morton Academy participates in the In-Year Fair Access Protocol managed by Cumberland Council Local Authority in order to minimise the number of students who are at risk of underachievement by being out of school. This is reviewed by the Carlisle Inclusion Panel on a regular basis.

2.8 **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. The appeal panel will be independent of the Academy. The arrangements for appeals will be in line with the School Admissions Appeals Code published by the Department for Education. The determination of the appeal panel will be made in accordance with the Code and will be binding on all parties.

Appellants should file an appeal directly with the school so these can be forwarded to the Independent Appeals Clerks.

If appellants decide to appeal, they will receive an advance notice of the hearing date. They will be invited to attend the appeal. The hearing will be conducted as informally as possible, and there will be an opportunity for parents/carers to put forward their case and ask questions. If the appeal is refused, the Local Governing Body will not consider a further appeal for admission in the same academic year, unless there is a significant material change in circumstances of the parent or child.

2.9 In Year Admissions: Arrangements for Admitting Pupils Outside of the Normal Admissions Round

Applications outside of the normal admissions round are known as in-year admissions. Parents are encouraged to apply for a place in-year via the In-Year Admission Form available on the school's website: In year admission form.pdf (rrma.org.uk). Parents will be notified by the school of the outcome of their in-year application within 10 school days of the receipt of the application.

If the year group applied for has a place available, the child will be admitted unless there are reasonable reason(s) not to admit in accordance with Schools Admissions Code. If more applications are received than there are places available, the oversubscription criteria outlined above shall apply. Parents/carers whose application is turned down are entitled to appeal (see 2.8 above).

Notes:

Looked After Child:

"Looked After Child" means any child who is in the care of a Local Authority in accordance with Section 22 (1) of the Children Act 1989. A child who was "previously a Looked After Child" means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the Academy Trust what evidence is required. The final decision will be made by the Academy Trust. If any information supplied by an applicant is judged by the Academy Trust to be fraudulent or intentionally misleading, the Academy Trust may refuse to offer a place, or if already offered, may withdraw the offer.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole purpose is to benefit society. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the Academy Trust what evidence is required. The final decision will be made by the Academy Trust. If any information supplied by an applicant is judged by the Academy Trust to be fraudulent or intentionally misleading, the Academy Trust may refuse to offer a place, or if already offered, may withdraw the offer.

Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Sibling:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

Medical and Social Need:

'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school. 'Medical need' does not include mild medical conditions.

Distance:

To determine distance from the school we will measure the distance between a child's permanent home address and the school. This will be done in conjunction with the LA, we will use their system to measure distance to ensure alignment with the LA's wider role in admissions.

The distance between the child's permanent home address and the school will be measured in a straight line using the Local Authority's computerised Geographical Information System (GIS). This measures a straight-line between the centre of the student's home address and the main entrance to the school building as determined by the LA.