



# **Determined Admissions Policy 2026-27**

*'Lordsgate opens a journey to God's  
Love and Learning'*

## **Introduction**

1. This document sets out the admission arrangements of Burscough Lordsgate Township Church of England Primary School. For the purposes of this policy, the Governing Body is the admission authority.

## **Ethos Statement**

1. We are a friendly and caring Church of England Primary School in the village of Burscough, Lancashire. We are the parish school of St John's the Baptist Church in Burscough, with which we have strong and supportive links. The Christian vision for our school states our belief that children's learning journey goes hand in hand with learning about and demonstrating God's love during their time at Lordsgate.

## **Process**

1. Applications for admission to the school should be made using the Local Authority Common Application Form found at [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools) by the national closing date of 15th January 2025.
2. The Local Authority will inform parents of the offer of a place on behalf of the Governing Body on the national offer date 16th April 2025 or the next working day.
3. Lordsgate Township Church of England Primary School has an admission number of 30 pupils for entry into Reception. The school will accordingly admit at least 30 each year if sufficient applications are received. All applicants will be admitted if 30 or fewer apply. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below.

## **Oversubscription Criteria**

### **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 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.

## **Social and Medical need**

2. Admission on social or medical grounds can be considered where the medical condition relates either to the child in question or a parent/carer. Supporting evidence in the form of a letter from a doctor or social worker or other relevant qualified, independent professional, would be required.

## **Siblings**

3. Siblings of pupils attending the school during the academic year to which the child would be admitted.

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or halfbrother or sister, a stepbrother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

### **Faith based**

4. Regular attendance at public worship at St John the Baptist, Burscough Church of England church. Attendance will be established by information provided on the Supplementary Information Form which will be verified by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least eight times in the twelve months immediately prior to the date of application.
5. Regular attendance at public worship in any Church of England church. Attendance will be established by information provided on the Supplementary Information Form verified by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least eight times in the twelve months immediately prior to the date of application.
6. Regular attendance at public worship in any other Christian church. The list of nationally Designated churches can be found at [https://www.churchofengland.org/sites/default/files/2019-04/list\\_of\\_designated\\_churches\\_3\\_oct\\_18.pdf](https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf). Attendance will be established by information provided on the Supplementary Information Form verified by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least eight times in the twelve months immediately prior to the date of application.
7. Practising member of any religious faith. Membership and practice of the faith will be established by information provided on the Supplementary Information Form verified by a designated faith leader of the relevant faith. For the purposes of these admission arrangements 'regular' means attendance at least eight times in the twelve months immediately prior to the date of application.
8. Other children

In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, 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 in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship.

### **Tie-breaker**

1. Proximity to the school. We will measure the distance by a straight line from the school front entrance to the house front entrance. All straight line distances are calculated electronically using a geographical information system. In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

### **Late applications**

1. Applications received after the closing date and before the Admission Authority's admission meeting will be placed last in the criteria in which they fall unless the Admission Authority is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time. Supporting evidence, including that provided by the required Supplementary Information Form, must also be supplied by the closing date for applications, unless it is satisfied that there are exceptional circumstances which reasonably prevented it being submitted on time. In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

## **In-Year admissions**

1. In-year admission is the process of applying for a school place during the school year. Any applications for the intake made after the start of the autumn term will be treated as an in-year application.

The in-year admission process is managed by the school. Parents are requested 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 Councils Website.

## **Admission of children outside their normal age group**

1. Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group. The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 8 child for a year 7 place will be considered alongside applications for year 7.

## **Waiting Lists**

1. The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until 31<sup>st</sup> December of the relevant year. This will be maintained by the admission authority and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

## **Multiple Births - Twins/Triplets etc.**

1. Twins/triplets, etc -Where there are twins, triplets, etc 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. In exceptional circumstances cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits. This may also apply to siblings who are in the same year group.

## **Appeals Procedure**

1. All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact School Business Manager at Burscough Lordsgate Township Church of England Primary School at Lordsgate Drive, Burscough, Ormskirk, Lancashire, L40 7RS within 30 days of the date of the letter refusing your child a place at the school for information on how to appeal. Information on the timetable for the appeals process is on our website at <https://www.lordsgateschool.co.uk/>.

## **School age**

1. A full-time school place in the Reception class is available for children from the September following their 4th birthday, etc.

## **Deferred entry for infants**

1. Parents offered a place for their child have a right to defer entry, or to take a place up part time, until the start of the term beginning immediately after their child has reached compulsory school age of 4. However, places cannot be deferred until the next academic year.

## **Address definition**

1. The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child.

## **Enquiries**

1. Should be to Mrs Willis, School Business Manager at Lordsgate Drive, Burscough, Ormskirk, Lancashire, L40 7RS.

Burscough Lordsgate Township Church of England Primary School



*'Lordsgate opens a journey to God's Love and Learning'*

Supplementary Information Form 2026-27

Full name of child

Forename.....Surname.....

Parents Names .....

Name of Christian Church, or other faith setting, you attend:

.....

Christian denomination or other faith

.....

Can you confirm that you have attended a Christian Church, or another religious faith setting, at least 8 times in the previous 12 months of this application?

Yes..... No.....

Please give details of any social or medical information that you wish to draw to the attention of the Governing Body (supporting evidence in the form of a letter from a doctor or social worker or other relevant qualified, independent professional, is still required.)

.....  
.....  
.....  
.....  
.....

In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, 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 in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship.

Signed.....

Date.....

Please return this completed form to Lordsgate Township CE Primary School

Burscough Lordsgate Township Church of England Primary School

Supplementary Information Form 2025-26

To be completed by the Vicar/Minister/other faith leader:

Criteria 4

Children whose parents/guardians are regular attenders at St John the Baptist, Burscough Church of England church, and have attended least 8 times in the previous 12 months

Yes..... No.....

Criteria 5

Children whose parents/guardians are regular attenders of any Church of England Church, and have attended at least 8 times in the previous 12 months

Yes..... No.....

Criteria 6

Children whose parents/guardians are regular attenders of a Church which is part of Churches Together in England, and have attended at least 8 times in the previous 12 months

Yes..... No.....

Criteria 7

Children whose parents/guardians are regular attenders of any religious faith, and have attended at least 8 times in the previous 12 months

Yes..... No.....

Signed..... Position held.....

Print name .....

Name and address of Church/Faith building  
.....  
.....  
.....  
.....

Phone no.....

Date.....