

Dallam School



Admissions Policy 2025-2026

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| Committee: | MAT Board |
| Date of adoption: | 24/01/2019 |
| Date of next review: | Autumn Term 2024 |

Review Sheet

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

| Version Number | Version Description | Date of Review |
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| V1 | Amended with advice from School Admissions in line with Admissions Code for 2020/21 | 24/01/2019 |
| V2 | Amended with advice from School Admissions in line with Admissions Code for 2021/22 | 10/02/2020 |
| V3 | Amended with advice from School Admissions in line with new Admissions Code and amendment to PAN | 11/02/2021 |
| V4 | Amended with advice from School Admissions in line with new School Admissions Code (September 2021) | 16/12/2021 |
| V5 | Amended with advice from School Admissions and changes to distance measurements recommended by Appeals Panel | 15/12/2022 |
| V6 | MAT Board review and approval - amended with advice from School Admissions (Westmorland & Furness Council) | 19/12/2023 |
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Dallam School Admissions Policy 2025 - 2026

Pupil Admission Number

The school has set a Published Admission Number (PAN) of **180** for Year 7 intake in September 2025. This policy is reviewed annually.

All students are admitted to Dallam School without reference to ability or aptitude. Application for Year 7 should be made through School Admissions with the relevant local authority (usually Westmorland and Furness or Lancashire).

Day Admission

The closing date for Year 7 applications for September 2025 entry is 31 October 2024. Parents are requested to make an application via Westmorland & Furness Council's or Lancashire County Council's on-line system via the links on their website (correct as at December 2023):

Westmorland and Furness: <https://www.westmorlandandfurness.gov.uk/schools-and-education/school-admissions>

Lancashire: <https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/>

The national offer day for Year 7 admission to secondary school in September 2025 is 3rd March 2025. The Local Authority will advise parents of their allocated school place by either e-mail or letter on that day.

Oversubscription Criteria for Day Students

Where applications exceed the number of places available, first priority will be given to children with an Education Health and Care Plan that specifies Dallam School as the most appropriate school in that Statement or the Plan. The following criteria will then be applied, in the order set out below, to decide which children to admit:

- (1) Looked after children or previously looked after children, giving priority if necessary to the youngest children¹
- (2) Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
- (3) Children living in or attending schools within the civil parish boundaries of Arnside, Beetham, Burton, Heversham, Holme, Levens, Meathop & Ulpha, Milnthorpe, Preston Richard, Silverdale, Witherslack, Yealand Redmayne and Yealand Conyers and children attending the school in Crosscrake (in the parish of Stainton).
- (4) Dallam will also give priority to children of staff in either or both of the following circumstances:
 - (a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - (b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

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).

Advice issued by the Department for Education (DfE) in August 2018 states that a child previously looked after outside of England is one that was looked after, outside England, by a public authority, a religious organisation, or another provider of care whose sole purpose is to benefit society. On 16 June 2020 DfE indicated that new non-statutory advice on how to determine eligibility for a child previously looked after outside of England will be published; this advice will be adopted as soon as it becomes available.

For previously looked after child to be considered the parent or carer must provide appropriate written evidence to support the application. Without this evidence it will not be possible to consider the application under Category 1.

- (5) Other children by distance from the school, with priority for admission given to children who live nearest to the school. Distance is measured using a straight-line measurement from the school to the child's home address to the school.

* Criteria (5) will be used in the unlikely event that there are more applicants who cannot be separated by the oversubscription criteria outlined above. Where the distance between two children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

Boarding Students

The Trustees of Dallam School offer boarding places, up to the limits of the school's accommodation (currently 141), for boys and girls. Applications should be made directly to the school using the form available on the website <https://forms.office.com/e/GAqnBqyerP>

The following conditions apply to all applicants for boarding admissions:

1. Applicants for a boarding place at Dallam School must be UK citizens or have full UK passports with the right of abode in the UK (unless undertaking a cultural visit). In determining the admission of a boarder, the school is responsible under the Children's Act to maintain the safety and welfare of other boarders at the school. The number of boarding places available at the school changes on a year-to-year basis. Applications for boarding places can be made at any time during the year. Admission for Key Stage 4 and Key Stage 5 will usually be only at the beginning of the Key Stage. Applicants for a boarding place may be asked to attend for an interview (either in person or via Skype).
2. Applicants whose parent or parents do not normally live in the UK or who travel frequently away from home must have a **named adult guardian who resides within the UK who is able to accommodate them in the event of an emergency**. Failure to comply with this may result in the removal of a boarding place.
3. All applicants for boarding places will be asked to commit contractually to pay the boarding fees and expenses incurred at the school and to pay an acceptance deposit, determined by trustees annually, on receipt of an offer. The acceptance deposit will be retained in the Boarding Fund of the school's account until the boarder leaves when the final invoice will be adjusted to reflect this. The school reserves the right to retain the deposit where a boarder leaves without giving the required notice, or fails to take up their boarding place.
4. All applicants may be invited to interview at the school to establish suitability for boarding. This will not be to assess academic aptitude, but to ensure that the applicant him or herself wishes to join Dallam School, that the applicant and parent or parents accepts the conditions of entry and that the applicant is suitable for boarding according to the government's guidelines and the ethos and practical limitations of Dallam School. The conditions relevant to this consideration are (a) whether a child presents a serious health and safety hazard to other boarders; or (b) whether a child is developmentally suited to a boarding place. A supplementary information form <https://forms.office.com/e/jNtch1Y4PR>, together with an interview, will be used in accordance with government guidelines to determine the suitability of an applicant to board, and this may include information provided by the applicant's current school and/or information provided by the home local authority on safeguarding issues.
5. Dallam School will not apply any form of selection by aptitude or ability except where permitted by law and will not give priority to children on the grounds of comparative suitability. The oversubscription criteria will be applied as set out, though the essence of suitability is fundamental to the process and the child him/herself must be allowed to state separately from their parents or guardians whether they wish to board. The interview will seek to determine whether the applicant will be able to cope with and benefit from a boarding environment, without prejudice to others who have already been admitted.

6. Where the student's first language is not English the student will be required to take an English Language test under the European Languages Framework. This is to ensure that the student has a sufficient grasp of English to enable him/her to access teaching. There are different requirements according to the key stage of entry.
7. Places in boarding are offered throughout the year with no set deadline to ensure that the boarding house is filled. Where there are unfilled places priority will be given as follows:
 - (a) Looked after children and previously looked after children;
 - (b) Children of members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding school fees;
 - (c) Children with a 'boarding need', this will usually refer to existing day students where family circumstances and the students' suitability for boarding mean that the allocation of a place would be in the student's best interests.

Oversubscription Criteria for Boarding Students

If the School receives more boarding applications than it has places available, the following criteria will be applied at the date of decision, in the order they are printed below. If more children qualify under a particular criterion than there are places available under that criterion, the following criteria will be applied in order as a tie-break:

- a) Looked after children and previously looked after children¹.
- b) Children of members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding school fees.
- c) Children with a 'boarding need', this will usually refer to existing day students where family circumstances and the students' suitability for boarding mean that the allocation of a place would be in the student's best interests.
- d) Children who have a brother or sister at the school at the time of admission
- e) Children whose parent or parents work(s) abroad or who travel(s) frequently away from home.
- f) Children who can prove that they have a particular medical or social reason for attending the school as a boarder and which the school can meet.²
- g) Children whose parent or parents can demonstrate why it is likely that their child will need to take advantage of the school's boarding facility in order to safeguard the continuity of their education.³
- h) Children whose normal residence is in the United Kingdom but outside the school's catchment area for day pupils.

²Documentary evidence from a medical consultant, social worker or other related professional will be required if applicants wish to be considered under this criteria. A second professional opinion may also be sought in order to make a decision about whether or not this criterion is fulfilled.

³Documentary evidence from employers, medical consultant, social worker, or other related professional will be required in order to make a decision about whether or not this criterion has been fulfilled.

Sixth Form

1. The published admission number for Sixth Form (Year 12 and Year 13) is 250.
2. Students are admitted to Sixth Form who are able to benefit from the academic courses offered. Entry requirements are shown in our Sixth Form subject brochure available on the school's website. These entry requirements are based on experience and are there to prevent students electing to study an unsuitable post-16 course. Requirements include evidence of a positive attitude towards academic study and signing up to the Sixth Form Code of Conduct.
3. In the event of oversubscription into Sixth Form, priority will be given to:
 - (a) Looked after children and previously looked after children who meet the academic entry criteria
 - (b) Current Year 11 students who wish to apply for Sixth Form and meet the academic entry criteria
 - (c) Students wishing to join Dallam Sixth Form from other schools that meet the academic entry criteria
4. The closing date for Sixth Form applications for September 2025 entry is 10 February 2025. Parents are requested to make an application with their son/daughter using the Dallam School Sixth Form electronic application form available from the school's website. Should you miss the application closing date, please enquire with the Sixth Form team regarding the availability of places; your application may still be considered.
5. Offers for a Sixth Form place at Dallam School in September 2025 will be confirmed once the entry criteria have been met and in accordance with the conditions set out in this policy following the GCSE results day in August 2025.

In Year admissions

Where a parent wishes to change school for any reason, Dallam School will only offer a place if there is space available. In year admissions will be considered following receipt of Form SA8 (request for an in-year admission) or by completing the School in Year application. Application forms are available from the school website or by contacting the school Admission's Officer on 015395 65165.

Completed applications should be sent for the attention of the Headteacher, Dallam School, Milnthorpe, Cumbria, LA7 7DD. The decision on the awarding of a place will be made by the Trust Board of the South Westmorland MAT and applicants will be notified of the outcome within 15 working days.

A waiting list is maintained for in year admissions if parents request to be put on one.

Early Transfer/Deferred Entry/Admission outside Normal Year Group

Decisions will be made by the Trust Board of the South Westmorland MAT, taking into account the views of the Headteacher (s.2.18, 2.19 and 2.20 of School Admission Code 2021), on the basis of the circumstances of each case and in the best interests of the child concerned. This will take into account parents' views, information about the child's academic, social and emotional development, where relevant, the child's medical history and any views of a medical professional, whether they have previously been educated outside of their normal age group and whether they may have fallen into a lower age group if the child was not born prematurely.

Children of UK Services Personnel and other Crown Servants

Where vacancies exist at school, children of Crown servants returning from overseas to live in the area, the School will allocate a place in advance of the family arriving in the area, dependent on an official government letter declaring a relocation date and unit postal address or a "quartering area" address in the absence of a new home postal address.

Appeals

In the event that we do refuse an admission for boarding or a day place, parents who wish to challenge the decision have the right of appeal to an independent appeal committee. Any such appeal should be sent to the Clerk to the Governors at Dallam School. Appellants are allowed at least 20 school days from the date of notification of unsuccessful application to prepare and lodge the written appeal. In accordance with paragraph 2.3 of the School Admissions Appeals Code, the South Westmorland MAT will arrange for appeals to be heard within the following timeframes:

- 40 days for normal admission round
- 40 days late admissions
- 30 days for in year admissions

A waiting list for Year 7 will be maintained until at least 31 December of each school year of admission. Each child will require the list to be ranked again in line with the oversubscription criteria.

(Note: these arrangements are subject to change to ensure that they remain in line with the requirements of the new School Admissions Code (September 2021)).