

**Saint Aidan's Church of England High School**  
**Cartgate, Preesall, Poulton-le-Fylde, Lancashire, FY6 ONP**



**Admissions Policy 2025-2026**  
**for Admissions in September 2025**

*Saint Aidan's Church of England High School provides for a total of 840 students. The Governors draw attention to the fact that the school is a Church of England Voluntary Aided Comprehensive High School, and that the aim is to secure the admission of pupils regardless of ability. The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. In the event that there are more applicants than places, after admitting all children with a Statement of Educational Need / Educational, Health and Care Plan naming the school, the Governing Body will allocate places using the criteria below, which are listed in order of priority. The number of places for the year 2025-2026, after consultation with the Local Authority (LA), the Blackburn Diocesan Board of Education and other admission authorities, will be a maximum of 168. The Governors will not place any restriction on children of normal age for Year 7 unless they are advised that the number of children for whom admission is sought is likely to exceed this number. (The normal age for Year 7 requires the child's date of birth to fall between 1<sup>st</sup> September 2013 and 31<sup>st</sup> August 2014).*

**MAKING AN APPLICATION:**

Applications for admission to the school for September 2025 should be made to the Local Authority. For children living in Lancashire this should be done online by going to [www.lancashire.gov.uk](http://www.lancashire.gov.uk) and searching for "School Admissions". This should be done between 1<sup>st</sup> September 2024 and 31<sup>st</sup> October 2024. It is not normally possible to change the order of your preferences for schools after the closing date.

Parents **must** complete the Local Authority application form. Parents who wish their application to Saint Aidan's Church of England High School to be considered against the faith criteria **should** also complete the supplementary form, which is available from school, and return it by 31<sup>st</sup> October 2024. If the school is oversubscribed, a failure to complete the supplementary form and return it by the date specified may result in your application for a place in this school being considered against lower priority criteria as the Governing Body will have no information upon which to assess the worship attendance.

If you wish to visit the school before stating your preferences, please contact us.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority by 1<sup>st</sup> March 2025. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

**ADMISSION PROCEDURES**

Arrangements for admission have been agreed following consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area.

**The number of places available for admission to Year 7 September 2025 will be a maximum of 168 students.**

The Governing Body will not place any restrictions on admissions to Year 7 unless the number of children for whom admission is sought exceeds their admission number. The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. In the event that there are more applicants than places, after admitting all children with an Educational, Health and Care Plan naming the school, the governing body will allocate places using the criteria below, which are listed in order of priority.

**A 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 services 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.

**B Children with special social or medical circumstances where these needs can only be met at this school.**

Professional supporting evidence from a professional, e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.

**C Children whose parent/guardian lives within the ecclesiastical parishes of the foundation (Hambleton, Out Rawcliffe, Pilling, Preesall and Stalmine).**

(A map showing the boundaries is available in school)

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. Child Benefit Statement, identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the Governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

**D Children with a parent/guardian worshipping in a church in membership of Churches Together in England, the Free Churches Group, the Evangelical Alliance or the North West Partnership of Churches, or which is included on a list of other churches approved by the Governing Body.**

Membership of Churches Together in England will be as listed on website [www.cte.org.uk](http://www.cte.org.uk) on 1st September 2024. Churches in membership of the equivalent bodies in Northern Ireland, Scotland and Wales are accepted. Membership of the Free Churches group, the Evangelical Alliance and the North West Partnership of Churches will be as listed on the websites [www.freechurches.org.uk](http://www.freechurches.org.uk), [www.eauk.org](http://www.eauk.org) and [www.northwestpartnership.com](http://www.northwestpartnership.com) on 1st September 2024. Other churches approved by the Governing Body are those which are on the list published in the Admissions section of the school website [www.st-aidans.lancs.sch.uk](http://www.st-aidans.lancs.sch.uk) on 1st September 2024.

'Parental worshipping' is taken to mean a minimum of fortnightly attendance at church for public worship by at least ONE parent for at least one year prior to 1st September 2024.

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 admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

**The Governors will request confirmation of this from the relevant member of the clergy or church officer.**

*"Parent" is defined as the person with "parental responsibility".*

**E Children who have a sibling attending Saint Aidan's Church of England High School on the date of application and on the date of admission.**

In addition to natural brothers and sisters, for the purpose of this Admissions Policy 'siblings' includes half/step, foster and adopted brothers and sisters living at the same address.

**F Children of Staff employed by Saint Aidan's Church of England High School**

This applies to all staff, full and part time, who are employed by Saint Aidan's on permanent contract of employment in either or both of the following circumstances:

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

**G Other Children**

***Tie Break***

***Where there are more applicants for the available places within a category, then the distance from the main gate of the school to the Ordnance Survey address point for the home 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 applicants live across the River Wyre from the school distance will be measured to the centre of Shard Bridge or Cartford Bridge (whichever is the nearer), then the distance to the school added. 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).***

**LATE APPLICATIONS FOR ADMISSION:**

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the Governors have established their list for pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

**WAITING LIST:**

Where we have more applications than places, the admissions criteria will be used. 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 until 31<sup>st</sup> December of the relevant year.

**NON-ROUTINE OR IN YEAR ADMISSIONS:**

It sometimes happens that a child needs to change school other than "normal" time; such admissions are known as non-routine or in-year admissions. Any applications for the intake made after the start of the autumn term will be treated as in-year applications. Parents wishing their child to attend this school should arrange a visit. The in-year admission process is managed by the school. Parents are required to complete the in-year application form, which is available on the school website. If there is a place in the appropriate year group, then the Governors will arrange for the admission to take place. If there is no place parents will be offered the legal right of an appeal to an independent panel. Lancashire County Council administers the appeals process on behalf of the school. Parents can complete the school's [appeal form](#) on the Lancashire County Council website.

## **APPEALS:**

Where the governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify the admissions officer by 31<sup>st</sup> March 2025.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

Appeals which are received after the deadline will be slotted into the schedule where this is possible. There is no guarantee that this will happen and late appeals may be heard after the stipulated date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venues and the number of appeals for each school (which will vary year on year).

Please note that this right of appeal against the Governors' decision does not prevent you from making an appeal in respect of any other school.

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-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

## **FRAUDULENT APPLICATIONS:**

Where the Governing Body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the Governing Body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

## **TWINS:**

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. If only one place can be offered then parents will be advised to go to appeal for the other twin. 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.

This policy shall be subject to annual review.

January 2024

**Saint Aidan's Church of England High School  
Diocesan Supplementary Information Form  
Admission 2025 - 2026**

Please use BLOCK LETTERS throughout:

**Name of child:**

**SURNAME:**..... **CHRISTIAN NAMES:**.....

**Date of Birth:** .....

**Name of Parent/Carer** .....

Address

.....

..... Post Code .....

Telephone number: ..... Mobile .....

**Are you applying for a place because of:**

*Special social/medical needs*

*Parental Faith Commitment*

*Sibling in school*

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

**Place of worship** one of parents/carers regularly attends\*:

Name of place of worship : .....

Address:

.....

**Name of Vicar/Priest/Minister/Faith Leader/Church Officer:**

.....

Address:

.....

Post Code: ..... Telephone: .....

\*If your place of worship was not open for public worship for the whole of this period, as a result of the COVID-19 pandemic or for other reasons, the requirements of our Admissions Policy will only apply to the period when your place of worship was available for public worship.

**This named person will be contacted in order to provide the information.**

**As a courtesy please notify the named person on this form.**

**Please return this form direct to the school by 31<sup>st</sup> October 2024.**

# Saint Aidan's Church of England High School

## Admission Year 7 - 2025 – 2026 - Clergy Endorsement

Child's name

Address

The **person with parental responsibility** of the above named child has given your name as being willing to support the application form for admission to this school.

Name of person with parental responsibility:

**I confirm that the above named person with parental responsibility has attended church at least fortnightly, for a minimum of one year prior to 1<sup>st</sup> September 2024.\***

Has this been the pattern for this Parent/Carer? **Yes / No (Please circle)**

**PLEASE DO NOT PROVIDE FURTHER INFORMATION**

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Authorised signature: .....  
(Clergy)

Please print : .....Date.....

Name..... Position: .....

**In the event of a vacancy Church Warden or equivalent is acceptable**

Name of Church

The Church is part of (please tick)

Churches Together in England

Free Churches Group

Evangelical Alliance

North West Partnership of Churches

Church stamp (if available)