



Admissions Arrangements Policy Year of Determination 2027

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| Approved by: | FBG | Date: | 15.01.26 |
| Last reviewed on: | Spring 2025 | | |
| Next review due by: | September 2026 | | |

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1. Aims

This policy aims to:

- Explain how parents/carers can apply for a place at the school
- Set out the arrangements for allocating places where applications are received
- Explain parents'/carers' rights to appeal against an admission decision

2. Legislation and Statutory Requirements

This policy complies with the following statutory guidance and legislation:

- **School Admissions Code (2021)**
- **School Admission Appeals Code**
- **School Standards and Framework Act 1998**

The school acts in accordance with Lancashire County Council's coordinated admissions arrangements and Fair Access Protocol.

3. Definitions

Normal admissions round

The period during which parents/carers apply for school places at the normal point of entry, using the common application form provided by their home local authority.

Looked after children

Children who are in the care of a local authority or provided with accommodation by a local authority in the exercise of its social services functions at the time of application.

Previously looked after children

Children who were looked after but ceased to be so because they were:

- Adopted
- Subject to a child arrangements order
- Subject to a special guardianship order

This includes children adopted from state care outside England.

Compulsory school age

As defined in section 8 of the *Education Act 1996*, using the prescribed dates of 31 December, 31 March and 31 August.

4. Allocation of Places

Admission Number

The school has an agreed **Published Admission Number (PAN)** of 157 for entry into each year group.

The school participates in the **Lancashire County Council Fair Access Protocol**, which operates outside the normal admissions process.

Oversubscription Criteria

Where applications exceed the number of places available, priority will be given in the following order:

1. Looked after children and previously looked after children
2. Children with exceptional medical, social or welfare needs accepted by the local authority as being directly relevant to the school
3. Children eligible for the Services Premium
4. Children living within the geographical priority area with a sibling attending the school at the time of admission
5. Children living within the geographical priority area
6. Children living outside the geographical priority area with a sibling attending the school at the time of admission
7. Children living outside the geographical priority area

Notes

- Children with an **EHCP naming the school** will be admitted before the application of the oversubscription criteria
- Evidence for medical or social reasons must be provided by an appropriate professional by the published closing date
- Distance is measured by **straight-line (radial) measurement** using local authority mapping systems
- Random allocation will be used where distance measurements are identical
- Waiting lists will be maintained in priority order and operated in line with LCC arrangements
- Late applications will be considered in accordance with LCC coordinated admissions guidance

Lancashire operates an **equal preference scheme**, meaning all preferences are considered equally against the admission criteria.

5. Applying for a School Place

Normal Admissions Round

Applications must be made using the **Lancashire County Council common application form**.

Parents/carers must express preferences for **at least three state-funded schools**, ranked in order.

Offers of places are made by Lancashire County Council on National Offer Day.

Parents/carers have the right to appeal against a refusal of a place.

In-Year Admissions

In-year admissions are applications made outside the normal admissions round.

In-year applications are administered by the school. Parents/carers must complete the in-year application form available on the school website.

The school will notify parents/carers of the outcome in writing within **15 school days**, excluding school holidays.

This process does **not** apply to:

- Children with an EHCP (applications managed by the Inclusion Service)
- Looked after children (applications managed by the local authority)

6. Appeals

Parents/carers have the statutory right to appeal to an **independent appeal panel** against a decision not to offer a place.

Appeals are administered by **Lancashire County Council** in accordance with the School Admission Appeals Code.

7. Admission Outside the Normal Age Group

Parents/carers may request admission outside the normal age group.

Each request will be considered on its individual merits and in the best interests of the child, taking account of:

- Parents'/carers' views
- Academic, social and emotional development
- Medical history and professional advice
- Previous education outside the normal age group
- Prematurity (where relevant)
- The Headteacher's views

Requests will normally be considered as part of the normal admissions round.

There is **no right of appeal** where a place is offered but not in the preferred year group.

8. Monitoring and Review

This policy will be reviewed annually by the governing body.

Admission arrangements will be publicly consulted on:

- When changes are proposed (excluding PAN increases), or
- At least once every **seven years**, in accordance with the School Admissions Code