

**PRIMARY  
AND  
SECONDARY  
SCHOOL  
ADMISSIONS**



Admissions to  
Lancashire Schools

Information for Parents  
2024 - 2025

APPLY ONLINE  
[www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)

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# Timetable for Lancashire Primary Admissions 2024/25

The arrangements for the admission of pupils to primary schools in September 2024 will, as far as possible, conform to the following timetable.

<b>Friday 1 September 2023</b>	<b>Apply from this date at <a href="http://www.lancashire.gov.uk/schools">www.lancashire.gov.uk/schools</a> (Please remember to press the 'submit' button every time you leave the online system)</b>
<b>Monday 15 January 2024</b>	<b>National closing date for primary applications (statutory).</b>
During this period all applications are processed and all preferences are considered against the published admissions policy. Where there are more applications than places available, decisions are made as to which children should be offered the available places. We will liaise and exchange information with all other admission authorities including neighbouring local authorities. The allocation and offer of a primary school place is finalised.	
<b>Tuesday 16 April 2024</b>	Offers issued to parents*
<b>Friday 26 April 2024</b>	Deadline for requesting a place on the waiting list(s)
<b>w/c 29 April 2024</b>	Commence ranking of the waiting list
<b>Thursday 16 May 2024</b>	Appeal deadline for Lancashire schools. Deadline for lodging appeals for Lancashire schools 1 <sup>st</sup> round of hearings.
<b>Wednesday 17 July 2024</b>	Appeals for Lancashire schools submitted by the deadline heard by an independent appeal panel

**\* If you are not happy with an initial offer, the appeals period starts from your receipt of the offer. Appeal information will be issued later as this allows some time for waiting lists to operate.**

\*\*Appeals which we receive after the deadline will be slotted into the schedule where possible. We cannot guarantee this however, and late appeals may have to be heard after the agreed date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venue, etc.

**The closing date for applications is Monday 15 January 2024.**

# Timetable for Lancashire Secondary Admissions 2024/25

The arrangements for the transfer of pupils to secondary schools in September 2024 will, as far as possible, conform to the following timetable.

<b>Friday 1 September 2023</b>	<b>Apply from this date at <a href="http://www.lancashire.gov.uk/schools">www.lancashire.gov.uk/schools</a> (Please remember to press the 'submit' button every time you leave the online system)</b>
<b>Tuesday 31 October 2023</b>	<b>National closing date for secondary applications (statutory).</b>
During this period all applications are processed and all preferences are considered against the published admissions policy. Where there are more applications than places available, decisions are made as to which children should be offered the available places. We will liaise and exchange information with all other admission authorities including neighbouring local authorities. The allocation and offer of a secondary school place is finalised.	
<b>Friday 1 March 2024</b>	Offers issued to parents*
<b>Friday 15 March 2024</b>	Deadline for requesting a place on the waiting list(s)
<b>Week commencing 18 March 2024</b>	Commence ranking of the waiting list
<b>Tuesday 16 April 2024</b>	Appeal deadline for Lancashire schools. Deadline for lodging appeals for Lancashire school's /1 <sup>st</sup> round of hearings.
<b>Tuesday 18 June 2024</b>	Appeals for Lancashire schools submitted by the deadline heard by an independent appeal panel

\* If you are not happy with an initial offer the appeals period starts from your receipt of the offer. Appeal information will be issued later as this allows some time for waiting lists to operate.

\*\*Appeals which we receive after the deadline will be slotted into the schedule where possible. We cannot guarantee this however, and late appeals may have to be heard after the agreed date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venue, etc.

The closing date for applications is **Tuesday 31 October 2023**.

**If you are resident in Lancashire, you can apply online for your preferred primary or secondary schools (even if any of these are outside of the County).**



# APPLY ONLINE

[www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)

- ☞ **It's quick, easy and secure.**
- ☞ **You can amend your application right up to the deadline date if you wish.**
- ☞ **Please remember to press the submit button each time you re-visit your online application whether you make any changes or not, OTHERWISE IT WILL NO LONGER BE VALID.**
- ☞ **You'll get an email acknowledgement when you submit your application.**
- ☞ **You can view your school offer via the online system on the day the offers are sent out.**

## SUPPLEMENTARY INFORMATION FORMS

Voluntary Aided (Church) Schools and Foundation Schools and Academies/Free Schools normally require a supplementary information form (SIF) to be completed. The SIF is in addition to the online application and requests additional information that is used by the governing body of the school to apply their oversubscription criteria when allocating places.

For each school that is a preference on your online application, you will need to contact the school direct to obtain a copy of their supplementary information form.

You should then send your completed supplementary information form direct to the relevant school by the closing date:

**31 October 2023 for Secondary applications**

**15 January 2024 for Primary applications**

**Further information is available from your Area Education Office:**

<b>NORTH AREA</b> Lancaster, Morecambe, Wyre and Fylde	<b>SOUTH AREA</b> Preston, South Ribble, West Lancashire and Chorley	<b>EAST AREA</b> Hyndburn, Ribble Valley, Burnley, Pendle and Rossendale
(01524) 581148	(01772) 532109	(01254) 220747
pupilaccessteam.north@lancashire.gov.uk	southadmissions@lancashire.gov.uk	pupil.accesseast@lancashire.gov.uk

**SECTION 1 - Residency**

	<p><b>If you live outside the borders of Lancashire within another Authority's boundary, eg. Blackpool, Sefton, North Yorkshire, you must approach the Education Office in your home Authority and use their application process.</b></p> <p>You can name Lancashire schools as preferences on another Authority's application. Your home Authority will then process your application. Contact details for neighbouring Authorities are included at the back of this booklet (Page 20).</p> <p>Late applications will usually be dealt with after those received by the set closing date.</p>
<p><b>Admission of children from overseas</b></p>	<p>You must apply by the deadline and provide information about where you are living and when you intend to return. We will initially consider the application based on your child's address abroad and any subsequent change will be considered in line with our change of address policy.</p> <p>If you have a property in the UK, you should apply to the local authority for that address. If you do not have a UK property, you should apply to the local authority where your preferred school is situated. We will consider the application based on your child's address abroad and any subsequent change will be considered in line with our change of address policy.</p>
<p><b>UK crown servants or UK military families</b></p>	<p>Admission authorities and local authorities must process applications from UK crown servants or UK military families with evidence from their employers or commanding officers that they are returning to the area ahead of any move. They must accept any posting or quartering address as a 'home' address in the absence of any actual home address.</p>
<p>For parents living <b>inside Lancashire</b> who would like to access a primary or secondary place within <b>another Authority</b></p>	<p>If you live in Lancashire and would like to express a preference for a primary or secondary place within any other Local Authority, please apply online on the Lancashire County Council system. You can name schools in other Authorities on the Lancashire form. Lancashire County Council will process your application because you are a Lancashire resident.</p> <p>Please ring 0300 123 6707 to ask for the school to be added if it does not appear on the list.</p>
<p><b>Home Address</b></p>	<p>It is essential that you give your correct permanent home address. This must be where the child and parent or carer with legal responsibility lives. You should not give the address of a relative or childminder, a temporary address or the address of any other property that you own or rent, but do not reside in.</p> <p><b>We may require proof of the address given</b> and you will be contacted directly if this is required. The LA also reserves the right to request further proof of an address as appropriate to individual circumstances. If it is found that a false address has been used to secure a place, we can withdraw the place that was offered to your child on the basis of a fraudulent or intentionally misleading application.</p> <p>The address you give us must be your child's current home address. This applies even if you might move house at a later date during the admissions process. For avoidance of doubt, please contact your Area Education Office.</p>

<p><b>If you wish to make changes to your application or submit a late application</b></p>	<p>In limited and exceptional cases and where there have been substantial changes to an applicant's circumstances, individual admission authorities may consider requests for changes. Any changes or late submissions must be received by the following dates in order to receive an offer on the national offer day.</p> <p>Primary deadline – 29 February in the admissions round. Secondary deadline – 15 January in the admissions round.</p>
<p><b>If you are moving house</b></p>	<p>You must still apply from your child's current home address before the national deadline of <b>31 October 2023 for secondary</b> and <b>15 January 2024 for primary</b>.</p> <p>If you are about to move house, please contact the Area Education Office with your new address so that letters that are sent to you do not go astray.</p> <p>If you have completed on the purchase of a home or have evidence of a confirmed offer of long term tenancy of at least 6 months, <i>together with</i> independent evidence you are <i>residing</i> at the property, you can ask for your child's application to be considered from the new address.</p> <p>It is required that a family does not only own the property in a particular location, but they are resident in it.</p> <p>You will also be asked to provide evidence of the disposal of your previous property particularly where there is uncertainty or a dispute relating to the LA establishing <b>one</b> permanent home address for the purposes of allocating a school place.</p> <p>Please advise your Area Education Office if there are any changes in your child's living arrangements during the application period and allocation of places ie from 1 September 2023 to 1 March 2024 for secondary applications and from 1 September 2023 to 16 April 2024 for primary applications. You may request to change your preferences if you are moving address. This request will be considered by the Admission Authority of individual schools.</p> <p>Requests due to changes of address that we receive for pupils who are applying for a <b>secondary</b> school place after the deadline for changes (15 January 2024), but before the national offer day (1 March 2024) will be dealt with <b>after</b> the national offer day.</p> <p>Requests due to changes of address that we receive for pupils who are applying for a <b>primary</b> school place after the deadline for changes (29 February 2024), but before the national offer day (16 April 2024) will be dealt with <b>after</b> the national offer day.</p>
<p><b>Where a child lives with parents who have shared responsibility</b></p>	<p>In the cases where a child lives with parents who have shared responsibility and the child's time is split between two homes, the home address used will be that which is directed by the court or the address where the child lives for the majority of the week. The Local Authority reserves the right to request further proof in order to establish the home address, as fit the individual circumstances.</p> <p>In cases where parents are both separated and both have retained joint responsibility, an application form will be accepted from the parent with whom the child primarily resides. The Local Authority has an obligation to process an application form that has been signed and submitted by a parent stating that they have parental responsibility. <b>The Local Authority cannot release information or intervene where disputes or disagreements</b></p>

	<p><b>arise between parents in relation to any proposed or submitted application for a school place.</b></p> <p>We can only process applications from one address. If your child lives at a different address from you or with another parent/carer from Monday to Friday, please provide the Parental Responsibility Order for the person the child lives with.</p> <p>Please note that the address that the parent enters on the admissions application form will be used to assess home to school transport eligibility. The address of the other parent cannot be used for transport assessment purposes.</p>
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## Medical Social Welfare

<p>If you consider your child to have a Medical, Social, Welfare need.</p>	<p><b>Please note that not all schools / academies have a medical, social and welfare criterion within their admission policy. This can only be applied where it is part of the determined policy for a particular school or academy.</b></p> <p>If you feel that there are exceptional medical, social or welfare reasons associated with your child and/or family which support admission to a particular school you must indicate that this is the case on your application. These may include serious medical or psychological needs or disabilities which make travel more difficult. Pupils with special educational needs (non-statemented) may be admitted under this criteria. <b>Please bear in mind that all schools and academies can make provision for special educational needs, and can also manage common conditions eg asthma, epilepsy, diabetes.</b></p> <p>Where exceptional medical, social or welfare reasons are identified supporting evidence will be required. This may be from whatever sources you feel are most appropriate. Examples of providers of evidence are doctors, health visitors, social workers. Only exceptional reasons relevant to a particular school will normally be considered. <b>If you do not provide supporting evidence then it will not be possible to consider the application under the medical, social and welfare criterion.</b></p> <p>Parents may apply for places and send supporting evidence at a later date. It is strongly recommended that this is submitted by the closing date for applications.</p> <p>After the closing date, during the early stages of the allocation process, all claims of exceptional medical, social and welfare reasons are considered separately by senior officers of the Local Authority or the Governing Bodies. This will involve considering all information and evidence provided by parents. It may also be necessary to contact parents and third parties in order to obtain further information where this is needed to reach a decision. The focus of the assessment of each medical, social and welfare claim will be linked to the claimed reasons for the pupil to attend a specific school. Where the reasons claimed are not considered exceptional then the application will be dealt with under the other admission criteria for the school(s) requested.</p> <p>All information which is submitted will be considered as being confidential.</p> <p><b>Where this criterion is applied it does not confer any rights to assistance with home to school transport.</b></p>
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## **SECTION 2 – Admissions criteria (rules for who is given priority for places in Community and Voluntary Controlled Primary Schools)**

An admission number will be published showing the maximum number of pupils that the school will admit in the Autumn Term 2023. 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:

**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, 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 with older brothers and sisters attending the school when the younger child will start, (see note (iii) below), then**
- 4. 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 a 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 an Education, Health and Care Plan (EHCP) naming a school will be admitted before the application of the over-subscription criteria. Children who have an EHCP 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 which will be used as the tie breaker if there is oversubscription within any of the admission criteria is a straight line (radial) measure. If the Local Authority is unable to distinguish between applicants using the published criteria, eg 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 applicants' 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 they normally live, sleep and go to school from. Proof of residence may be requested at any time throughout the admissions process, (including after a child has accessed a school place). Addresses of relatives or friends must

**not** be used and neither should addresses of any other properties owned by applicants. (Please refer to Section 1 – Residency)

- (vi) The Local Authority will keep waiting lists for all Lancashire primary schools until 31 August 2024. These are kept in priority order using the school's published admission criteria. From 1 September 2024, 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 2024.
- (viii) 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
- (ix) 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).
- (x) 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.

A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption (2) child arrangements order (residency order) (3) or special guardianship order (4).

*(1) A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (please see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.*

*(2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (please see section 46 adoption orders).*

*(3) Under the provisions of s.12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.*

(4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

This includes children who are legally adopted from overseas. Relevant, legal documents must be provided to evidence the adoption.

For criterion 1 above, where there is a claim that any child was previously looked after, then the parent or guardian must provide the necessary evidence or contacts for this to be verified.

**The admission criteria for voluntary aided, foundation, free schools and academies are listed under the entry for each school in the accompanying supplement.**

**When a primary school with a Geographical Priority Area (GPA) is oversubscribed, the following priorities will be applied 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, 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 (please see note (i) above), then
3. Children living within the school's geographical priority area with older brothers or sisters attending the school when the younger child will start, (please see note (iii) above) then
4. Children living within the school's geographical priority area, then
5. Children living outside the school's geographical priority area with older brothers or sisters still attending the school when the younger child will start (please see note (iii) above) then
6. Children living outside the school's geographical priority area (please see note (iv) above)

The distance criterion which will be used as the tie breaker if there is oversubscription within any of the admission criteria is a straight line (radial) measure. If the Local Authority is unable to distinguish between applicants using the published criteria, eg 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 applicants' home address points and the address point of the school (co-ordinates provided by ordnance survey data).

**GPA's relate to:**

Mayfield Primary School, Lytham  
Eidsford Community Primary School  
Waterfoot Primary School

Moss Side Primary School  
Crawshawbooth Primary School

## SECTION 3 – PRIMARY APPLICATIONS – ADDITIONAL INFORMATION

### 1 How do arrangements differ between establishments?

There are several types of publicly funded schools and academies. They have different admission arrangements. Most schools cater for the age range 4-11 but some just for infants (4-7) or juniors (8-11). Also, there are the following categories of school:

- **Community and Voluntary Controlled Schools** - for these schools Lancashire County Council is the admission authority, sets the admissions policy and allocates places.
- **Voluntary Aided and Foundation Schools** - these are Lancashire maintained schools where it is the Governors who are the admission authority. The Governors set the admission policy and decide which children to admit.
- **Academies (and Free Schools)** - these are independent state schools not maintained by the local authority. It is the governing body who are the admissions authority, set the admissions policy and decide which children to admit. Admissions are, however, co-ordinated by the County Council. Free Schools may be exempt from co-ordination in the first year that they open.

A summary of the admission policy for each Voluntary Aided, Foundation, Free School and Academy is provided in the area supplement with this booklet. The detailed policy for each of these is described on the school's website.

Lancashire applicants must apply on the County Council's system to be registered within the school admission process. Some own admission authority schools will usually give applicants the option to complete a supplementary information form (SIF). Arrangements relating to the supplementary information form will vary and you are advised to contact schools and academies directly if you require further information about their form.

### 2 When do children start primary school?

By law, children do not have to start school until the beginning of the term following a 5th birthday. All admission authorities, must, however provide for admission in the September following each child's 4th birthday.

### 3 Can a child start school earlier than the September after a 4<sup>th</sup> birthday?

Admission authorities are required by law to provide places in the September after each child's 4th birthday. Lancashire will consider requests for earlier starts in very exceptional cases/circumstances. Parents must provide evidence of an exceptional or substantial need for this to happen.

### 4 Deferred/part-time starts within the child's reception year?

All parents are entitled to request part-time provision or deferred entry within their child's reception year (places offered from the September after a 4th birthday). Many Lancashire primary schools and academies may offer some initial phased part-time provision to new starters. Any required extension or variation to these arrangements is by negotiation with the school or academy.

Parents may also request that their child starts the offered reception place later in the school year (subject to the legal requirement that this must be by the start of the term following a 5th birthday). Parents should notify the relevant admission authority and school of their intentions. Where there is a deferred entry within a child's reception year the offered place will be reserved until the beginning of the Easter term.

### 5 Can a primary school/academy start be delayed for a full year?

For children who are "summer born" (birthdays between 1 April and 31 August), parents may decide to delay school start until the September after a 5th birthday. There is nothing to stop this from

happening, as legally this is when this group of children are required to start school (please see 1 above).

In Lancashire, where parents decide to do this, they will have missed the child's reception year and will be required to apply for Year 1 places from the September after a 5th birthday. Parents should be aware that the increasing demand for primary places and class size legislation may reduce their chances of obtaining a place at a preferred primary school or academy in these circumstances.

There is nothing in law to prevent a Year 1 aged child being placed in a reception class. This is a consideration for the admission authority (and the school for community and voluntary controlled schools). The circumstances of each case will be carefully considered. It is recommended you contact your local Area office for further advice. (Please see page 4).

Where parents want a full year delayed entry and a placement in a reception class, they must complete an application form for the September they would usually start and also complete Lancashire County Council's Summer Born application form providing evidence of exceptional or substantial need for this to happen.

### **Substantial/Exceptional Need**

This can be anything which the parent(s) consider relevant. It may include developmental, educational, medical, social or welfare information/reasons. Premature birth will be taken into consideration, as will a child's medical incapacity for all or most of the previous nursery year (if this prevented access to early years provision). Parents should, however, provide evidence to support any request for early start or full year deferral with a reception start.

***It is not sufficient to provide personal views and opinions and/or to refer to national research. Information and evidence should be about the specific needs of the child.***

## **6 What if my child is already attending a nursery school or class?**

Parents do not have an automatic right to transfer to the primary school or academy to which the nursery class is attached. You will still need to submit an application and state your preferences for school places like all other parents. Attending a particular nursery does not necessarily increase your child's chances of being offered a reception place at a particular school or academy. Please refer to the individual admissions policy for each school.

## **7 How many children can be admitted each year?**

This is the **published admission number (PAN)** which is shown in the insert to this booklet giving information about local schools and academies.

Additional children may occasionally be allocated places under fair access arrangements outside of the usual admission criteria. In addition, admission authorities may exceed a published admission number if they inform the Local Authority in time for effective co-ordination to occur.

### **Multiple birth**

**Where a single place remains and the application being considered is for twins (etc), the Admission Authority will exercise flexibility wherever possible.** If places for both (all) children cannot be offered, the family will be advised accordingly. Where only a single place can be allocated a random draw will decide which child receives the offer.

## **8 Do I have the final say in which school or academy my child should attend?**

No. You can express three preferences. You are strongly encouraged to use all three as these are considered equally at the outset. The Local Authority or the governing body will allocate a place.

***Where more than one offer is possible, only then will the priority order on your application be considered as a tie-break. Where a place at none of your preferred preferences is available, an alternative offer will be made.***

Most Lancashire applicants will receive an offer for one of their three preferences. All applicants resident in Lancashire will receive a single offer issued by the Local Authority.

**9 Are waiting lists kept?**

Yes. You will be able to put your child's name on a waiting list. This list is kept in priority order using the original admission criteria. If places become available, they will be offered strictly according to the waiting list. The order of the list may change as children move into and out of the area or accept other places. You do not need to appeal to be placed on the list.

If you want to know your approximate position on the waiting list, telephone the Area Education Office two weeks after the closing date specified for waiting list requests. Lists will be kept at the Area Education Office until the end of August immediately prior to schools starting. After 31 August 2024, individual admission authorities must keep a waiting list for one full term into the new school year. Parents who want a pupil's name to remain on the waiting list for a Voluntary Aided, Foundation and Free School or Academy must contact the school direct early in the new school year to confirm that this is the case. Parents may place their child's name on lists for schools or academies which they did not originally apply for.

**10 Can I appeal if I am refused the place I requested?**

Governing Bodies of Voluntary Aided, Foundation Schools, Academies and Free Schools and the Local Authority will do everything possible to meet your wishes before an appeal becomes necessary. You will be informed about other available places. It would be helpful if you visited the offered school if you have not already done so. However, if you are still dissatisfied, you have the right of appeal to an Independent Admissions Appeal Panel, whose members played no part in the original allocation of places. You will be informed how to appeal in writing. Appeal hearings will take place throughout the summer term. You can appeal for a place at any school or academy. (Please see Section 6).

If a place has already been refused at appeal, the admissions authority will only consider a second appeal for a place at the same school or academy for the same academic year if they consider that there has been a relevant, significant and material change in the family's circumstances (since the original appeal hearing). If this is the case a second appeal hearing may be agreed. Individual Admissions Authorities will decide in relation to re-appeal requests.

Note: If your child has an Education, Health and Care Plan (EHCP), arrangements are different for appealing against a place not being offered. You should contact your local Inclusion Service.

**11 Are there limits on infant class sizes?**

Yes. An infant class should have no more than 30 pupils per single qualified teacher for all ordinary teaching sessions. This applies to Reception, Year 1 and Year 2 classes. There are some, very limited, exceptions for in-year admissions, but the class size limit applies to all Community, Voluntary Controlled, Voluntary Aided and Foundation Primary Schools, Academies and Free Schools.

**12 Once my child has been admitted to a school or academy, can I later request a transfer to another?**

You can express a preference at any time to attend another primary school or academy. You should, however, first speak to the current Headteacher to discuss the possible transfer.

For In Year transfers, you are required to complete an application for the preferred school. Please visit our website [In year admissions - Lancashire County Council](#).

### **13 How do infant school to junior school transfers work (Year 2 to Year 3)?**

In Lancashire, there are 5 infant and 5 junior primary schools. These are separate establishments, but are closely linked.

These are:

- Ribbleton Avenue Infants and Ribbleton Avenue Juniors (Preston)
- Leyland Methodist Infants and Leyland Methodist Juniors (South Ribble)
- Leyland St Andrew's CE Infants and Woodlea Juniors (South Ribble)
- Rosegrove Infants and Lowerhouse Juniors (Burnley)
- Whitefield Infants and Lomeshaye Juniors (Pendle)

If the junior school is able to admit all Year 3 applicants, then this will be arranged locally and will automatically happen each September. If, however, there are more applicants for Year 3 than available places (and anybody may apply for a Year 3 place, including new to area families), then a formal admission round will take place using the determined admission criteria (see page 12).

For these pairs of schools, the sibling criterion will be applied across the full age range, ie reception to Year 5 for reception and Year 3 admissions and reception to Year 6 for in-year requests.

### **14 What about transfer to secondary school or academy?**

In Lancashire, children transfer at 11+. Full details about transfer at the beginning of your child's last year of primary education (Year 6) should be provided by your child's primary school or your Area Office by request (Please see page 4 for contact details).

### **15 What are the arrangements for free home to school transport?**

**Please see Section 7 of this booklet for a summary of the County Council's home to school transport policy, contact your Area Education Office or visit [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)**

## SECTION 4 – Admissions criteria (rules for who is given priority for places in Community and Voluntary Controlled Secondary Schools)

An admission number will be published showing the maximum number of pupils that the school will admit in the Autumn Term 2024. Parents are given the opportunity to express three preferences for a secondary school. Published criteria are used to decide which children should be offered the available places. In secondary schools an equal preference system operates, whereby the three parental preferences are given equal status. Each preference will be considered equally against the admissions criteria.

**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, 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 (please see note (i) below) then**
- 3** **Children living within the school’s geographical priority area with older brothers or sisters attending the school when the younger child will start, (please see note iii below) then**
- 4** **Children living within the school’s geographical priority area then**
- 5** **Children living outside the school’s geographical priority area with older brothers or sisters still attending the school when the younger child will start (please see note (iii) below) then**
- 6** **Children living outside the school’s geographical priority area (please see note (iv) 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 Education, Health and Care Plan (EHC Plan) 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 an EHC Plan naming a school will be admitted before the application of the over-subscription criteria. Children who have an EHC Plan 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. The priority does not apply to siblings whose brothers and sisters transferred into a sixth form at 16+.
- (iv) The distance criterion, which will be used as the tie breaker if there is oversubscription within any of the admission criteria, is a straight line (radial) measure. If the Local Authority is unable to distinguish between applicants using the published criteria, eg 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 applicants' 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 they normally live, sleep and go to school from. Proof of residence may be requested at any time throughout the admissions process,



(including after a child has accessed a school place). Addresses of relatives or friends must **not** be used and neither should addresses of any other properties owned by applicants. (Please refer to Section 1 – Residency)

- (vi) The Local Authority will keep waiting lists for all Lancashire secondary schools until 31 August 2024. These are kept in priority order using the school's published admission criteria.
- (vii) From 1 September 2024, 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 2024.
- (viii) 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
- (x) 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.
- (xi) 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.

A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption(2) child arrangements order (residency order) (3) or special guardianship order (4).

- (1) A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the 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 a school.
- (2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).
- (3) Under the provisions of s.12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.
- (4) Please see Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

This includes children who are legally adopted from overseas. Relevant, legal documents must be provided to evidence the adoption.

**For criterion 1 above, where there is a claim that any child was previously looked after, then the parent or guardian must provide the necessary evidence or contacts for this to be verified**

The Authority has a duty to co-ordinate admission arrangements for all Lancashire maintained schools. The Authority will ensure that all Lancashire parents whose children are transferring to Year 7 classes receive the offer of one secondary school place on the agreed date.

## SECTION 5 – SECONDARY APPLICATIONS – ADDITIONAL INFORMATION

### 1 How do arrangements differ between establishments?

There are several types of publicly funded schools and academies. They have different admission arrangements.

- **Community and Voluntary Controlled Schools** - for these schools Lancashire County Council is the admission authority, sets the admissions policy and allocates places.
- **Voluntary Aided and Foundation Schools** - these are Lancashire maintained schools where it is the Governors who are the admission authority. The Governors set the admission policy and decide which children to admit.
- **Academies and Free Schools** - these are independent state schools not maintained by the local authority. It is the governing body who are the admissions authority, set the admissions policy and decide which children to admit. Admissions are, however, co-ordinated by the County Council. Free Schools may be exempt from co-ordination in the first year that they open.

Most secondary schools in Lancashire are comprehensive, but there are a small number of schools which select pupils, and applicants must firstly take an entrance examination. Most schools cater for pupils aged 11 - 16 and some have sixth forms where pupils can continue their education until 18+.

A summary of the admission policy for each Voluntary Aided, Foundation, Free School and Academy is provided in the area supplement with this booklet. The detailed policy for each of these is described on the school's website.

### 2 Early transfer to secondary school in September 2024?

Applications for exceptional early transfer must be submitted **before 31 October 2023** to the Area Education Office in writing for the attention of the Area Pupil Access Officer. The final decision whether an application will be considered will be made by individual Admission Authorities.

### 3 How do I express my preferences?

Each preference is considered equally. If you name the same school or academy two or three times, this will only limit your chances of receiving a place. See Section 5 of this booklet about filling in the form. The online system will not accept duplicate preferences.

You should name your three preferences **in priority order**. Your application for a place at each will then be considered separately and equally, in order to decide the pupil's priority for a place within the relevant published admission criteria.

Where more than one secondary offer is possible, the order of priority as stated on your application will be considered. The highest named preference at which there is an available place, will be the single offer.

#### 4 What are my chances of obtaining my preferred school or academy?

The best way to assess the chances of your child getting into the school you want is to study that school's oversubscription criteria.

Before applying on-line or filling in an application form, please make sure that you have read and understood the oversubscription criteria for the schools you are listing. You need to think carefully about whether your child is likely to meet the criteria.

One of the most important criteria for many schools is the distance you live from the school. The furthest distances from which schools allocate places will change from year to year, depending on demand. You may need to check with the school whether they have been able to admit children from your address in recent years. When deciding upon your preferences, be realistic about how likely you are to be offered a place there.

Some schools have entrance exams. Please check the school websites for entrance examination details.

Some third-party websites offer parents an indication of their chances of securing a school place. LCC does not validate the information on these websites; parents should exercise caution when making decisions based on the data that they provide.

Having considered all these matters, rank the schools in order of preference.

Remember that other people will choose the same schools as you. If their children meet the criteria of a particular school better than yours, they will be offered a place ahead of your child.

#### 5 What happens if I am not offered a place at my preferred schools?

When a place cannot be offered at one your preferred schools or academies, you will receive an alternative school offer. This is usually the school nearest to your home with an available place after allocations have been made.

Regardless of which school you are offered, you will be given the opportunity to place your child on the waiting list for any establishment and to appeal for places at any school.

By law, the local authority must ensure each child has an offer of a school place. This offer will remain until an alternative offer is secured.

#### 6 Are waiting lists kept?

Yes, however, you must request that your child is included, they are not automatically added to a waiting list. The list is kept in priority order using the admission criteria. **The list may change as children move into and out of the area or accept alternative places.** If a place becomes available and your child is at the top of the list, s/he will be offered a place whether or not an appeal has been lodged (see question 10 below). If you want to add your child to the waiting list or know their position on the waiting list, please contact your Area Education Office (see page 4).

Waiting lists will be kept at Area Education Offices until the end of August immediately prior to schools starting. After 31 August 2024, individual admission authorities must keep a waiting list for one term into the new school year. Parents who want a pupil's name to remain on the waiting list for a voluntary aided or foundation school, free school or academy must contact them direct early in the new year to confirm that this is the case. Please note that schools are not obliged to keep a waiting list after 31 December. Places are only offered from waiting lists where the allocated number of children falls below the admission number for the year group.

**7 Can I appeal against the refusal of a place at the preferred option?**

All admissions authorities will do everything possible to meet your preferences before an appeal becomes necessary. You will be informed about other available places. It would be helpful if you visited the offered school or academy. If you are still unhappy, you have the right to appeal to an Independent Admission Appeal Panel, whose members played no part in the original allocation of places. Appeal details will be given in the letter which offers you a place.

Note: If your child has an Education, Health and Care Plan, arrangements are different for appealing against a place not being offered. You should contact your local Inclusion Service.

**8 Where can I get more advice about how appeals work?**

Contact the Area Education Office - see page 1 of this booklet or see our website [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)

**9 What are the arrangements for free home to school transport?**

Please see Section 7 of this booklet for a summary of the County Council's home to school transport policy, contact your Area Education Office or visit [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)

**SECTION 6 – The Appeals Process for Primary and Secondary Admissions**

<p>How to appeal against the refusal of a place at a <b>Community or Voluntary Controlled School</b></p>	<p>The appeal form is available electronically from the Lancashire County Council Website. <a href="http://www.lancashire.gov.uk/schools">www.lancashire.gov.uk/schools</a></p> <p>A paper copy can be provided from the Area Education Office if required.</p>
<p>How to appeal against the refusal of a place at a <b>Voluntary Aided School, Foundation School, Academy or Free School</b></p>	<p>The appeal form is available electronically from the Lancashire County Council Website. <a href="http://www.lancashire.gov.uk/schools">www.lancashire.gov.uk/schools</a></p> <p>A paper copy may be provided by the school, if required</p>
<p>Children with an <b>Education, Health and Care Plan</b></p>	<p>The appeal process differs for these children. Please contact the Inclusion Service at the Area Education Office for information and assistance. The Information Advice &amp; Support Team may be contacted on 0300 123 6706.</p>
<p>The Appeal Hearing</p>	<p>Hearings will take place during the summer term for appeals which are submitted by the required deadline date. You will receive approximately two weeks' notice of the date of your hearing. The case papers will be sent to you approximately one week in advance which will comprise both the LA/school case and your own papers.</p> <p>Most appeal hearings are arranged by the School Appeals and Complaints Team. You are strongly advised to attend the hearing in person and to send in written documentation to support your case. You can take a friend or representative with you. An Independent Admission Appeal Panel will come to a decision after considering all of your circumstances, as well as the difficulties the school would experience in taking further pupils. For</p>

	more information regarding an appeal you have submitted, please contact the appeals team: <a href="mailto:appeals@lancashire.gov.uk">appeals@lancashire.gov.uk</a> or call 01772 536776.
Waiting Lists	Even if you don't appeal, you can still ask for your child's name to remain on the waiting list. If a place becomes available and your child has greatest priority, you will be contacted with an offer for that place.
Discrimination	If you feel discrimination has occurred on the basis of a protected characteristic (as defined within the Equality Act 2010), please request further information and assistance from your Area Education Office.
Mid-Year Appeals	If you move into an area or seek to transfer your child, you also have the right of appeal if the school of your preference is over-subscribed. Please contact your Area Education Office for help and advice.
Appeals General	<p>Parents are entitled to appeal for any school or academy which is already full in the required year groups, ie not just those which were their original preferences. Please note that the published admission number (PAN) for infant class sizes cannot usually be exceeded. <a href="http://www.lancashire.gov.uk/schools">www.lancashire.gov.uk/schools</a></p> <p>Before completing your application form for a school place, it may be useful to refer to The <a href="#">School Place Provision Strategy</a> which shows which areas of Lancashire may be experiencing growth in pupil numbers (<a href="http://www.lancashire.gov.uk">www.lancashire.gov.uk</a> search 'school place provision strategy').</p>

**If an appeal has already been unsuccessful, admission authorities will not normally accept a second appeal request for a place in the same year group. An exception is made only where there have been relevant, significant and material changes to the family's circumstances since the original appeal hearing. Individual Admission Authorities will decide whether or not to allow any re-appeal requests.**

## SECTION 7 – HOME TO SCHOOL TRANSPORT

**PLEASE NOTE** there is no entitlement to school transport when parents/carers choose to send their child to a school other than the nearest qualifying school.  
**Please take this into consideration when making your preferences. If in doubt, please contact your Area Education Office for advice.**

**Primary** - To qualify for free home to school transport, children of compulsory school age are required to attend the nearest suitable school on a full-time basis and meet the criteria outlined below:

Pupils under the age of 8 years old	Where a pupil, who is under 8 years old, is attending the <b>nearest qualifying school</b> with places available <b>and</b> the shortest walking distance between home and school is more than <b>2 miles</b>
Pupils aged 8 years and over	Where a pupil, who is 8 years old and over, is attending their <b>nearest qualifying school</b> with places available <b>and</b> the shortest walking distance between home and school is more than <b>3 miles</b>
All primary pupils aged 8 – 11 where the family is in receipt of free school meals	All primary aged pupils aged 8 – 11 years, who attend their <b>nearest qualifying school</b> with places available, the shortest walking distance between home and school is <b>more than 2 miles and</b> the family is in receipt of <b>free school meals or the maximum level of Working Tax Credit</b>

**Secondary** - To qualify for free home to school transport, children of compulsory school age are required to attend the nearest suitable school on a full-time basis and meet the criteria outlined below:

Pupils aged 11 - 16	<ul style="list-style-type: none"> <li>▪ Where a pupil is attending the <b>nearest qualifying school</b> with places available <b>and</b> the shortest walking distance between home and school is more than <b>3 miles</b>.</li> <li>▪ Where a pupil is <b>in receipt of free school meals</b> or whose parents/carers are in receipt of <b>the maximum level of Working Tax Credit and</b> they are attending 1 of the 3 qualifying secondary schools closest to their home, where the shortest walking distance to the school is between <b>2 – 6 miles</b> from their home <b>or</b></li> <li>▪ to the nearest school preferred on the grounds of religion or belief and the shortest walking distance to the school is between 2 – 15 miles from their home address. **</li> </ul>
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**Unsuitable Routes** - we **may** have a duty to provide free travel where the walking route has been assessed as unsuitable by the County Council. We have an agreed policy on the criteria used when assessing whether a route is suitable. If a route can be made suitable, or an alternative suitable walking route can be identified; transport which has previously been provided, may be removed.

**Suitable Schools** – when assessing eligibility, the County Council considers whether the nearest qualifying school has places available and provides education appropriate to the age, ability and aptitudes of your child and any Special Educational Needs your child may have.

**Denominational Transport** – There is no longer any denominational transport assistance available for new pupils starting at either primary or secondary schools in September 2024, unless the family meet the criteria above. \*\*

**Season Tickets** – if you don't qualify for free home to school transport and there are spare places on a Lancashire County Council contracted school transport service, you may be able to purchase a Season Ticket. Please contact the School Traveline for advice on 0300 123 6738. Please note it might be more cost effective for your child to travel on a public bus service and for you to purchase a discounted period travel ticket direct from the operator.

## SECTION 8 - USEFUL CONTACTS AND WEBSITES

Contact details for Lancashire Area Education Offices can be found on page 3 of this booklet.

### Other nearby Authorities:

<b>Blackburn with Darwen Borough Council</b> Tel: 01254 666605 <a href="http://www.blackburn.gov.uk">www.blackburn.gov.uk</a>	<b>North Yorkshire County Council</b> Tel: 01609 533679 <a href="http://www.northyorks.gov.uk">www.northyorks.gov.uk</a>
<b>Blackpool Council</b> Tel: 01253 476637 / 476474 <a href="http://www.blackpool.gov.uk">www.blackpool.gov.uk</a>	<b>Rochdale Borough Council</b> Tel: 01706 925982 <a href="http://www.rochdale.gov.uk">www.rochdale.gov.uk</a>
<b>Bolton Council</b> Email: <a href="mailto:admissions@bolton.gov.uk">admissions@bolton.gov.uk</a> <a href="http://www.bolton.gov.uk">www.bolton.gov.uk</a>	<b>Sefton Council</b> Tel: 0151 9343291/3490 <a href="http://www.sefton.gov.uk">www.sefton.gov.uk</a>
<b>Bradford Metropolitan District Council</b> Tel: 01274 439200 <a href="http://www.bradford.gov.uk">www.bradford.gov.uk</a>	<b>St. Helens Council</b> Tel: 01744 671030/671029 <a href="http://www.sthelens.gov.uk">www.sthelens.gov.uk</a>
<b>Bury Council</b> Tel: 0161 253 6474 <a href="http://www.bury.gov.uk">www.bury.gov.uk</a>	<b>Westmorland and Furness Council</b> <a href="http://www.westmorlandandfurness.gov.uk">www.westmorlandandfurness.gov.uk</a>
<b>Calderdale Council</b> Tel: 01422 392617 <a href="http://www.calderdale.gov.uk">www.calderdale.gov.uk</a>	<b>Wigan Council</b> Tel: 01942 489013 <a href="http://www.wigan.gov.uk">www.wigan.gov.uk</a>
<b>Knowsley Council</b> 0151 443 5142 / 3373 <a href="http://www.knowsley.gov.uk">www.knowsley.gov.uk</a>	<b>Salford City Council</b> Tel: 0161 778 0418 <a href="http://www.salford.gov.uk">www.salford.gov.uk</a>

<b>Department for Education</b>	<a href="http://www.gov.uk/dfes">www.gov.uk/dfes</a>
<b>Advice on Special Educational Needs</b>	<a href="http://www.lancashire.gov.uk/SEND">www.lancashire.gov.uk/SEND</a>
<b>Ofsted inspection reports</b>	<a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a>
<b>Information on school performance</b>	<a href="http://www.education.gov.uk/schools/performance">www.education.gov.uk/schools/performance</a>
<b>ACE Education Advice and Training</b>	<a href="http://www.ace-ed.org.uk">www.ace-ed.org.uk</a>
More information about school admissions and appeals can be found at: <a href="http://www.direct.gov.uk">www.direct.gov.uk</a>	

# Privacy Notice

## Access to Education Entitlements

In order to comply with the UK General Data Protection Regulation (UK GDPR), where personal data relating to a data subject is collected, Lancashire County Council would like to provide you with the following details.

### Contact details of Access to Education Entitlements

For specific enquiries relating to the Access to Education Entitlements please direct these to [ECSPupilAccess.Central@lancashire.gov.uk](mailto:ECSPupilAccess.Central@lancashire.gov.uk).

### Identity and contact details of the data controller

- Lancashire County Council, PO Box 78 County Hall, Fishergate, Preston, Lancashire, PR1 8XJ

### Contact details of the data protection officer

- Our Data Protection Officer is Paul Bond. You can contact him at [dpo@lancashire.gov.uk](mailto:dpo@lancashire.gov.uk) or Lancashire County Council, PO Box 78 County Hall, Fishergate, Preston, Lancashire, PR1 8XJ

### Purposes for processing

#### Admissions and related functions

- Co-ordination of school admissions on behalf of the Department of Education (DfE) in accordance with the School Admissions Code which is the statutory Code of Practice.
- On behalf of Lancashire County Council (LCC), we are the admission authority for community and voluntary controlled schools. (For all other schools the Governing Body is the admissions authority. This includes Voluntary Aided Schools, Voluntary Controlled Schools, Foundation Schools, and Academies).
- We also deal with Home to School Transport; Free School Meals; Welfare Benefits; Exclusions and Appeals.

#### School Attendance

- Deliver support, advice and guidance to schools in line with statutory guidance to promote good school attendance.
- Rigorously track attendance data to devise a strategic approach to attendance.
- Undertake legal interventions in respect of school non-attendance, including the issuing of penalty notices, conducting prosecutions in the Magistrates' court and hearings in the Family Court in relation to Education Supervision Orders.

#### Children Missing Education

- Make arrangements to establish the identities of children in their area who are not registered pupils at a school and are not receiving suitable education otherwise.
- Track children who are identified as Children Missing Education into education.
- Undertake legal interventions in respect of Children Missing Education, including the issuing of School Attendance Orders, conducting prosecutions in the Magistrates' court and hearings in the Family Court in relation to Education Supervision Orders.

### Why the information stored and how is it used?

Lancashire County Council collects and processes personal data relating to children and families who have requested our assistance with a service or where Lancashire County Council have a statutory duty to provide specific services or support to individuals. The information given will assist us to provide the service requested and analyse, review and improve our policies, service provision and effectiveness.



**Category of personal data being processed**

- a) Personal data (information relating to a living, identifiable individual).
- b) Special category personal data (racial, ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation). **Legal basis for processing personal data**

The legal basis for processing your personal data, in accordance with the UK GDPR is:

(a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.

(c) Legal Obligation: the processing is necessary for you to comply with the law. You must reference the applicable legislation if you wish to rely on this basis for processing.

(e) Public Task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law. You must reference the applicable task/function and its' basis in law if you wish to rely on this basis for processing.

Lancashire County Council relies on UK GDPR Article 6 (1) (c) Legal Obligation or (e) Public Task it does so by virtue of the legislation defined on the following page:

<https://www.lancashire.gov.uk/council/transparency/access-to-information/service-and-project-specific-privacy-notice/>

**Legal basis for processing special categories of personal data**

The legal basis for processing your special categories of personal data, in accordance with the UK GDPR is: Chapter 2, Article 9

(g) Processing is necessary for reasons of substantial public interest.

UK GDPR Article 9 (2) (g) Substantial Public Interest is relied on by virtue of the Data Protection Act 2018 Schedule 1 Part 2 (6) Statutory etc and government purposes

(h) Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services.

Lancashire County Council relies on UK GDPR Article 9 (2) (h) it does so by virtue of the legislation defined on the following page:

Relevant legislation that supports Access to Education Entitlements processing, see the appendix.

**Recipients of the data**

The information will be shared with schools and will be made available to them through the Schools' Portal, on Excel spreadsheets from our education management system. The current system is Impulse, a new system has recently been procured by Lancashire County Council. More details will be shared when available. The new system is called Synergy and will be provided by Access. This system will be used to collect and share information once in use. **Information we share**

Access to Education Entitlements collects the following information in order to manage and facilitate the service.

- Child's name
- Child's date of birth
- Child's contact number
- Child's address
- Child's email
- Child's gender
- Child's current school
- Previous school
- Parent/guardian name
- Parent/guardian contact number
- Parent/guardian address
- Parent/guardian email
- Parent/guardian date of birth
- Parent/guardian relationship to child
- Council tax area
- Details of siblings at current school
- Known to an education psychologist
- Special Educational Need and Disability
- Known to Child and Youth Justice Services
- Known to a local authority
- Adoption status
- Social care status
- Social worker data
- Fostering arrangement
- School attendance information
- Open to or previously open to early help services

#### **Any transfers to another country**

- Yes, due to the use of the Granicus which is the platform used by LCC eforms.

#### **Retention periods**

Lancashire County Council will only store your information for as long as is legally required or in situations where there is no legal retention period they will follow established best practice.

For details of the retention periods for the data that we hold, please see the table at appendix 2.

#### **Your rights**

You have certain rights under the UK General Data Protection Regulation (UK GDPR), these are the rights:

- to be informed via Privacy Notices such as this.
- to withdraw your consent. If we are relying on your consent to process your data then you can remove this at any point.
- of access to any personal information the council holds about yourself. To request a copy of this information you must make a subject access request in writing. You are entitled to receive a copy of your personal data within 1 calendar month of our receipt of your subject access request. If your request is complex then we can extend this period by a further two months, if we need to do this we will contact you. You can request a subject access request, either via a letter or via an email to Information Governance Team, address below.

- of rectification, we must correct inaccurate or incomplete data within one month.
- to erasure. You have the right to have your personal data erased and to prevent processing unless we have a legal obligation to process your personal information.
- to restrict processing. You have the right to suppress processing. We can retain just enough information about you to ensure that the restriction is respected in future.
- to data portability. We can provide you with your personal data in a structured, commonly used, machine readable form when asked.
- to object. You can object to your personal data being used for profiling, direct marketing or research purposes.
- in relation to automated decision making and profiling, to reduce the risk that a potentially damaging decision is taken without human intervention.

If you want to exercise any of these rights, then you can do so by contacting

Information Governance Team  
Lancashire County Council  
PO Box 78  
County Hall  
Preston  
PR1 8XJ

Email: [dpo@lancashire.gov.uk](mailto:dpo@lancashire.gov.uk)

To ensure that we can deal with your request as efficiently as possible you will need to include your current name and address, proof of identity (a copy of your driving licence, passport or two different utility bills that display your name and address), as much detail as possible regarding your request so that we can identify any information we may hold about you, this may include your previous name and address, date of birth and what council service you were involved with.

#### **Further information**

If you would like more information concerning Access to Education Entitlements processes, email [ECSPupilAccess.Central@lancashire.gov.uk](mailto:ECSPupilAccess.Central@lancashire.gov.uk).

For more information about how we use personal information see Lancashire County Council's full [privacy notice](#).

If you wish to raise a complaint on how we have handled your personal data, you can contact the Information Governance team who will investigate the matter.

Lancashire County Council, PO Box 78 County Hall, Fishergate, Preston, Lancashire, PR1 8XJ or email: [dataprotection@lancashire.gov.uk](mailto:dataprotection@lancashire.gov.uk)

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the [Information Commissioner's Office \(ICO\)](#).