



Archbishop Temple

Church of England High School

ADMISSION ARRANGEMENTS 2026

Making an application

Applications for admission to the school for September 2026 should be made on-line between **1st September 2025 and 31st October 2025**. It is not normally possible to change the order of your preferences for schools after the closing date.

Parents **must** complete their home Local Authority application form, stating three preferences. Residents can apply online at <https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/>. For families who are unable to apply online application forms can be requested from, and returned to, the school or appropriate area office, the address of which is available at the school. All parents returning application forms to school must receive a receipt of submission.

Parents who wish their application to this Church school to be considered against the faith criteria **must** also complete the Supplementary Form. If the school is oversubscribed, a failure to complete the Supplementary Form will result in your application for a place in this school being considered against lower priority criteria as the Governing Board will have no information upon which to assess the worship attendance.

The Supplementary Form must be completed at the time of application and is available from the school or online at www.archbishoptemple.com.

The Supplementary Form must be returned directly to the school by 31st October 2025 if parents wish their application to be considered against faith criteria.

For parents applying online, emails informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on 1st March 2026 or next working day. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority. Parents applying by hard copy forms will be informed by letter.

Admission procedures

Arrangements for admission have been agreed following consultation between the Governing Body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area.

The number of places available for admission to Year 7 in the year 2026 will be a maximum of 210.

The Governing Body will not place any restrictions on admissions to Year 7 unless the number of children for whom admission is sought exceeds their admission 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. In the event that there are more applicants than places, after admitting all children with an Educational Health and Care Plan naming the school, the Governing Body will allocate places using the criteria below, which are listed in order of priority.

1. (a) Looked After Children and Previously Looked After Children

This means a 'looked after child' or a child who was previously 'looked after' but ceased to be looked after because they were adopted or became subject to a child arrangements or special guardianship order, including those 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 (please see definitions below). A 'looked after child' is a child who is (a) in the care of the local authority or (b) being provided with accommodation by a local authority in exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school.

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who are adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individual's to be a child's special guardian (or special guardians). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

(b) Children with special medical or social circumstances affecting the child where these needs can only be met at this school

Professional supporting evidence from, for example, a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the only school where these needs can be met and the difficulties which would be caused if the child had to attend another school. Parents must submit this evidence to the school by 31st October 2025 if they wish their application to be considered under this criterion.

2. Children of staff at Archbishop Temple Church of England High School

Children of staff who have been employed by Archbishop Temple Church of England High School for two years prior to the closing date for applications, or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. This applies to all staff, full and part time, who are employed by the school.

3. Children who have attended our partner primary schools will be allocated a maximum of 40 places as outlined below:

- A maximum of 10 children who attend Ashton-on-Ribble St Andrew's Church of England Primary School at the time of application.
- A maximum of 10 children who attend Broughton-in-Amounderness Church of England Primary School at the time of application.
- A maximum of 10 children who attend Fulwood, St Peter's Church of England Primary School at the time of application.
- A maximum of 10 children who attend Grimsargh St Michael's Church of England Primary School at the time of application.

Where there are more applicants than the available places within this category, **then applications will be ranked firstly on church attendance as in category 4, then the distance** between the Ordnance Survey address points for Archbishop Temple Church of England High 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. In all cases, home is defined as the place where the child wakes up for the majority of Monday to Friday mornings.

4. Worship in a church which is in full membership of Churches Together in England or the Free Churches Group or the Evangelical Alliance.

The lists of Churches can be found on the Churches Together in England Website at www.cte.org.uk; and for the Free Churches Group at www.freechurches.org.uk; and for the Evangelical Alliance at www.eauk.org.

- a. Children who have a parent who has attended public worship in a Christian church **at least fortnightly** for **two years** leading up to the 1st September 2024.
- b. Children who have a parent who has attended public worship in a Christian church **at least fortnightly** for **one year** leading up to the 1st September 2024.
- c. Children who have a parent who has attended public worship in a Christian church **monthly** for **one year** leading up to the 1st September 2024.

The governors will require confirmation of this from the relevant member of the clergy. Parents should ensure that clergy have responded to this request. Parents who have changed their place of worship within the previous two-year period should seek verification from all who can vouch for them, to be submitted together with the supplementary information form.

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 requirement 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.

Within each subsection A, B, C of this category, the distance between the Ordnance Survey address points for the Archbishop Temple Church of England High 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. In all cases, home is defined at the place where the child wakes up for the majority of Monday to Friday mornings. Children who are not admitted under these criteria will be re classified under each subsequent category that applies to them.

5. Other children

Remaining places shall be allocated to other children whose parents wish them to attend the school with the determining factor being distance from school, nearer addresses having priority over more distant ones.

Where there are more applicants than the available places within any of the categories, then 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. 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). This will also be the case for applications from different addresses which are exactly the same distance from school. In all cases, home is defined at the place where the child wakes up for the majority of Monday to Friday mornings.

Late applications for admission

Where there are extenuating circumstances for an application being received after the last date for applications (31st October 2025), and it is before the Governing Body have 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 school's published admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list by the school. 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 that 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. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

This waiting list will operate until the 31st of December 2026.

The school's in-year admissions will be administered by the Governing Body of the School.

Address of pupil

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 reserve 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.

Non-routine and In-Year Admission

It sometimes happens that a child needs to change school other than at the 'normal' time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school can arrange to visit the school to discuss this should they wish. You must submit an 'In-Year Application Form' to the school – <https://www.archbishoptemple.com/parents-carers/how-to-apply>. If there is a place in the appropriate year group, then your child will be admitted. If there is no place, then the Governing Body will have to refuse the application, but information will be provided about how to appeal against this refusal.

If your family is moving house, your application (both for routine and non-routine applications) and any appeal will be considered as being made from your old address until you provide suitable evidence of a permanent change of address, e.g. exchange of contracts on your house purchase or the signed tenancy agreement and rent book for your new address.

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.

Appeals for routine admissions

Where the governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should request an appeal form from the Clerk to the Governors at the school and return it within 20 school days of receiving the letter refusing a place.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

Appeals which are received after the deadline will be slotted into the schedule where this is possible. There is no guarantee that this will happen and late appeals may be heard after the stipulated date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venues and the number of appeals for each school (which will vary year on year).

Please note that this right of appeal against the Governing Body's decision does not prevent you from making an application or an appeal in respect of any other school. However, parents do not have the right to a second appeal in respect of the same year group at this school unless, in exceptional circumstances, the school has considered a second application from the parents in the same academic year because of a significant and material change in the circumstances of the parents, child or school but the child was still refused application.

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 in the catchment area or of involvement in a place of worship) 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.

Twins/Triplets etc.

Where there are twins 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. If places for twins or all triplets, etc cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group. If only a single place can be offered for twins, then the Local Authority's system for a random draw will decide which pupil receives an offer.

Admission of children outside of their normal age group

Parents may seek a place for their child outside of the normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health.

In-Year Application (ie children who are already of school age)

Parents must submit their written request for admission out of the normal age group to the Governing Body. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Please note: This Governing Body will not honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

The Governing Body will make a decision on the request before the Secondary national offer date if at all possible.

Making the decision

Parents seeking admission of their child outside their normal age group must send their written request to the Governing Body. It is the responsibility of the parents to provide to the Governing Body all relevant information relating to this request, including the parents views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of the medical professional; whether the child may naturally have fallen into a lower age group if it were not for being born prematurely; and whether the child has previously been educated out of their normal age group.

The Governing Body is required to take into account the views of the Headteacher on the application as well as the information from the parent. The Governing body will make their decision on the basis of the circumstances of each individual case, and in the best interests of the child concerned.

The Governing Body will then inform the parents of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parents have a statutory right to appeal to an independent admission appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal does not apply if they are offered a place at the school but it is not in their preferred year group. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal school age group.

Note 1: For the avoidance of doubt, matters which the Governing Body do not take into account in the allocation of places include the following:

- a. Attendance at church as part of normal school activity**
- b. Whether a child is confirmed or being prepared for confirmation**
- c. Whether a child is baptised**
- d. Academic abilities**
- e. The presence of a sibling in the school.**

Note 2: 'Parent' means the person or persons, including carer(s) and step-parent(s) having the day-to-day responsibility for the care of the child for whom application is made.