



# Ormskirk School

# Admissions Policy

2027 – 2028

Determined (Approved) Date: 12 February 2026

Determined (Approved) by: Trust Board

## 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 Ormskirk School.

## 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 School’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 web site and within its composite prospectus (which will be available online or in hard copy) by 15 March in each Determination Year. Ormskirk School will also publish the determined Admissions Arrangements on its website by 15 March in each Determination Year.

If there are any objections to Ormskirk School’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. Below 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/>

<b>Statutory Dates</b>	<b>Secondary Schools</b>
Closing Date	31 October 2026
Offer Issue Date	01 March 2027

## Admission Number

For 2027-28 admissions, the Trust has set the published admissions number (PAN) for admission into Year 7 at Ormskirk School as shown below:

<b>Academy</b>	<b>Point of Entry</b>	<b>PAN</b>
Ormskirk School	Year 7	240

After the admissions of Children with an Education Health and Care Plan which names Ormskirk School, 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 Ormskirk School’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 Ormskirk School’s Published Admission Number (PAN), the Trust will allocate above the Published Admission Number in order to accommodate each child.

## Oversubscription Criteria

When Ormskirk School 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:

1. Looked after children, previously looked after children and children who appear (to the Trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children with proven and exceptional medical, special educational or social needs which are directly relevant to the school. The application must be supported by written specific appropriate professional advice (letter from doctor or social worker) as to why admission to the school is necessary. It is the responsibility of parents to show that it is essential for the child to attend Ormskirk School rather than any other school.
3. Siblings of children who will be attending Ormskirk School on the date when the applicant would be admitted. The term siblings include brother or sister, half brother or sister, step brother or sister, adopted brother or sister, foster brother or sister and other children living permanently at the same address. Only one address can be used for admission purposes. This is defined by the Trust as the home in which the child lives for most of the school week (i.e. for four nights or more per week).
4. Any other applicants.

## Tie-Breaker

Where there are more applicants received than places available under any of the above criteria then the distance between the school and the home (the address which the child lives at for most of the week) will be used as the final determining factor. The distance criterion is a straight line (radial) measured centre of building to centre of building. 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) as an effective, clear and fair tie breaker. In the case of the point within Ormskirk School, this will be the main school office.

Where a child lives at two addresses with parents with shared parental responsibility the distance shall be calculated by the address which the child lives for most of the week.

## 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 school directly via their enquiries email: [enquiries@ormskirk.lancs.sch.uk](mailto:enquiries@ormskirk.lancs.sch.uk).

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, will be considered after all those received on time and in accordance with the oversubscription criteria. If, following consideration of all on-time applications Ormskirk School is oversubscribed, parent(s) / carer(s) who have submitted a late application may request that their child is placed on the school's waiting list.

## In-Year Admissions to All Year Groups

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

If you wish to make an in-year application for a place in school, please refer to the school's website (<https://www.ormskirk.lancs.sch.uk/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 school. Parents are required to complete the in-year application form, which is available from the school 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 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 decide 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 delayed 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 Process

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).