Central Academy
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Part of United Learning

Admissions Policy 2026/27

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Richard Rose Central Academy - Admission arrangements for 2026/27

1. Introductory statement

Richard Rose Central Academy is an 11-18 school in Cumbria. The school is a co-educational secondary academy with a Sixth Form. The school is part of United Learning.

Richard Rose Central 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 is no faith criteria as part of the admissions policy. Children from families of all faiths, or none, are very welcome.

2. Admission number(s)

- Year 7: The Published Admissions Number (PAN) for entry into Year 7 is 210. If the Academy receives more applicants than there are places, priority will be given according to the oversubscription criteria set out in section 4 below.

- Post-16: The Academy has an admission number for Year 12 of 20 pupils. This is the minimum number of external places which will be offered on an annual basis and applies only to those eligible applicants being admitted from outside the Academy. If fewer than 80 of the Academy's own Year 11 pupils transfer into Year 12, additional external pupils will be admitted (providing they meet the entry criteria) until Year 12 meets its capacity of 100. External applications will be prioritised according to the oversubscription criteria. Further information on Sixth Form can be found on our school website.

3. Application process – Year 7 normal admissions round

Richard Rose Central Academy participates in the Cumberland Council's process for co-ordinating school offers. This means you will need to complete your local authority common application form which can be found here School admissions - apply for a school place | Cumberland Council

4. Oversubscription criteria

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[1]:

1. 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. *See note A.*

2. 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. *See note B.*

3. Children of staff:
    a. 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
    b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. Children whose home address is within the catchment area of the Academy as defined by the Local Authority catchment map shown on the admissions section of our website. If more children from within the catchment area apply than there are places available, places will be allocated in the following order:
    a. 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 admission. *See notes C -F.*

[1] Please also refer to the Notes section

b. Children living in the catchment area of the Academy as defined by the Local Authority catchment map. If there are more children in this category than there are remaining places available, places will be allocated by distance (shortest safe walking route – *see notes C, D and F*).

5. 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, based on the criterion of those who live closest to the Academy. *See notes D and E.*

6. Other children from outside the catchment area whose parent/carer wants a place for them. Places will be offered to those meeting the criterion who live closest to the Academy measured by the shortest safe walking route by road. *Notes C, D and F.*

5. Tie-break

If in categories 4-6 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. We use the distance between the child's permanent home address and the school, measured by the safest walking route (note D).

If there are insufficient places to accommodate all applicants and after using all oversubscription criteria, applicants for the final place(s) cannot be split, the remaining place(s), will be allocated using a random allocation process (carried out by the Example Authority on the Trust's behalf) if the distance between a child's home and the academy is equidistant in any two or more cases.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. When considering twins, triplets or other multiple births places, where the final place available was offered to a twin, triplet or multiple birth, a place will be offered above the published admission number to the other twin, triplet or multiple birth children whose twin, triplet or multiple birth was offered a place within the admission number.

6. Late applications

All applications received by the school after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

7. Admission of children outside of their normal age group

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.

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 Principal and any supporting evidence provided by the parent.

8. Waiting lists

The school will operate a waiting list. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the school year. This will be maintained by Richard Rose Central Academy, and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription

criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

9. Sixth Form Admissions

The Academy operates a co-educational Sixth Form for a maximum of 200 students (approx. 100 in each of Year 12 and Year 13). There is a PAN of 20 for external applications to the Sixth Form. This is the minimum number of places available to external candidates and more places may become available if fewer than 80 of the Academy's existing Year 11 students meet the entrance criteria or choose not to continue into Year 12 at the Academy.

The Academy has adopted specific criteria in relation to minimum academic entrance requirements for admission to the post-16 provision. The criteria is the same for both internal transfers and external applicants.

When the Sixth Form is undersubscribed, all applicants meeting the minimum academic entry requirements will be admitted.

The Academy will publish, at the beginning of the academic year prior to admission (e.g. September 2026 for those seeking admission in September 2027) academic entry criteria. At the same time, it will publish the specific minimum requirements for individual courses. These academic entry requirements form part of the admission arrangements and will be published in the Academy's Sixth Form Prospectus and on its website.

When there are more external applicants who satisfy the entrance requirements than places available, then the oversubscription criteria in Section 4 will apply in order, with a minor amend to Category 4a and 5: Sibling Link, as follows:

- ***Year 12 Admissions - Sibling link*** *– children who, at the time of their admission, will have an older* ***or younger*** *sibling attending the Academy in Years 7 to 13 or had a sibling in Year 13 on National Secondary Offer Day. A sibling includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Note E still applies.*

The Academy will admit pupils with an Education, Health and Care plan in which the Academy is named, provided that they meet the minimum academic entry requirements of the Sixth Form of the Academy.

Offers for a place at the Sixth Form are not offers to study specific courses. The offer will be based upon predicted GCSE grades but will be conditional upon the applicant meeting the entry criteria in his/her GCSEs.

Details relating to the predicted grades will be required on a supplementary application form. However, if eligible internal or external applicants then fail to meet the minimum course requirements after they have been offered a conditional place, they will either be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements, or they will be deemed not to have been successful in their application.

Places in individual subjects will be limited by the availability of specialist and teaching resources. Priority will be given to eligible pupils who have studied in the Academy's Year 11. Those eligible pupils not offered a place on the course of their choice (either because they have not met the specific required grade for the course or because the course is full) will be offered an alternative if possible.

Applicants not offered a place can appeal – see Section 11 and can ask to be placed on the school's waiting list. Applicants are offered a place on the waiting list in order of their ranking against the oversubscription criteria, and will be placed on the list up until the end of the summer term preceding Year 12 entry.

All students interested in a place in the Academy Sixth Form should apply by 31st March 2027. Applications received after this date will be deemed as late. All late applications will be dealt with once all the 'on time' applications have been processed.

To apply for a place in our Sixth Form if you are not currently in Year 11 at the school, please apply via our school website.

10. 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. 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 below).

11. 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.

12. Fair Access Protocol

Richard Rose Central Academy participates in the In-Year Fair Access Protocol managed by Cumberland Council in order to minimize the number of students who are at risk of underachievement by being out of school. This is reviewed by the local Admissions Forum on a regular basis.

Notes:

A. 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.

B. Serious medical/other need:

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

C. 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.

D. Catchment Area:

Cumberland Council operate a catchment approach to admissions. The map showing the catchment area for Richard Rose Central Academy can be found on our website.

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.

E. Distance:

To determine distance from the school we will measure the distance between a child's permanent home address and the school, measured by the shortest safe walking route by road to the main entrance of the Academy (the distance to be determined by using a distance measurement tool, such as Google Maps).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.