

PROPOSED ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SECONDARY SCHOOLS FOR 2021/22

ALL DISTRICTS

The purpose of the admission arrangements is to ensure that all school places for maintained schools are allocated and offered in an open and fair way. LCC must comply with the School Admissions Code, published by the Department for Education [DfE], which has 'a force of law'. When a school is oversubscribed, ie, it has more applicants than places available, it needs a policy to allocate and offer places in an open and fair way, in line with the School Admissions Code. Listed below is the policy and associated procedures used by Lancashire County Council when allocating places for Community and Voluntary Controlled Schools. The supplementary notes and Geographical Priority Areas [GPA] which form part of the admission arrangements make it clear to parents how and why places are allocated in a fair, clear and objective way.

Towards the end of the report, the admission arrangements for the Community and Voluntary Controlled Sixth Forms are provided :~

SECONDARY

An admission number will be published showing the maximum number of pupils that the school will admit in the Autumn Term 2021. Parents are given the opportunity to express three preferences for a secondary school. Published criteria are used to decide which children should be offered the available places. In secondary schools an equal preference system operates, whereby the three parental preferences are given equal status. Each preference will be considered equally against the admissions criteria.

When a secondary school is oversubscribed the following priorities apply in order:

1. Looked after children and those who have been previously looked after, including those legally adopted from overseas (see note (x) below), then
2. Children for whom the Local Authority accepts that there are exceptional medical, social or welfare reasons which are directly relevant to the school concerned. (See note (i) below) then
3. Children living within the school's geographical priority area with older brothers or sisters attending the school when the younger child will start, (see note iii below).
4. Children living within the school's geographical priority area, then

5. Children living outside the school's geographical priority area with older brothers or sisters still attending the school when the younger child will start (See note (iii) below) then
6. Children living outside the school's Geographical Priority Area (see note (iv) below).

Notes

- (i) The medical, social and welfare criterion will consider issues relevant to the child and/or the family. This category may include children **without** a Statement or Education, Health and Care Plan (EHCP) who have special needs.
- (ii) As required by law, all children with a Statement of Special Educational Needs/EHC Plan naming a school will be admitted before the application of the over-subscription criteria. Children who have a Statement of special needs/EHC Plan have their applications considered separately.
- (iii) Brothers and sisters includes step children, half brothers and sisters, fostered and adopted children living with the same family at the same address (consideration may be given to applying this criterion to full brothers and sisters who reside at different addresses). The priority does not apply to siblings whose brothers and sisters transferred into a sixth form at 16+.
- (iv) The distance criterion which will be used as the tie breaker if there is oversubscription within any of the admission criteria is a straight line (radial) measure. If the Local Authority is unable to distinguish between applicants using the published criteria (eg twins or same block of flats) places will be offered via a random draw.

The distance measure is a straight line (radial) measure centre of building to centre of building.

Please note that the Local Authority may introduce a new computerised measuring system during the admissions round.

- (v) A child's permanent address is the one where he/she normally lives and sleeps and goes to school from. Proof of residence may be requested at any time throughout the admission process, (including after a child has accessed a school place).
- (vi) The Local Authority will keep waiting lists for all Lancashire primary schools until 31 August 2021. These are kept in priority order using the school's published admission criteria.
- (vii) From 1 September 2021, for one school term only, waiting lists will be retained by individual admission authorities (the Local authority for community and voluntary controlled schools and **own admission authority** schools will each retain their own list).

- (viii) Children will not normally be able to start school other than at the beginning of the term unless they have moved into the area or there are exceptional circumstances.
- (ix) Applications for school places which are received late will not necessarily be dealt with at the same time as those received by the set deadline. The reasons for a late application may be requested and where these are not exceptional the relevant admission criteria will be initially applied to all others received on time. The late application will be dealt with after this process.

Application forms received after the published closing date, will only be considered at that time if the following conditions apply:

- (a) if the number of preferences received for the school is below the published admission number or:
- (b) there are extenuating circumstances justifying a late application.

These may include:

- (a) parents moving into the County after the closing date;
- (b) parent/carer illness which required hospitalisation for the major part of the period between the publication of the composite prospectus and the closing date for applications.
- (x) Where a child lives with one parent for part of the week and another for the rest of the week only one address will be accepted for a school admission application. This will normally be the one where the child wakes up for the majority of school days (Monday to Friday). Proof of residence may be requested at any time throughout the admissions process.
- (xi) the highest priority **must** be given to looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after. This includes children who are legally adopted from overseas. Relevant, legal documents must be provided to evidence the adoption.

Shared Care Arrangements

When a child lives with one parent for part of the week and another for the rest of the week only one address will be accepted for a school admission application. This will normally be the one where the child wakes up for the majority of school days (Monday to Friday). Proof of residence may be requested at any time throughout the admissions process.

In the cases where a child lives with parents who have shared responsibility and the child's time is split **equally** between two homes, the address of the parent who receives child benefit will normally be used. The Local Authority reserves the right to request further proof, in order to establish the home address, as fit the individual circumstances.

Where agreement cannot be reached:~

Where shared care arrangements are in place, and parents/carers of the child submit two separate applications for different schools, the Local Authority requires parents to resolve matters between themselves, taking legal advice if necessary, and inform the Local Authority which application should be processed. The Local Authority will not become involved in private disputes.

The Local Authority has an obligation to process an application that has been submitted and signed by a parent with parental responsibility. We will consider the living arrangements and apply the shared care arrangement rules.

If there are any challenges to which address is to be used as a child's residency, individual admission authorities will be consulted. In cases where parents are separated and both have retained joint responsibility, the application will be accepted from the parent who is in receipt of the child benefit and with whom the child primarily resides.

Where shared care arrangements are in place it may be necessary to establish the permanent home address for the child. In certain circumstances parent/carers will be asked to write to the Local Authority stating the number of days each week the child spends with them. The Local Authority may ask for evidence of which parent/carer was in receipt of child benefit at the point of application. If the parent/carer is not in receipt of child benefit, the Local Authority will ask for proof of benefit award notices; Tax Credit Award Notices and child's registered address with the GP at the point of application. If the child's home address cannot be verified the Local Authority reserves the right to request further documentary evidence to support any claim of permanent home address.

The Local Authority cannot release information or intervene where disputes or disagreements arise between parents in relation to any proposed or submitted application for a school place.

We can only process applications from one address. If your child lives at another address from you or with another parent/carer from Monday to Friday, please provide the Parental Responsibility Order or Residence/Child Arrangements Order for the person the child lives with.

Further evidence can include:~

- a copy of a court order;
- a letter from a solicitor setting out the arrangements;
- a joint statutory declaration (prepared by a Commissioner for Oath);
- a tax credit award notice (TC602) for current year.

Moving House

If you are about to move house, please contact the Area Education Office with your new address so that letters which are sent to you do not go astray. If you have already exchanged contracts on a house or have evidence of a confirmed offer of tenancy, you can ask for your child's application to be considered from the new address. It is required that a family does not just own a property, in a particular location, but that they are actually resident in the property. Evidence of your/the child's residency in the new property will be required.

We can't accept a temporary address if you still possess a property that was previously used as a home address.

If you make a permanent house move after applying, but before allocation procedures have been undertaken, you must contact the Area Education Office. You may be able to change your preferences if you are changing address to a more distant property and the allocation will be based on the new address. **We normally require two forms of evidence to confirm a house move. It may on occasions be necessary to request additional documentation, depending upon individual circumstances.**

Documents accepted to evidence a house move:~

Proof of purchase or tenancy agreement
Evidence of disposal of previous property
Council Tax document, evidencing the end of residency in previous home.
Council Tax document, evidencing the residency within your new home.

Other forms of evidence may also be accepted at the discretion of the County Council to cover individual circumstances.

If you move temporarily during the admissions process you must also discuss the matter with the Area Education Office. Temporary addresses are rarely accepted for admission purposes.

If you are moving to another area of Lancashire, details of schools in the area can be obtained from any Area Education Office. Admission Authorities will check address details and may randomly sample applications.

You must contact the Area Education Office if there are any changes in your child's living arrangements during the application and allocation of places period.

Places offered for Lancashire schools may be subsequently withdrawn where misleading or inaccurate information has been discovered.

Applications from abroad (and other areas of the UK)

It is required that families must be physically resident in Lancashire (or nearby) in order to apply within the annual intake processes. Exceptional circumstances will be considered on request (and will require that individual families provide the necessary evidence for consideration). Exceptions will usually include:

- (a) UK Service Personnel families who can provide evidence of a posting into the area and the date from which this will occur.
- (b) or crown servants returning from overseas to live in that area.

- (c) New to area families purchasing / renting / leasing an address in Lancashire (providing legal evidence of a contract exchange or lease agreement as a minimum) – see notes below.

Where families are planning to return to an address (whether pre owned or not) within Lancashire, and can provide evidence of ownership, it is required that they are physically in residence during the application period in order for applications to be accepted for annual intakes. This means that the child is in residence with parent/ parents at their permanent address. This applies to those returning from living abroad and those returning from periods of employment / secondment abroad. This principle applies also to (b) above. If there are challenges to an LA decision not to accept an application within the agreed arrangements to coordinate then individual admission authorities will be consulted. Note however that admission policies require that a family does not just own a property in a particular location, but that they are actually resident at that property.

Where families relocate or return to an address in Lancashire after a statutory closing date but during the allocation period (ahead of finalisation of offers) then there will be consideration of accepting a late application. Appropriate evidence must be provided of ownership and date of relocation and residence at that address.

Please note that late entry to the annual intake processes will not be possible after the statutory closing dates unless an exception is agreed by the Local Authority and / or the admission authority.

The Authority has a duty to co-ordinate admission arrangements for all Lancashire maintained schools. The Authority will ensure that all Lancashire parents whose children are transferring to reception or Year 7 classes, receive the offer of one secondary or primary school place on the agreed date.

Geographical Priority Areas - Secondary

North Lancashire Schools

GEOGRAPHICAL PRIORITY AREAS NORTH LANCASHIRE AREA

(For clarity - where reference is made to parishes, these refer to civil parishes not ecclesiastical parishes.)

Lancaster Secondary Schools

The Local Authority is no longer the admission authority for any school in Lancaster.

Wyre Secondary School

Millfield Science and Performing Arts College (02/101)

Fleetwood, Thornton Cleveleys (part*) and the Parish of Hambleton (shared with Hodgson and Baines).

*** The cut off point being the Blackpool Borough boundary.**

Fylde Secondary School

Carr Hill High School

The Geographical Priority Area is situated in Little Marton, bordering the A583 and adjacent to junction 4 of the M55. Although the majority of this site is within Lancashire the timetable for approval and development of housing is not within Lancashire County Council's control.

The Lancashire part of Whyndyke Farm housing development site is already included within the GPA for Lytham St Annes High School - though there have never been residential properties on site from which parents could apply. This is a foundation school and the governing body is responsible for admissions.

The intention for the future is to retain the Whyndyke Farm site within the GPA for Lytham St Annes High School and to also add this to the GPA for Carr Hill High School.

Parishes of Weeton with Preese, Greenhalgh with Thistleton, Medlar with Wesham, Treales Roseacre and Wharles, Kirkham, Ribby with Wrea, Bryning with Warton, Freckleton and Newton with Clifton and Whyndyke Farm.

SOUTH LANCASHIRE SCHOOLS

(Please note that where reference is made to parishes, these refer to civil parishes not ecclesiastical parishes.)

DISTRICT 6 - Preston

ASHTON COMMUNITY SCIENCE COLLEGE

Parishes of Ingol & Tanterton, Lea and Preston*

*The Broadgate area bounded by the Preston dock branch railway line, the West Coast Main Line (railway Line), the Penwortham Parish boundary (River Ribble) and Guild Way is not included.

BROUGHTON HIGH SCHOOL

Parishes of Barton, Broughton, Inskip with Sowerby, Lea (part of*), Preston (part of**) and Woodplumpton

Inskip with Sowerby is in both Broughton and Garstang Community Academy's Geographical Priority Areas.

*The area bounded by Lea Lane, Sidgreaves Lane, Hoyles Lane and the Woodplumpton parish boundary. *This area is shared with Ashton Community Science College's Geographical Priority Area.*

**The area bounded by the Woodplumpton parish boundary, the West Coast Main Line (railway line), and the B6241 (Lightfoot Lane/Tom Benson Way) in a westerly direction back to the Woodplumpton parish boundary. *This area is shared with Ashton Community Science College's Geographical Priority Area.*

LONGRIDGE HIGH SCHOOL

Parishes of Chipping, Dutton, Goosnargh, Grimsargh, Haighton, Hothersall, Longridge, Ribchester, Thornley with Wheatley and Whittingham

Ribchester is in both Longridge and Ribblesdale High School's Geographical Priority Areas.

DISTRICT 7 – SOUTH RIBBLE

BALSHAW'S CE HIGH SCHOOL

Parishes of Brindle (part of*), Clayton-le-Woods, Cuerden, Euxton (part of**) and Leyland (part of***)

*The part of the parish to the south of the M65 motorway

**The part of the parish to the north of the Chorley to Manchester railway line

***The area to the east of Worden Lane, St Andrews Way and Towngate. The area to the south of King Street and Leyland Way

PENWORTHAM GIRLS' HIGH SCHOOL

Parishes of Hutton, Little Hoole, Longton, Much Hoole, Penwortham and Preston (part of*)

*The Broadgate area bounded by the Preston dock branch railway line, the West Coast Main Line (railway Line), the Penwortham Parish boundary (River Ribble) and Guild Way.

WALTON LE DALE HIGH SCHOOL

The Borough of South Ribble comprising the areas and parishes of Bamber Bridge (part of*), Cuerdale, Samlesbury and Walton-le-Dale (part of*)

The Borough of Chorley comprising the parishes of Brindle (part of**) and Hoghton

*The area of Bamber Bridge and Walton-le-Dale to the east of London Way

**The part of the parish to the north of the M65 motorway

WELLFIELD HIGH SCHOOL

Parishes of Farington (part of*), Leyland (part of**) and Ulnes Walton

*The area to the east of Wheelton Lane, Centurion Way and Stanifield Lane

**The area to the west of Worden Lane, St Andrews Way and Towngate. The area to the north of King Street and Leyland Way

DISTRICT 8 – WEST LANCASHIRE

ORMSKIRK SCHOOL

Parishes of Aughton, Bickerstaffe, Downholland, Great Altcar, Halsall, Lathom South (part of*), Ormskirk, Scarisbrick and Simonswood

*The part of the parish to the south of Spa Lane and to the west of Hall Lane

UP HOLLAND HIGH SCHOOL

Parishes of Dalton, Up Holland and Wrightington

DISTRICT 9 - CHORLEY

No Community/Voluntary Controlled schools

East Lancashire Schools

GEOGRAPHICAL PRIORITY AREAS

(Please note that where reference is made to parishes, these refer to civil parishes not ecclesiastical parishes.)

HYNDBURN COMMUNITY HIGH SCHOOLS

The Hollins Technology College - (11/102)

The above school's priority area is Accrington (South) including Baxenden and Huncoat.

Rhyddings Business and Enterprise School – (11/105)

The above school's priority area is Oswaldtwistle, including Belthorn and Knuzden, Church and Accrington (West).

RIBBLE VALLEY COMMUNITY HIGH SCHOOL

Ribblesdale High School - (11/113)

The above school's priority area is Clitheroe, Worston, Pendleton, Mearley, Whalley, Wiswell, Mitton, Read, Sabden, Simonstone, Aighton, Bailey and Chaigley, Billington, Dinckley, Balderstone, Clayton-le-Dale, Mellor, Osbaldeston, Ramsgreave, Salesbury, Wilpshire, Barrow, Stoneyhurst, Brockhall Village, Hurst Green, Langho, Ribchester, Higham, Goldshaw Booth and Barley with Wheatley, [West of Barley Lane], Fence and Old Laund Booth.

PENDLE COMMUNITY HIGH SCHOOLS

Marsden Heights Community College – (13/110)

This area includes Brierfield, South Nelson and Southfield.

The southern perimeter of the priority area is the border with Burnley. The perimeter follows the M65 north/north west until Junction 13 then crosses to the Brierfield side of the motorway at Scotland Bank Road, and then turns up the A56, Leeds Road. It then turns east to follow the length of the centre of Barkerhouse Road, crosses Southfield Lane and follows the centre of Delves Lane to Float Bridge. All residential addresses under Barkerhouse Road and Delves Lane and within the defined area are included in this priority area. The perimeter line then heads south down the centre of Back Lane until it meets the border with Burnley.

Pendle Vale College – (13/111)

This area includes Barley Green, Higham, Fence, Wheatley Lane, Lomeshaye, Central Nelson and Barrowford.

The western perimeter of the area is the border with Ribble Valley from the centre of Barley Lane southwards and then eastward until the M65.

The perimeter then turns into Holme Street then turns up the A56 Leeds Road before going east down the centre of Barkerhouse Road crossing Southfield Lane and continuing along the centre of Delves Lane to Float Bridge. All residential addresses above Barkerhouse Road and Delves Lane and within the perimeter described are in this priority area.

At Float Bridge the perimeter turns north west along the centre of Back Lane and continues north up the centre of Southfield Lane. It then veers west at the junction with Knott Lane towards the railway line and under the residential area at Primet Bridge (under Castercliff Bank/ Pendlemist View/ Cotton Court/ St Andrews Close).

The perimeter then follows the south east side of the railway line towards the Walton site as far as the north side of Bott House Lane. It then follows the centre of Bott House Lane west to the A56, Leeds Road north east to the Whitewalls Roundabout North to Junction 14 of the M65 Motorway. Following the M65 border past Junction 13 towards Scotland Road to join Leeds Road [A56] , continuing to Barkerhouse Lane. It then turns north west across Colne Water and up the centre of Carr Hall Lane to the junction with Wheatley Lane Road.

It then continues north west along Carr Hall Road and continues along the centre of Sandyhall Lane, Ridge Lane, Barley New Road and Barley Lane until the Ribble Valley border.

ROSSENDALE COMMUNITY HIGH SCHOOLS

Alder Grange School – (14/101)

This school mainly services the area of RAWTENSTALL - Crawshawbooth, Constable Lee, Oakley, Hall Carr, Loveclough and Rawtenstall town centre, Goodshaw, Balladen, and Townsend Fold, together with the Hamlets of Dunnockshaw and Clowbridge. This includes the area known as Higher Nutshaw Farm.

Whitworth Community High School – (14/107)

This school mainly services the area of WHITWORTH - Whitworth, parts of Bacup, Broadley, Leavengreave, Shawforth.

Haslingden High School and Sixth Form – (14/109)

This school mainly services the area of HASLINGDEN - Haslingden, Helmshore, Rising Bridge, Edenfield, Stubbins, Turn, Chatterton and Strongstry.

**PROPOSED ADMISSION NUMBERS FOR
COMMUNITY AND VOLUNTARY CONTROLLED SECONDARY
SCHOOLS & YEAR 12 PLACES - 2021/22**

IMPORTANT NOTE

Please note that the admission numbers for some schools may vary upon determination to support the extra demand for school places in the area.

SCHOOL No.	NAME OF SCHOOL	PROPOSED ADMISSION No. 2021/22
02101	Millfield Science and Performing Arts College	175
04115	Carr Hill High School	250
06103	Broughton High School	180
06104	Ashton Community Science College	160
06115	Longridge High School	165
07101	Balshaw's Church of England High School	185
07104	Wellfield High School	166
07107	Walton-le-Dale Arts College and High School	157
07111	Penwortham Girls' High School	155
08105	Up Holland High School	180
08115	Ormskirk School	250
11102	The Hollins Technology College	158
11105	Rhyddings Business and Enterprise School	130
11113	Ribblesdale High School	285
13110	Marsden Heights Community College	210
13111	Pendle Vale College	210
14101	Alder Grange School	135
14107	Whitworth Community High School	130
14109	Haslingden High School & Sixth Form	270

**PROPOSED ADMISSION NUMBERS FOR COMMUNITY AND VOLUNTARY CONTROLLED
LANCASHIRE SIXTH FORM PLACES 2021/22**

SCHOOL No.	NAME OF SCHOOL	PROPOSED ADMISSION No. 2021/22
08115	The Sixth Form College At Ormskirk School	160
12115	Thomas Whitham Sixth Form	300
14101	Alder Grange School	150
14109	Haslingden High School & Sixth Form	150

PROPOSED

COMMUNITY & VOLUNTARY CONTROLLED SIXTH FORM 2021/22

The criteria which are to be used to allocate Year 12 places when a community or controlled sixth form is oversubscribed are described below.

08115 – The Sixth Form College at Ormskirk School

Course	Requirement Basic
To study 4 AS Levels	At least 4 GCSEs at Grade B or above (or equivalent).
To study BTEC level 3	At least 5 GCSEs at Grade C or above (or equivalent).

12115 – Thomas Whitham Sixth Form

Course	Requirement Basic
Level Three Courses	<p>In order to be successful on a Level Three course programme it is advisable in Year 11 to achieve the highest GCSE grades possible (or their equivalent).</p> <p>The minimum requirement for progression on to a Level Three course programme is at least five grade Cs or better at GCSE or its equivalent. To guarantee your place these should include a grade C in English Language and Mathematics. As you will notice from the individual course information, many subjects will require at least a grade B in a particular area. We believe it is important to look at each individual case but of course successful progression must be a priority for all concerned.</p>

14101 – Alder Grange School Sixth Form

Alder Grange is designed to cater for students from a wide range of abilities, offering a blend of courses mainly at level 3, and some level 2 including A level and BTEC. The fundamental admission requirement is a preparedness to sign, and to follow the Student Charter (a series of commitments regarding attendance, conduct, progress and success).

Specific course entry requirements will vary and be agreed at interview. These necessarily vary with the blend of courses applied for but in general:

Course	Requirement Basic
Level 2	Level 1 passes in appropriate subjects.
Level 3 BTEC	At least a grade 4 or equivalent in any related subject.

Level 3 AS	At least a grade 5 or equivalent in any subject studied (with the exception of Maths requiring a grade 6 and further Maths a grade 8).
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14109 – Haslingden High School Sixth Form

General entry requirement for Level 3 courses: 5 GCSE subjects at grade 4 or higher, including English and Maths. Requirements vary from course to course and can be found on our website in the Course Information Booklet.

We also offer a Level 2 Post-16 Foundation Course in Business Administration and IT for students who do not achieve the Level 3 entry requirements. Successful completion of this course in Year 12 will allow students to move onto some of our Level 3 courses and spend a further two years with us.

PROPOSED