



ENDEAVOUR LEARNING TRUST

Admissions Policy (Wellfield Academy)

2025-26

ABOUT THIS POLICY

As a Multi- Academy Trust, the Endeavour Learning Trust (“the Trust”) is the Admissions Authority and is responsible for applying the admissions criteria to applications submitted for entry to all its academies. This policy sets out how admissions will be dealt with and the determined admissions arrangements for Wellfield Academy (“the Academy”). Arrangements are based on the Lancashire County Council’s determined admission arrangements for community and voluntary controlled schools owing to Wellfield Academy being a maintained community school at the time of the proposed arrangements (the Local Authority was the Admissions Authority).

COMPLIANCE

This policy has been written to comply with the following provisions, codes and statutory guidance:

- Schools Admissions Code (September 2021)
- Schools Admission Appeals Code (October 2022)
- School Standards and Framework Act 1998.
- Children and Families Act 2014.
- Equality Act 2010.
- Human Rights Act 1998.
- The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.
- School Admissions (Appeal Arrangements) (England) Regulations 2012.
- The School Admissions (Infant Class Sizes) (England) Regulations 2012.
- Special Educational Needs and Disability Code, January 2015.

ADMISSION ARRANGEMENTS

The Trust will determine the Academy’s Admission Arrangements annually to include the PAN and oversubscription criteria. The year that the Admission Authority makes its determination is known as the determination year (“Determination Year”).

The Admission Arrangements must be determined by the Trust by 28 February in each Determination Year.

In the event that the Trust has determined a change is to be made, or it has been seven (7) years since the Trust last consulted on its unchanged arrangements, a statutory consultation will be carried out in line with the School Admissions Code (as updated from time to time).

The Trust will provide details of the Admission Arrangements to the appropriate bodies (as specified within the School Admissions Code), along with the governing bodies of community and voluntary controlled schools in the local area. Reasonable endeavours will be made to ensure the consultation reaches relevant stakeholders so they can express their view.

The coordination of the arrangements for schools in Lancashire are undertaken by Lancashire County Council, the local authority. Lancashire County Council will publish the determined admission arrangements on its website and within its composite prospectus (which will be

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available online or in hard copy) by 15 March in each Determination Year. The Academy will also publish the determined Admissions Arrangements on its website by 15 March in each Determination Year.

If there are any objections to the Academy’s Admission Arrangements, these must be made to the Schools Adjudicator. The objections must reach the School Adjudicator by 15 May of the Determination Year. If the objections do not reach the Schools Adjudicator by the specified date, there will be no obligation to consider them.

Admissions to the schools will be determined by the Trust. Parents must complete an application form online through Lancashire County Council’s website. There is a Common Application Form available for those without access to the internet, which can normally be found at primary and secondary school offices or downloaded from Lancashire County Council’s website. This is the link to the online application form.

<https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/apply-online-for-a-school-place/>

Statutory Dates	Secondary Schools
Closing Date	31 October 2024
Offer Issue Date	1 March 2025

ADMISSION NUMBER

For 2025-26 admissions, the Trust has set the published admissions number (PAN) for admission into Year 7 at Wellfield Academy as shown below.

Academy	Point of Entry	PAN
Wellfield Academy	Year 7	166

After the admissions of Children with an Education Health and Care Plan which names the Academy, 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. All applications will be accepted if the Academy’s PAN or fewer applications are received.

MULTIPLE BIRTHS

If children of multiple births (twins or triplets) require admission into the same year group and there is only a single place left within the Academy’s PAN, the Trust will allocate above the PAN in order to accommodate each child.

OVERSUBSCRIPTION CRITERIA 2025-26

When the Academy is oversubscribed, after the admission of pupils with Education Health and Care Plans naming the Academy, priority for admission will be applied by the Trust following the criteria set out below as per the determined arrangements Community and Voluntary Controlled Secondary Schools for 2025/26.

1. Looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted (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 eligible for Services Premium, [note xi] then,
4. 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).
5. Children living within the school's geographical priority area, then
6. 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
7. 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. Parents are responsible for providing the professional supporting evidence with the application by the closing date from a consultant, doctor, psychologist, social worker or from another relevant independent professional.
- (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 full brothers and sisters, step children, half brothers and sisters, fostered and adopted children living with the same family at the same address; and full brothers and sisters living at different addresses. The priority does not apply to siblings whose brothers and sisters transferred into a sixth form at 16+.

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- (iv) The distance criterion will be used as the tie breaker if there is oversubscription within any of the admission criteria; it is a straight line (radial) measure.

If the Local Authority is unable to distinguish between applicants using the published criteria (eg. siblings, those living the same distance from home to school, or families residing in the same block of flats) places will be offered via a random draw.

The distance measure is a straight line measurement (radial) between the applicant's home address points and the address point of the school (co-ordinates provided by ordnance survey data).

- (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). If there is any doubt about this, then the address of the Child Benefit recipient will be used.
- (vi) The Local Authority will keep waiting lists for all Lancashire primary schools until 31 August 2025. These are kept in priority order using the school's published admission criteria.
- (vii) From 1 September 2025, waiting lists will be transferred to and 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). To comply with the School Admissions Code the waiting lists must be retained until at least 31 December 2025.
- (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.

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.

- (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 children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a residence order, child arrangement orders or special guardianship order). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders, child arrangement 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.

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) at the time of making an application to a school. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society (see Section 23ZZA(8) of the Children's Act 1989 (inserted by Section 4 of the Children and Social Work Act 2017). This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). Child arrangement orders are defined Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence orders in force prior to 22 April 2014 is deemed to be a child arrangements order. 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).

(xi)

Admission authorities may give priority in their oversubscription criteria to children eligible for the service premium. The service premium is additional funding paid annually to schools under Section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services personnel.

Children eligible for the Service Pupil Premium (SPP)

Pupils attract SPP if they meet one of the following criteria:

- one of their parents is serving in the regular armed forces, including pupils with a parent who is on full commitment as part of the full-time reserve service - this includes pupils with a parent who is in the armed forces of another nation and is stationed in England
- registered as a 'service child' on any school census in the past 6 years

- one of their parents died while serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme

Children have to be flagged as service children ahead of the autumn school census deadline. Service parents must make the Local Authority aware of their status by talking to the relevant Area Education Office.

Evidence of eligibility for the Service Pupil Premium (such as a copy of a military identification (ID) card or official posting notice from a Senior Officer) must be submitted at the time of your application.

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 DETERMINED 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 no longer required that families must be physically resident in Lancashire (or nearby) in order to apply within the annual intake processes.

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 considered as 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 Year 7, receive the offer of one secondary school place on the agreed date.

Geographical Priority Areas – Wellfield Academy

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

* The area to the east of Wheelton Lance, 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.

WAITING LISTS

In the event of there being more applicants than places, a waiting list will be operated by the Trust. A place will be offered if one later becomes available. The waiting list is kept in priority order using the oversubscription criteria. The list may change as children move into and out of the area or accept alternative places. If a place becomes available and you are top of the list, you will be offered a place whether or not you have appealed. If you wish to know your approximate position on the waiting list, contact the Trust via our central email, admissions@endeavourlearning.org, stating clearly which academy you are enquiring about.

The waiting list will be open to any parent to ask for his or her child's name to be placed on the waiting list following an unsuccessful application.

The Trust will keep a waiting list until 31 December of the new school year. Places are only offered from waiting lists where the allocated number of children falls below the admission number for the year group. See below for information on in-year admissions to all year groups.

LATE APPLICATIONS FOR ADMISSION

All applications received by the Trust after the deadline for submitting an application will be considered as a late application. An application will be considered late if it is submitted after 31 October but before the first day of the Autumn Term. Late applications will be considered after all those received on time and in accordance with the oversubscription criteria. If, following consideration of all on-time applications the Academy is oversubscribed, parent(s) / carer(s) who have submitted a late application may request that their child is placed on the Academy's waiting list

IN-YEAR ADMISSIONS TO ALL YEAR GROUPS

Applications received after the start of the Autumn Term in any Academy year will be treated as an in-year application and not a late application. In these circumstances, parent(s) / carer(s) must complete the in-year application form which will be considered by the Trust.

If you wish to make an in-year application for a place in school, please refer to the Academy website (<https://wellfieldacademy.org/about-us/admission-arrangements>) for comprehensive information relating to in year admission procedures. In-year admission is the process of applying for admission into an existing year group within a school.

The in-year admission process is managed by the Academy. Parents are required to complete the in-year application form (appendix 1), which is also available from the Academy website. All those applying for admission outside the normal admission round, including late applications, will be admitted where there are places available up to the admissions number for the year group. If there are more applicants than places available such applications will be placed on the waiting list and ranked in line with oversubscription criteria. Details of children who cannot be admitted will be referred to Lancashire County Council, which may contact you to support you to secure a place at another school.

Where a place cannot be secured, parents have 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 Academy's appeal form on Lancashire County Council's website.

ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying;

- why admission out of normal year group is being requested;
- the normal age group that the pupil would be admitted to and the year group in which they wish their child to be allocated a place;
- the parent's views on why the admission outside of the normal year group should be

- made;
- information and evidence about the child’s academic, social and emotional development as supported by professionals;
- confirmation as to whether the child has been educated outside of the normal age group previously; and
- if relevant to the request, a medical history and the views of medical professionals about the request for being educated outside of the normal age group.

When such a request is made, the Trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. The Trust will also consider the views of the headteacher. When informing a parent of their decision on the year group the child should be admitted to, the Trust will set out clearly the reasons for the decision.

If the request for a deferred entry is not made within the normal admissions round and is refused by the Trust whereby you are not offered a place for your child in the normal age group, then you will have the right to appeal the decision to an independent appeal panel.

If the application is made during the normal admissions round, and the Trust agrees that an admission outside of the normal age group is acceptable, then the application will be processed and will still be subject to the Academy’s oversubscription criteria. A grant of the application does not receive any priority under the Academy’s oversubscription criteria. If the application is rejected by the Trust during the normal admissions round then the application for a place at the Trust will still be subject to our oversubscription criteria but for admission into the normal age group.

FAIR ACCESS PROTOCOLS

The Trust Board may admit a child to the school where it is requested to by Lancashire County Council, even when admitting such a child would exceed the normal admission number. Each case in which the Academy is allocated a child will be dealt with on its own individual circumstances, the matters relevant to the applicable year group and the process set out under the fair access protocol as in force at the time.

APPEALS

Parents have a right to appeal the Trust’s refusal to offer a place at the Academy. The appeals shall be heard by an independent appeal panel and the appeal process carried out in line with the School Admissions Appeals Code 2022 (as updated).

Signed: *Helen Dicker*
Chair of the Trust Board

Date: February 2024

Form issued by (print details)

Name: _____ Date: _____

Tel No: _____



In-Year Admission Form

If your child has an EHCP and/or is Looked After, please do not complete this form and contact your Local Authority area office.

Reason for transferring schools:

Please tick appropriate box(s)

- Moving to area from outside of the UK (Please state Country):
- Moving to area from another local authority (Please state Local Authority):
- Moving from one area of the local authority to another (Please state area):
- School to School Transfer within the same authority:
- Leaving Private Education:
- Leaving Elective Home Education:
- Other (Please state):

This form must be completed in relation to all applications for In Year Admissions to and from any Endeavour Learning Trust school. You must complete an application for every child (i.e. one each for twin / sibling) who requires a school.

Child's Legal Surname:		Child's Forename(s):	
Child's Date-of-Birth:	School Year Group:	Age:	Male/Female:
Child's home address (current):		Child's new address (if you are moving):	
Postcode:		Postcode:	Date of move:
Name of Parent/Guardian(s): Parental Responsibility: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Home address (If different to child's):			
Postcode:			
Is English the first language spoken? By Parent: Yes <input type="checkbox"/> No <input type="checkbox"/> By Child: Yes <input type="checkbox"/> No <input type="checkbox"/>			
If no please state first language: By Parent:		By Child:	
Contact details	Home number:		
	Mobile number:		
	Email address:		

Please name your preferences of schools in priority order below

School Preferences and School address
1.
2.
3.

Current School (If applicable)

Authority	Establishment Name/Address	Date from:	Date last attended:

Previous Schools/Educational Placements within the last 3 years

Authority	Establishment Name/Address	Date from:	Date last attended:

Details of siblings who will be attending the school now being applied for. (*Siblings include brothers and sisters, stepchildren, half brothers and sisters, adopted and foster children living with the same family at the same address*).

Name(s)	Date of Birth	School	Male/Female

Pupil Background

(Previous Education/Support History <i>(Please tick as appropriate)</i>)		Yes	No
Is this pupil in care (Looked After/Previously Looked After)? If yes, to which Local Authority			
Children's Services involvement? If yes, please provide social worker's name:			
Previously Permanently Excluded?			
Previous Exclusion Record?			
Are you a Crown Servant? If you are UK service personnel or other Crown Servants living abroad with your family please tick YES. You will need to provide an official MOD, FCO or GCHQ letter declaring your relocation date and address.			
Special Educational Needs Status (SEN)	Education Health and Care Plan (EHCP)		
	Under Formal Assessment		

Additional Information About Your Application/School Preferences

Additional information to support your application may be provided. This can be medical, social and welfare information relating to the pupil and/or the family. Evidence from an appropriate professional (e.g. doctor, health visitor, social worker) can be attached. Please continue on a separate sheet if necessary.

Signature(s)

I/We confirm that the information provided is accurate at the time of this application. I/We acknowledge that the admission authority have the right to verify the information given on this application. I/We acknowledge that the offer of a place will be based upon this application and that an offer may be withdrawn if subsequently it is found to have been made in relation to inaccurate or misleading information. I/we will provide evidence of the pupil's permanent address and date of birth prior to or after taking up a school place if requested. I/We give permission for the Trust staff to contact the school where my child is currently attending to seek background information in respect of behaviour/attendance/the involvement of outside agencies.

Parent(s)/Guardian(s)**Date**

Please submit this form, highlighting the relevant school, to the Trust Admissions mailbox:

admissions@endeavourlearning.org