



## Admissions Policy for 2025 - 26

The **admission number is 30**. The Governing body will not place any restrictions on admissions unless this would result in an infant class exceeding 30. Last year the school was able to admit all pupils requiring a place.

Applications for admission to the school should be made on the online admissions system accessed via [www.lancashire.gov.uk](http://www.lancashire.gov.uk) (search A-Z for 'school admissions'). The closing date for applications is Wednesday 15th January 2025.

### **ADMISSION CRITERIA**

The Governors have agreed upon the following criteria for admission to the school, in order of priority, in the event that there are more applicants than places:

#### **1. Children in public care and previously looked after children.**

This includes any:

looked after children and all previously looked after children, including those children 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 (IAPLAC).

child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.

#### **2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school.**

Professional supporting evidence from a professional, e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, such evidence must set out the particular reasons why the school is question is the most suitable school and the difficulties which would be caused if the child had to attend another school.

3. a) As the school is a Church of England School, preference will be given to children whose parents are regular church members and are regularly involved with the life and work of Upholland and Dalton Team Ministry.  
b) Children of parents who are regular worshippers at another Church of England. \*\*

4. Brothers and sisters already attending Bishop Martin C of E Primary School and who will still be in school at the time of admission. This includes full, half and step brothers and sisters and foster brothers and sisters who are living at the same address as part of the same family unit. Where a child lives with parents with shared responsibility the address given on the application form should be the address where the child sleeps on most nights of the week.

5. Children who have attended Bishop Martin C of E Primary School Nursery.

6. Distance from home to school.

\* **Note:** Criteria 3 - Parental involvement is normally taken to mean a minimum of monthly attendance at church over 6 months and active involvement in church activities.

\*\***Note:** Criteria 3 - In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

**Tie break:** Where there are more applicants for the available places within a category, 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 two addresses have the same distance, or the cut-off point is for addresses within the same building, then the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

**Late Applications:** All applications sent before the closing date will be dealt with at the same time. Late applications will normally be dealt with after those received on time. You should be aware that a late application could reduce your chance of gaining a place at the school. In some cases where an application is received after the closing date but

before the allocation date it may be considered alongside those applications which were received on time where there is, in the view of the admissions authority, an acceptable reason for the late application.

A waiting list will be established in the event of over-subscription. Allocation of places will be made using the above criteria order. The waiting list will be maintained until 31<sup>st</sup> December in the academic year of admission.

**Shared responsibility:** Where the parents live at different addresses, 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 used.

**Twins/Triplets etc.:** Where there are twins, etc. 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 within the requirements of infant class sizes. In exceptional circumstances cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits.

**Deferred admission:** If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January. You may also request that your child attend school part time until he/she reaches his/her fifth birthday.

**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 school. 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.

### **Admission of children outside of their normal age group**

Parent(s)/carer(s) 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 addition, the parent/carer of a summer born child (i.e. a child born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group – to reception rather than year1.

#### In-year applications (i.e. children who are already of school age)

Parent(s)/carer(s) 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.

#### Children seeking admission to reception in the September after their fifth birthday

Parent(s)/carer(s) will need to submit a normal Common Application Form (CAF) to the Local Authority (in writing or online) for admission into the normal age group at the same time as they submit a written request to the Governing Body for their child to be admitted out of the normal age group.

**Please note:** This Governing Body will not honour a decision made by another admission authority on admission out of the normal age group. Parent(s)/carer(s), 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 Primary national offer date if at all possible.

If the request is agreed, the parent(s)/carer(s) must make a new application for the next main admission round the following year, and their current application for the normal age group should be withdrawn before a place is offered. The following year the new application will be considered on the base of the determined admission arrangements only, including the application of oversubscription criteria where applicable. The application will not be given lower priority on the basis that the child is being admitted out of their normal age group.

If their request for admission outside their normal age group is refused, parent(s)/carer(s) must decide whether to accept the offer of a place for the normal age group that they receive from the Local Authority, or to refuse it and make an in-year application to the Governing Body for admission to year one for the September following their child's fifth birthday.

More information is available at: <https://www.gov.uk/government/publications/summer-born-children-school-admission>

### **Making the decision**

Parent(s)/carer(s) 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 parent(s)/carer(s) to provide the Governing Body with all

relevant information relating to this request, including the parent(s)/carer(s) 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 Head Teacher on the application as well as the information from the parent(s)/carer(s). 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 parent(s)/carer(s) of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parent(s)/carer(s) 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.

**Appeals:** 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 notify the clerk to the governors at the school by April 2025.** 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 governors' decision does not prevent you from making an appeal in respect of any other school.

**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.

Chair of Governors Name: **Mr J Greenlees**

Signature \_\_\_\_\_

Date \_\_\_\_\_



## Supplementary Information Form

Surname of child \_\_\_\_\_ Forenames of Child \_\_\_\_\_

Male/Female \_\_\_\_\_ Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Child's home address \_\_\_\_\_

Post code \_\_\_\_\_

Telephone numbers – Home \_\_\_\_\_ Mobile \_\_\_\_\_

Parents/Legal guardians: \_\_\_\_\_ Address (if different than child's) \_\_\_\_\_

Mother's name \_\_\_\_\_

Telephone numbers: Home \_\_\_\_\_

Mobile \_\_\_\_\_ Post code \_\_\_\_\_

Father's name \_\_\_\_\_

Telephone numbers: Home \_\_\_\_\_

Mobile \_\_\_\_\_ Post code \_\_\_\_\_

### Are you applying for a place because of (You may tick more than one choice):

- Living in local area
- Special social/medical needs
- Sibling in school
- Parental faith commitment

### If you are applying on faith grounds, complete the following sections:

Name of place of worship one of parents / guardians regularly attends:

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Name of vicar/priest/minister/faith leader/church officer:

Post Code \_\_\_\_\_ Telephone \_\_\_\_\_

*(Your faith leader will be contacted in order to provide the information)*

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_