

**LORDSGATE TOWNSHIP CE PRIMARY SCHOOL
DETERMINED ADMISSION ARRANGEMENTS 2019/20**

Children are admitted in the school year (September to August) in which they attain their fifth birthday. Children are normally admitted at the beginning of the school year.

When you have completed our 'Initial Application Form' (pink) it should be returned to school. This will LIST your child's name for admission. The admission number is 30.

In the Autumn Term prior to admission school you will be able to complete an online application form. You should go to www.lancashire.gov.uk – then search for 'School Admissions'. This will direct you to all relevant information including electronic booklets, details and online admissions forms.

If there are more applicants than places, the Governors will apply the following criteria which are listed in priority order.

1. Looked after and previously looked after children who come from a Church background (this includes any 'looked after child' and any child who was looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order).
2. Looked after and previously looked after children (this includes any 'looked after child' and any child who was looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order).
3. Children for whom the Governors accept that there are exceptionally strong medical, social or welfare reasons associated with the child or family which are directly relevant to the school.
4. The Governors will admit those children who have brothers or sisters who live at the same address attending this school both at the time of application and at admission. This includes half, step, fostered and adopted children living at the same address.
5. They will admit those children whose parents are regularly involved with the life and work of the Parish Church of Burscough.
6. They will admit those children whose parents are regularly involved with the life and work of another Church of England Parish.
7. They will admit those children whose parents are regularly involved with the life and work of another Christian Church which is in membership of Churches Together.
8. Any other applicants.

Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where the cut off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

NOTES:

1. Criteria 1, 5, 6 & 7 – a report from the family's Vicar/Priest/Minister of Religion will be requested. "Parental involvement" is normally taken to mean a minimum of monthly attendance at Church and active involvement in Church activities.
2. The Governors reserve the right to consider special medical or other particular circumstances appertaining to the child (supporting evidence will be required).
3. Shared Responsibility – Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address used.
4. Applications which are received after the last date will be considered after all others, and placed on the waiting list in order according to the admission criteria.

5. **Waiting list** - Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. 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.
This waiting list will operate for the full autumn term.
6. **Tie Break** - Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where the cut off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).
7. **Twins/triplets, etc** -Where there are twins, triplets, etc wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits. This may also apply to siblings who are in the same year group.

Families moving into the locality with school age children are accommodated wherever possible. If there is no place available, then parents have the right to appeal to an independent panel.

Deferred Entry & Part time provision

Parents may ask to defer accessing an offered place with a child's reception year until the first day of term after a fifth birthday.

If your child's fifth birthday is between April and August then they can start school the following September. The expectation would be that parents have decided that the child will miss the full reception year and they would have to apply for Year 1 places (if any remained available). Requests for full year deferral with a retained reception start will be considered individually. Parents would be expected to provide substantial and exceptional evidence of the need for this to happen (personal views and reference to national research will not suffice).

Further information is on the Local Authority web site at www.lancashire.gov.uk/schools (primary admission information for parents).

In Year / Non-routine admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided.

Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book. Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

Please note the Governing Body is the admission authority

We have a comprehensive pre-school induction programme designed to enable a smooth transition for both parents and child.



Diocese of Liverpool

Lordsgate Township Church of England Primary School

Supplementary Information Form

Name of child	Date of birth
Surname	Christian name/s
Name of parent/guardian	
Address	
..... Post code	
Telephone	mobile e-mail

Place/s of worship (<i>reference may be obtained from more than one place of worship if appropriate</i>)	
Name of place of worship.....	
Address.....	Post code.....
Name of vicar/priest/minister/faithleader or other (<i>please specify</i>)	
.....	
Address.....	Post code.....
Telephone.....	mobile..... email.....

Worship attendance – how frequently do you attend worship?				
Weekly.....	3 times a month	Fortnightly	Monthly	Other
How long have you attended?				
3+ years	2 years	1 year	6 months	Other

Involvement in Church related activities (*please list if appropriate*)
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Comments.....
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Signed.....