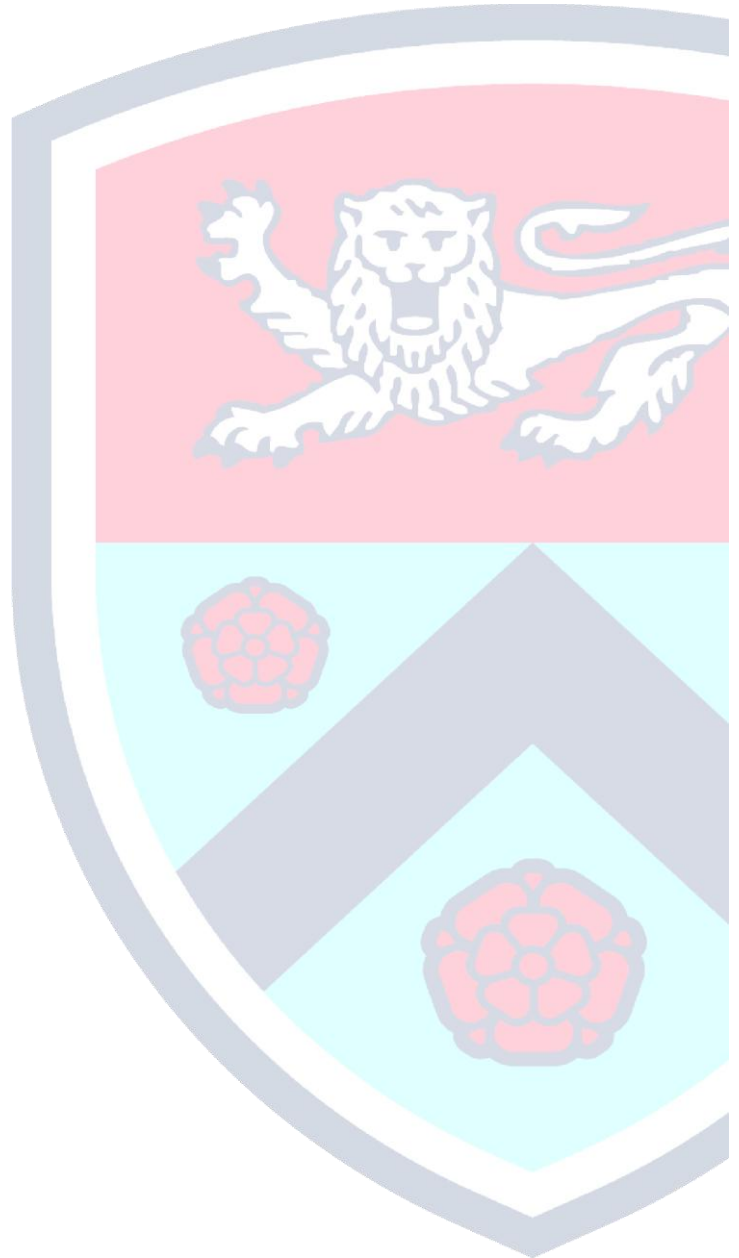




**Carnforth**  
High School

# Admissions Policy 2027/28



**SLT Lead:** P W Staniforth

**Next Review Date:** March 2027

**Confidence      Purpose      Respect**

## Introduction

Applications for admission to the school should be made online between 1st September 2026 and 31st October 2026 via the Local Authority website [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools).

It is not normally possible to change the order of your preferences for schools after the closing date. Parents must complete the Local Authority electronic form, stating three preferences.

**The school cannot offer places beyond its admission number (150). Offers of places under the equal preference system will be sent to parents on 1st March 2027 by the Local Authority. Parents of children not admitted will be offered an alternative place by the Local Authority.**

## Priority System

In the event the school is oversubscribed, a supplementary form is available from the school and the school's website. The supplementary form should be returned to the school by 31st October 2026. If the school is oversubscribed, a failure to complete the supplementary form may result in your application for a place in this school being considered against a lower priority criteria.

**The number of places available for admission to Year 7 in September 2027 will be a maximum of 150.** The Governing Body will not place any restrictions on admissions to Year 7 unless the number of children for whom admission is sought exceeds this number.

The Governing Body 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 Health and Care Plan naming this school, the Governing Body will allocate places using the criteria below, which are listed in order of priority:

### **1. Looked After Children**

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. Brothers or Sisters currently attending the school**

This applies to brothers and sisters of those children who are currently on the school roll and who will be continuing into the next academic year. Note: "brother" or "sister" includes step, half, foster and adopted siblings living at the same address.

### **3. Children of staff at the school**

This applies to all staff, full and part time, who are employed by this school on a permanent contract of employment with the Academy in either or both of the following circumstances:

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### **4. Geographical Priority Area**

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. This address point is within the body of the property and usually located at its centre.

If places remain unfulfilled after application of the criteria 1-4 remaining places will be allocated according to the straight-line distance from home to school, nearer addresses having priority over more distant ones. Carnforth High School's geographical priority area is:

Parishes of Silverdale, Yealand Redmayne, Yealand Conyers, Warton, Priest Hutton, Borwick, Arkholme with Cawood, Whittington, Burrow with Burrow, Leck, Ireby, Tunstall, Cantsfield, Carnforth, Bolton-le-Sands, Over Kellet, Nether Kellet, Halton with Aughton, Gressingham, Claughton, Hornby with Farleton, Melling with Wrayton, Wennington, Roeburndale, Wray with Botton and Tatham.

### **Late Applications for Admission**

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the Governing Body has established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others and placed on the waiting list in order according to the criteria.

### **Waiting List**

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus, it is possible for a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. The waiting list will operate after offers have been made.

### **Address of Pupils**

The address used on the school's admission form must be the current one at the time of application, i.e. the family's main residence. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the Governing Body reserves the right to make enquiries of any relevant third parties, e.g. the child's GP, Council Tax Office, Electoral Registration Officer, utilities provider. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

### **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 school manages the in-year admission process. 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.

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.

## **Fraudulent Applications**

Where the Governing Body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence) which effectively denies a place to a child with a stronger claim, then the Governing Body is required to withdraw the offer of the place. The application will be considered afresh, and a right of appeal offered if a place is refused.

# Admissions Policy Supplementary Form



**Carnforth**  
High School

**For September 2027 Entry**

<b>Child's Surname:</b>	
<b>Child's First Name:</b>	
<b>Child's Date of Birth:</b>	
<b>Is the Child Looked After or Previously Looked After (please see policy for definition)?</b>	
<b>Is the Child's Parent a Member of Staff at Carnforth High School?</b>	

<b>Child's Address (i.e. where the child wakes up most mornings, Monday to Friday):</b>	
<b>Post Code:</b>	

<b>Address of Child's Current Primary School:</b>	
<b>Post Code:</b>	

<b>Surname of Parent/Carer (with whom child normally resides):</b>	
<b>First Name of Parent/Carer (with whom child normally resides):</b>	

<b>Names and Tutor Groups of any brothers or sisters who currently attend this school and who will still be attending in September 2027</b>

