

**Admission Policy 2024/25**  
**School Number 08/025**

**Downholland Haskayne C.E Primary School: Admission Policy**

This admission policy has been ‘drawn up in agreement with the Diocesan of Liverpool’.

Applications for admission to the school for September 2024 should be made on the online admission system which can be accessed via [www.lancashire.gov.uk](http://www.lancashire.gov.uk) then search on the A-Z for ‘school admissions’. You will have the opportunity to look around the school and meet the staff and your child will also have the opportunity to attend a pre-school programme in order to familiarise himself / herself with the school day.

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child’s fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child’s interest to start no later than January. You may also request that your child attend school part time until he/she reaches his/her fifth birthday.

It sometimes happens that a child needs to change school other than at the “normal” time; such admissions are known as in-year admissions.

In-year admission is the process of applying for a school place during the school year. Any application for the intake made after the start of the autumn term will be treated as an in-year application. The in-year admissions process is managed by the school. Parents are required to complete the in-year application form, which is available from the school website.

Where a place cannot be secured, parents will be offered a legal right of appeal to an independent appeal panel.

Lancashire County Council administers the appeals process on behalf of the school. Parents can complete the school’s [appeal form](#) on Lancashire County Council’s website.

If you wish to apply to this school on the grounds of your faith commitment then it may be helpful to your application to complete the Diocesan Supplementary Form and return it to the school. The Local Authority will consider your three preferences equally, in liaison with other admissions authorities. The offer of a place can only be made by the Local Authority.

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.

The school provides places for a total of not more than **8** children in each year group. This maximum number follows consultation between the Governing Body, the Local Authority and other admission authorities in the area. The governors will not place restrictions on admissions to the reception year unless they are advised that the number of children seeking places is likely to exceed **8**. By law no infant class may contain more than 30 children.

In the event that applications exceed the admission number the Governing Body will allocate places using the following criteria which are listed in priority order:

1. Children in public care and previously looked after children. This includes any “looked after child”, “previously looked after children” and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. “Looked after” means that the child was (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social serviced functions. This criteria also includes looked after children and all

- previously looked after children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children with older brothers and sisters who will still be attending the school when the younger child starts. Brothers and sisters include stepchildren, half brothers and sisters and foster children who are living with the same family at the same address.
  3. Parents who live within the united benefice of St. Thomas Lydiate & St Cuthbert's Halsall.
  4. Children with a documented social, medical or pastoral need who would benefit from a place in the school. Professional supporting evidence from a doctor, social worker, member of the clergy or psychologist will be necessary if admission under this criterion is to be considered.
  5. Children whose parents are regular (at least once a month) worshippers at St. Thomas Parish Church and have been for the previous twelve months. A letter of support will be required from the Vicar. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these (admission) arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.
  6. Other applicants.

Where there are twins 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. If places for twins or all triplets, etc cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group. If only a single place can be offered for twins, then the Local Authority's system for a random draw will decide which pupil receives an offer.

Where there are more applicants for the available places within criterion, 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. In the event of a tied distance measurement between address points the Local Authority's system of a random draw will determine which address (es) receive the offer(s).

Where a child lives with parents with shared responsibility the address given on the form should be the address where the child sleeps on most nights of the week.

All applications sent in before the closing date will be dealt with at the same time. Late applications will normally be dealt with after those received on time. You should be aware that a late application could reduce your chance of gaining a place at the school.

A waiting list will be established in the event of over-subscription. The names will be ordered according to the application of the admission criteria not in order according to the date received.

In extenuating circumstances the governors will give consideration alongside all the others to late applications. Otherwise late applications will be considered after all the others and placed on the waiting list, which is kept until the end of the Autumn Term.



**Downholland Haskayne CE Primary School**  
**Supplementary Form**  
**Admission to Primary School**

Child's full name: .....Date of birth: ...../...../.....  
Year Group Applied for: ..... Proposed start date: ...../...../.....

Name of parent/guardian: .....  
Address: .....  
.....  
.....  
.....  
Post code ..... Telephone: .....

**Are you applying for a place because of:** (you may tick more than one box)

Living in local area	<input type="checkbox"/>	Special/social/medical needs	<input type="checkbox"/>
Sibling in school	<input type="checkbox"/>	Parental faith commitment	<input type="checkbox"/>

**If you are applying on faith grounds, complete the following section:**

Name of priest / minister / faith leader: .....  
Name of church / worship centre: .....  
Contact Address .....  
.....  
.....

.....  
Post code .....Telephone (if known) .....

**Your faith leader will be contacted in order to provide the information.**