



ADMISSION AND INDUCTION TO SCHOOL POLICY

All applications for a place at our school should be made to the Local Authority. Online is now the main means of applying for school places. Where there are reasons for a paper application being required, parents may contact Lancashire County Council Area Pupil Access Team.

All applications should be made by the January before admittance in the following September, and parents are informed of the outcome in March (exact dates/deadlines are publicised widely each year and can also be found on the Local Authority website under school admissions).

In the event of over subscription, places are allocated based on the criteria detailed in the admissions policy below. If a child does not receive a place, parents are entitled to appeal against the decision. Governors have set the admission intake at 20 places.

We believe that a good start at school is vitally important to the development and education of every child. To ensure this, we offer the following to assist with induction:

- 1) Open Days are held in the Autumn term to give prospective families the opportunity to visit school. Separate tours are also offered on request, and a virtual tour is available on our website.
- 2) A meeting is held in the Summer term, when general information about school is discussed with all families who have been offered a place.
- 3) Children are invited to attend transition sessions in the Summer term once school places have been confirmed. Teachers also hold transition meetings with nurseries, and offer home visits to begin to build strong relationships with children and their families.
- 4) Once children have started school, we hold a 'Meet the Teacher' evening for parents where key information about the curriculum, class organisation and timetables are shared. We also advise parents about learning in Foundation Stage and how best they can help at home.

Determined admissions policy for community and voluntary controlled primary schools

The determined policy for admission to community and voluntary controlled primary schools is listed below:

An admission number will be published showing the maximum number of pupils that the school will admit in the Autumn Term. Parents are given the opportunity to express three preferences for a primary school. Published criteria are used to decide which children should be offered the available places. In primary schools, an equal preference scheme is operated to comply with the Schools Admission Code, whereby three parental preferences are given equal status and are considered equally against the admissions criteria. If a school is oversubscribed, the following criteria will be applied in priority order:

Primary Schools

When a school is oversubscribed on parental preferences, then the following priorities apply in order:

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 (see note (x) below), then
2. Children for whom the Local Authority accepts that there are exceptional medical social or welfare reasons which are directly relevant to the school concerned (see note (i) below, then
3. Children eligible for Services Premium, then
4. Children with older brothers and sisters attending the school when the younger child will start, (see note (iii) below), then
5. Remaining places are allocated according to where a child lives. Those living nearest to the preferred school by a straight line (radial) measure will have priority, (see note (v) below.

Notes

(i) The medical, social and welfare criterion will consider issues relevant to the child and/or the family. This category may include children without an EHC Plan/Statement 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.

(ii) As required by law, all children with a Statement of Special Educational Needs/Education, Health and Care Plan naming a school will be admitted before the application of the over-subscription criteria. Children who have a Statement for Special Needs/EHC Plan will have their applications considered separately.

(iii) Brothers and sisters includes 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.

(iv) 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 Local Authority 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).

(v) A child's permanent address is the one where he/she normally lives and sleeps and goes to school from. Proof of residency may be requested at any time throughout the admissions process, (including after a child has accessed a school place). If there is any doubt about this, then the address of the Child Benefit recipient will be used.

(vi) The Local Authority will keep waiting lists for all Lancashire primary schools until 31 August. These are kept in priority order using the school's published admission criteria. From 1 September, waiting lists will be transferred to and retained by individual admission authorities (the Local authority for community and voluntary controlled schools and own admission authority schools will each retain their own list). To comply with the School Admissions Code the waiting lists must be retained until at least 31 December.

(vii) 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.

(viii) 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).

(ix) 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.

This is a summary of the admissions policy. Please refer to the LA website and 'Information for Parents' booklet and area inserts for full policy details.