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Signed by:
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Date: September 2026

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Date: September 2026

Euxton Primrose Hill Primary School

Admissions Policy



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1. Introduction

Euxton Primrose Hill Primary School is a community school. Lancashire County Council (LCC) is the admission authority for community and voluntary controlled schools in Lancashire and determines the admission arrangements and admission number for the school.

This policy explains the admission arrangements that apply to Euxton Primrose Hill Primary School for the 2026–2027 school year. The school follows the admission arrangements determined by Lancashire County Council and does not set separate oversubscription criteria.

The arrangements are intended to ensure that applications are considered fairly, consistently and objectively. The school welcomes applications from children of all backgrounds and abilities.

2. Legislation and statutory guidance

The admission arrangements are made within the legal and statutory framework governing school admissions in England, including:

- School Standards and Framework Act 1998.
- School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, as amended.
- School Admissions Code 2021.
- School Admission Appeals Code 2022.
- School Admissions (Appeals Arrangements) (England) Regulations 2012, as amended.
- School Admissions (Infant Class Sizes) (England) Regulations 2012, as amended.
- Children and Families Act 2014, including provisions relating to Education, Health and Care Plans.
- Equality Act 2010.

The School Admissions Code has statutory force and must be complied with by admission authorities. The School Admission Appeals Code applies to admission appeals lodged from 1 October 2022.

3. Admission number

The determined admission number for Euxton Primrose Hill Primary School is 60 pupils for Reception in the 2026–2027 academic year. The admission number is determined by Lancashire County Council.

The admission number is the number of pupils the school will admit to the relevant year group in the normal admissions round, subject to the statutory exceptions that apply to infant class sizes and other circumstances set out in the School Admissions Code.

4. How to apply

Applications for a Reception place are made through Lancashire County Council. Parents and carers should apply through the County Council's school admissions service and submit their application by the published national closing date.

Parents are given the opportunity to express up to three preferences for a primary school. All preferences are considered equally against the relevant admission criteria. Where more than one preference can be met, the coordinated admissions process determines which single offer is made. All preferences are considered equally against the relevant admission criteria. Where more than one preference can be met, the coordinated admissions process determines which single offer is made.

Parents should apply even where the child has a brother or sister already attending Euxton Primrose Hill Primary School. Having a sibling at the school does not guarantee a place.

Applications received after the published closing date are treated as late applications. Lancashire County Council may request the reason for the late application. Late applications will not necessarily be considered alongside applications received on time.

5. Oversubscription criteria

If Euxton Primrose Hill Primary School receives more applications than places available, Lancashire County Council applies the following criteria in priority order:

Priority	Criterion
1.	Looked after children and previously looked after children, including children legally adopted from overseas, in accordance with the definitions in the School Admissions Code and Lancashire County Council's admission arrangements.
2.	Children for whom Lancashire County Council accepts that there are exceptional medical, social or welfare reasons that are directly relevant to the school concerned.
3.	Children eligible for Services Premium.
4.	Children with older brothers or sisters attending the school when the younger child will start.
5.	Remaining places are allocated according to where the child lives. Those living nearest to the school, measured by a straight-line (radial) distance, have priority.

Euxton Primrose Hill Primary School is not listed by Lancashire County Council as a primary school with a Geographical Priority Area (GPA). The standard community-school criteria therefore apply.

6. Definitions and application of the criteria

6.1 Looked after and previously looked after children

Looked after children and previously looked after children receive the priority required by law and Lancashire County Council's determined admission arrangements. This includes children who were in state care outside England and ceased to be in state care as a result of being adopted, where the relevant legal requirements are met.

Relevant legal or supporting documentation may be requested to confirm eligibility.

6.2 Exceptional medical, social or welfare reasons

This criterion considers circumstances relating to the child and/or family that make a particular school especially appropriate. Parents or carers are responsible for providing supporting professional evidence with the application by the published closing date. Evidence may come from a consultant, doctor, psychologist, social worker or another relevant independent professional.

The existence of special educational needs does not, in itself, mean that this criterion is met.

6.3 Services Premium

Children eligible for Services Premium receive the third priority under Lancashire County Council's admission arrangements for community and voluntary controlled schools.

Eligibility includes children who meet the Service Pupil Premium criteria, for example where a parent is serving in the regular Armed Forces, where the child has been registered as a service child on a school census within the previous six years, or where a parent died while serving and the child receives the relevant pension.

Parents should provide the evidence requested by Lancashire County Council at the time of application.

6.4 Siblings

For admissions purposes, brothers and sisters include full brothers and sisters, stepchildren, half brothers and sisters, fostered children and adopted children living with the same family at the same address, and full brothers and sisters living at different addresses.

The sibling must be attending the school when the younger child starts.

6.5 Distance and tie-break

Where places remain after the higher-priority criteria have been applied, priority is given according to the child's permanent home address. Lancashire County Council uses a straight-line (radial) measurement between the applicant's home address point and the school's address point, using Ordnance Survey data.

If the Local Authority is unable to distinguish between applicants using the published criteria, for example where applicants live the same distance from school, places will be allocated by a random draw conducted by an officer independent of the admissions process.

A child's permanent address is the address where they normally live and sleep and from which they go to school. Proof of residency may be requested. Lancashire County Council's published arrangements apply where children live between two homes or where a family is moving house.

7. Education, Health and Care Plans and special educational needs

Children with an Education, Health and Care (EHC) Plan that names Euxton Primrose Hill Primary School are admitted in accordance with the legal requirements governing EHC Plans. Their applications are considered separately and before the school's oversubscription criteria are applied.

A child does not need an EHC Plan to apply for a place at the school. Admission decisions are not based on a child's ability, attainment or whether they have special educational needs, except where the law or the published admission arrangements specifically require a different process.

8. Reception admission, deferred admission and part-time attendance

Lancashire County Council provides for children to start Reception in the September following their fourth birthday. A child is entitled to a full-time place from September.

Parents may choose for a child to attend part-time until the child reaches compulsory school age.

Parents may defer the date their child starts school until later in the school year, but not beyond the point at which the child reaches compulsory school age and not beyond the beginning of the summer term of that school year.

Parents of summer-born children who wish their child to start Reception outside their normal age group should request this from the admission authority. A request for admission out of the normal age group must be considered in accordance with Lancashire County Council's arrangements, and parents should also make an application for the child's normal age group.

There is no automatic right to a place in the same school one year later following a request to delay admission. The admission authority will consider the individual circumstances and make the decision.

9. Twins and multiple births

Where a single place remains and the application being considered is for twins or other multiple births, Lancashire County Council will allocate above the admission number where necessary so that each child can be admitted.

10. In-year admissions

Lancashire County Council co-ordinates in-year admissions for community and voluntary controlled schools, including Euxton Primrose Hill Primary School.

Parents wishing to move their child to the school during the school year should apply through Lancashire County Council's in-year admissions process. The school should not be approached as the route for making the formal application. Lancashire County Council will determine the application in accordance with the published admission arrangements and the availability of places.

Lancashire County Council does not hold waiting lists for community and voluntary controlled schools for in-year admissions.

11. Waiting lists

For Reception admissions, Lancashire County Council operates the waiting-list arrangements for the initial admission process. From 1 September 2026, the waiting list for Euxton Primrose Hill Primary School will be retained by Lancashire County Council as the admission authority for the school.

The waiting list is ranked in accordance with the published oversubscription criteria and is not operated on a first-come, first-served basis. When a child is added, the list is re-ranked against the published criteria. A child's position on the waiting list can therefore move up or down.

The waiting list must be retained until at least 31 December 2026. Parents wishing to remain on a waiting list after the statutory period should check Lancashire County Council's current arrangements.

Being placed on a waiting list is not the same as making an appeal.

12. Admission appeals

Where a place is refused, parents have a statutory right to appeal to an independent admission appeal panel. For Euxton Primrose Hill Primary School, the admission authority is Lancashire County Council and Lancashire County Council manages the appeal process.

The independent appeal panel considers whether the admission arrangements were properly applied and, where the appeal is not an infant class size appeal, whether the parent's reasons for admission outweigh the admission authority's reasons for refusing a place.

Reception, Year 1 and Year 2 classes are subject to the statutory infant class size limit of 30 pupils per teacher, subject to the limited statutory exceptions. Where a place has been refused because admitting the child would breach the infant class size limit, the appeal is an infant class size appeal and the panel must apply the specific legal test set out in the School Admission Appeals Code. For an infant class-size appeal, the panel must consider whether the admission arrangements were correctly applied and whether the decision to refuse admission was one that a reasonable admission authority would have made.

Parents should use Lancashire County Council's current appeal arrangements and deadlines when lodging an appeal.

13. Equality, fairness and accessibility

The school and Lancashire County Council will apply the admission arrangements fairly and consistently. Admission decisions will not discriminate unlawfully against children or families. Reasonable adjustments will be considered where required to enable parents or carers to access the admissions process.

The school welcomes applications from children of all backgrounds and abilities. The availability of a place is determined through the statutory admission arrangements rather than by the child's ability, attainment or background.

14. Fraudulent or misleading information

Lancashire County Council may request evidence to verify information provided as part of an application, including home address and eligibility for priority criteria. Where misleading or inaccurate information is discovered, an offer of a school place may be withdrawn in accordance with the School Admissions Code and Lancashire County Council's admission arrangements.

15. Monitoring and review

This policy will be reviewed annually by the governing body to ensure that it remains consistent with the admission arrangements determined by Lancashire County Council and current statutory requirements. Where Lancashire County Council changes its determined admission arrangements, the school will update this policy as necessary so that the published information remains accurate.

16. Further information and contacts

The most up-to-date information about applying for a school place, admission criteria, in-year admissions, waiting lists and appeals is published by Lancashire County Council.

Lancashire County Council – School admissions:

www.lancashire.gov.uk/schools-and-education/school-admissions/

Lancashire County Council – In-year admissions:

www.lancashire.gov.uk/schools-and-education/school-admissions/in-year-admissions/

Lancashire County Council – School appeals:

www.lancashire.gov.uk/schools-and-education/school-admissions/school-appeals/

Department for Education – School Admissions Code:

www.gov.uk/government/publications/school-admissions-code--2

Department for Education – School Admission Appeals Code:

www.gov.uk/government/publications/school-admissions-appeals-code