



DETERMINED ADMISSION ARRANGEMENTS THE HOLLINS FOR 2027/2028

The school has a Published Admission Number (PAN) of 158 pupils for entry in Year 7. If the school is not oversubscribed, all applicants will be offered a place. If the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in the order described below, until all places are filled.

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.
2. Children for whom the Trust accepts that there are exceptional medical, social or welfare reasons which are directly relevant to the school concerned.
3. Children living within the school's geographical priority area with older brothers or sisters attending the school when the younger child will start.
4. Children who attend Huncoat Primary School, regardless of where they live.
5. Children living within the school's geographical priority area who attend West End Primary School, part of the LET Education Trust.
6. Children of staff working at The Hollins.
7. Children living within the school's geographical priority area.
8. Children living outside the school's geographical priority area with older brothers or sisters still attending the school when the younger child will start.
9. Children living outside the school's geographical priority area who attend West End Primary School, part of the LET Education Trust.
10. Children living outside the school's geographical priority area below.

Our priority area is Accrington (South) including Baxenden and Huncoat.

Notes

- a) 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.
- b) 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.
- c) Brothers and sisters include 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.

- d) 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 Trust is unable to distinguish between applicants using the published criteria (e.g., 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).
- e) 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).
- f) 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. 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 Trust reserves the right to request further proof, in order to establish the home address, as fit the individual circumstances.
- g) 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.
- h) Priority will be given to children whose parents are employed at the school on the child's start date.

Late Applications

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.

Multiple Births

If a school is oversubscribed and can offer one place to one child of a multiple birth group (such as a twin or triplet) because of the ranked oversubscription criteria, the trust will typically admit the other sibling(s) as well, even if this exceeds the school's pupil admission number (PAN). This ensures that children from multiple births are not split between different schools due to a single place separation. However, this policy usually applies only when the criteria are tied for the final place or are ranked immediately after the last available place. While the need to keep multiples together is strongly supported, admission remains subject to the Trust's specific oversubscription criteria, and parents are still encouraged to consider the individual needs of each child when applying.

Summer Born Children (placed out of cohort in primary school)

If you wish your child to remain outside of their age group when they transfer to secondary school, you will need to apply once again for an outside normal year group place. It is possible that a new admissions authority will decide that it is in your child's best interests to return to their normal year group and so your child would miss a school year. Admission authorities must consider these requests in the same way as the original request but must also take into account the fact the child has been educated in a different year group up until this point.

For many children, it will be right for them to remain with their adopted year group but it is possible that others may be better off joining their normal year group. All decisions should be made taking the circumstances of the case into account and considering all of the child's needs, including their social and emotional needs. You should make this request alongside an application for a school place and should do so when your child's normal year group are making applications for a school place.

This means that a summer born child that started in reception a year later than is usual, would apply for a secondary school place and for an out of year group place when they are in Year 5 rather than Year 6.

You should complete both:

- [an online application](#) for a place in Year 7; and
- the form [Application for a Lancashire secondary school place for children placed out of cohort in primary school](#)

Appeals

If your child has been refused a place at one of your preferred schools you can appeal the decision of the admissions authority. Your reasons for appealing will then be considered by an independent panel at an appeal hearing. You will have the chance to attend the appeal hearing and present your case along with a representative from the school. Lancashire County Council administers the appeals process on behalf of the Trust; to formally lodge an appeal, you should complete the authority's official appeal form by clicking [here](#).

Waiting List

Where the school has been oversubscribed in the normal admissions round and places have been refused to some applicants, a waiting list will be maintained for any vacancies which subsequently occur in the school. The waiting list will be maintained until the end of the academic year after which it will be cleared. If you wish your child's name to remain on the waiting list for the next academic year, you must email admissions@let-edu.org at the start of the new academic year to request that your child's name is placed on the new waiting list.

The waiting list is maintained in the order of the oversubscription criteria only (not application date). This means that names can move down the list if, e.g., a new applicant qualifies in a higher placed category under the oversubscription criteria. If a place becomes available it will be allocated to the first child on the waiting list, in accordance with the oversubscription criteria. If that offer is declined the place will be offered to the next child on the waiting list.

Parent/carer(s) have the right to request their child is removed from the waiting list at any time. Once removed, the child cannot be reinstated on the waiting list without submitting a new application. To remove your child from the waiting list you must email admissions@let-edu.org.

The waiting list process does not apply to children with an EHCP. As soon as the school is named in a child's EHCP, the school must admit that child. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

In-year Admissions

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 Trust. Parents are required to complete the in-year application form, which is available by clicking [here](#).