

Policy / Procedure / Guideline Review

Policy/Procedure/Guideline:	Admissions Policy 2021-2022
Senior Manager Responsible:	Tracy Foy
Local Governing Committee Approval:	December 2019
Review date:	December 2020

West Craven High School operates fully within the Lancashire County Council in year school admission policy.

The School admissions Code (DFE) can be found by clicking [HERE](#)

Moving to a new school is an important step for all children. It can affect children in many ways and decisions by parents to change school should therefore always be carefully considered.

There are instances where a change of school is essential i.e. for families who have moved into or relocated within Lancashire. In situations where a school move is not absolutely essential all parents are strongly urged to carefully consider the implications for their child.

All applicants for in year admissions to Lancashire schools/ academies do however have the right to express up to three school preferences. These will be considered equally by the Local Authority (LA) in liaison with other admission authorities. A single offer of a school place will be made to each applicant.

Applications are only valid if they are made on Lancashire's in year application form (adm 3).

What should I consider?

Some of the things which you must think about if you are considering a change of school for your child for convenience rather than necessity are:-

Curriculum

This is especially important for secondary aged children, and particularly for those in Years 9, 10 or 11. A new school may not necessarily be able to exactly match a child's existing curriculum commitments.

Achievement

On average statistics show that school moves lower examination results.

Behaviour

It can be helpful for a child who is presenting challenging behaviour to move to a new school. However this is normally only where the behaviour is linked to the existing school. If strategies to assist a child have already been put in place these can be disrupted by a school move. This can lead to further difficulties. It is usually better for the child if the family work with the existing school to help to address and resolve any difficulties.

Where a school move is a strategy to address challenging behaviour there is often a requirement for the child to be on the roll of both schools for an interim period. If the change of schools is not successful the child would be expected to remain on roll and attend the original school.

Peer Group / Friends

If there are difficulties consider if these would be resolved by a school move? There could be similar issues, even in a new school. Again it is often better to work with the existing school to address matters. Moving a child away from an established peer group may adversely affect achievement.

Timing

A change of schools during the school year can disrupt a child's education if they are already in the middle of a specific piece of coursework.

Uniform

Schools set their own uniform requirements and Lancashire does not generally provide financial assistance with uniform costs.

Transport

Schools set their own start and finish times. You need to consider the implication of these on your child and in relation to your personal day to day schedule.

Transfer Protocol

The majority of Lancashire schools operate a first day of term transfer protocol. This does not apply if you are new to the area and the child does not already have a school place.

If however the child is changing schools during the year the start date will normally be at the beginning of the next school term. The child would have to continue to attend the existing school until that date.

This can also apply where a parental appeal for a school transfer is allowed by an independent admission appeal panel.

Offers for school places

The LA will co-ordinate all in-year school admissions (new to area and transfers). The LA is responsible for admission to all community and voluntary controlled schools.

Lancashire will liaise with schools and neighbouring authorities as necessary in relation to each in year application.

Only offers made by the LA or by Lancashire schools on behalf of the LA (where a place in the required year group is available) are legally valid.

The aim is to issue offers within 10 school days of receipt of an in year application form (subject in some cases to accuracy checks and the availability of relevant background information).

If a school place is offered and this is then found to have been based upon inaccurate or misleading information then it may be withdrawn. This can apply even where a child has started at the school.

If offers for more than one of your preferred schools are possible then the single offer will be for the one which you prioritised highest on your application.

If none of your preferred schools can be offered then an alternative offer will be made (unless the child already has a place at a nearby school). You will be advised about your rights of appeal.

Fair Access Protocol (FAP)

FAP operates outside of the normal in year admission arrangement. The Local Authority will carefully examine

individual applications and in liaison with schools will determine if they fall within the agreed FAP for that locality. FAP places can be offered at Lancashire secondary schools even where a school is full in the required year group (subject to quotas agreed with schools).

Children in Public Care (Children Looked After - CLA)

Children who are in public care have top priority for admission to Lancashire schools. In some cases the preferred school (s) may already be full and places cannot normally be offered. The Local Authority will however look at each CLA application and determine if discretion is possible (in liaison with other admission authorities where necessary).

Statements for Special Educational Needs (SEN)

In year applications for children with full statements for SEN are dealt with separately (outside of the normal in year arrangements). These will be referred to Area based SEN Teams who will liaise with the family and other professionals involved about a school place for your child. You should contact the SEN Team if your child has a full statement for SEN:

East (Ribble Valley, Hyndburn, Burnley, Pendle and Rossendale) SEN Team - **01254 220562**

Appeals for school places

If none of your preferred schools can be offered an alternative offer will always be made (**unless the child already has a place at a nearby school**). The LA will also issue appeal information and an appeal form.

If you are unhappy with any school offer you can appeal for any other school (s) which at that time have no available places. Information and advice is available from Area Pupil Access Teams (see below). Parents are advised to visit an offered school prior to going to appeal.

Contact points for school admission information

The main contact points are the Area Pupil Access Teams based in Accrington (01254 220710) In-year admission applications must be returned to the Area Pupil Access Team.

Where schools offer available places on behalf of the LA they will forward details to the LA

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Policy/Procedure/Guideline:	Determined Criteria For Admissions Arrangements 2021-2022
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West Craven High School

CRITERIA FOR ADMISSION ARRANGEMENTS – 2021/22

Admission number is 165

After the admissions of Children with an Education Health and Care Plan or Statement of Education Needs which names the school and where there are more applications submitted than places available priority for admission will be given to those children who meet the admissions criteria below.

The following priorities apply in order:

1. Looked after children and those who have been previously looked after, (see note (x) below), then
2. Children for whom the Governing Body accepts that there are exceptional medical, social or welfare reasons which are directly relevant to the school concerned. (See note (i) below). The application must be supported by written specific appropriate professional advice (letter from doctor or social worker) as to why admission to West Craven High School is necessary, 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), then
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).

Tie-breaker

Where there are more applicants received than places available under any of the above criteria then the distance between the school and the home will be used as the final determining factor. The distance criterion is a straight line (radial) measured centre of building to centre of building. 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) as an effective, clear and fair tie breaker.

In year admissions to all year groups

Fair access protocols operate outside of the normal in year admission arrangement.

GEOGRAPHICAL PRIORITY AREA

This area includes Barnoldswick, Earby and Kelbrook

GEOGRAPHICAL PRIORITY AREA ▼

The perimeter of the priority area to the west, north and east is the border with Ribblesdale and North Yorkshire.

From the east border the perimeter follows the centre of Gisburn Road down to Blacko and turns east over the Post Office and Burnt House Farm to the east side of Barnoldswick Road. It heads north and follows the underside of Standing Stone Lane then turns north over the reservoir. It heads east under White House Farm then north staying on the west side of the lane leading to Mill Hill Bridge. It crosses the Leeds and Liverpool Canal between Mill Hill Bridge and Hatters Bridge continuing eastwards to the A56, Colne Road over Great Hague.

The perimeter turns briefly south then east towards Kelbrook Wood then south briefly again and finally north east towards the North Yorkshire border over the lanes leading to North Yorkshire.

centre of the lane to the A56, Leeds Road and follows the centre of this road south west to the junction with the A682, Scotland Road. It turns north west up Scotland Road across Junction 13 of the M65 and follows the motorway in a south west direction before turning north west across Colne Water up the centre of Carr Hall Road.

TRANSPORT

Pupils living may be entitled to travelling expenses to this school provided they reside three miles or more from the school, measured by the shortest walking route. Parents in any doubt over the distance between home and school for the provision of transport are asked to check with the Area Education Office. This may be particularly relevant if you live close to a county border.

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 who have special needs.
- (ii) All children whose EHC names the West Craven High School must be admitted.
- (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).
- (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 Governors are 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.
- (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) Our waiting list is compiled in accordance with our Admissions Criteria. Parents of children who are not admitted can request to have their names placed on the waiting list. Late applications for the school will be slotted into the order according to the extent to which they meet the criteria. This waiting list will operate for the whole of the autumn term.
- (vii) 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.
- (viii) 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.
- (ix) 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.

- (x) the highest priority **must** be given to looked after children¹ and children who were looked after, but ceased to be so because they were adopted² (or became subject to a residence order³ or special guardianship order⁴). 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.

¹ A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

² Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).

³ Under the terms of the Children Act 1989. See section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

⁴ See section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

