

**Determined Admission Policy 2025/26**  
**School Number 08/025**

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

Applications for admission to the school for September 2025 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 can also attend a pre-school programme to familiarise themselves 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 they reach their 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.

The Governing Board operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. If there are more applicants than places, after admitting all children with a Statement of Educational Need or Educational Health and Care Plan naming the school, the Governing Board will allocate places using the criteria below, which is listed in order of priority.

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 criterion 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 because 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/Downholland & St Cuthbert’s Halsall and immediate surrounding villages. To check if you are in the parish, please check the school website or see the parish map in school.
4. Children who are eligible for the pupil premium or the service pupil premium.
5. Children whose parents are regular worshippers (once a month) at a Christian Church<sup>1</sup>, and have been for the previous twelve months. If 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. Children whose parent has worked at the school for 2 years or more.
7. Other applicants. Where there are more applicants for the available places within a category, 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. Where two addresses have the same distance, or the cut-off point is for addresses within the same building, then the Local Authority’s system if a random draw will determine which address(es) receive the offer(s).

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. 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 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. Late applications will be considered after all the others and placed on the waiting list, which is kept until the 31<sup>st</sup> December.

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<sup>1</sup> Christian Church means any church which is designated under the Ecumenical Relations Measure nationally by the Archbishops of Canterbury and York or locally by the diocesan bishops, or is a member of churches Together in England, or the Evangelical Alliance, or a partner Church of Affinity.

**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**

**Parental faith commitment**

**Sibling in school**

**Parent who has worked at school**

**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 to provide the relevant information.**

This form is for use by the school; it will be sent to the appropriate faith leader, to be returned directly to the school.

**Clergy Reference Form: Admission to Primary School  
Downholland Haskayne CE Primary School**

**Child's Surname:**

**Child's Christian Name/s:**

**Date of Birth:**

**Name of Parent/Guardian:**

**Address:**

**Postcode:**

**Contact Telephone Number:**

This parent has given your name as a reference for their commitment to the church/place of worship. Our criteria require the parent to have attended their place of worship once a month for a 12-month period prior to the 1<sup>st</sup> September 2024.

**Has this been the pattern for this parent/guardian? YES/NO**

**Signed:**

**Date:**

**Name:**

**Position:**

**Church:**

Please return this form to Downholland Haskayne CE Primary School, Black-a-Moor Lane, Haskayne, Lancashire, L39 7HX

By 15<sup>th</sup> February 2025.