

ADMISSION TO SECONDARY SCHOOL 2024/25

The Equal Preference Scheme applies across Lancashire and is operated by neighbouring authorities. This is explained in the admissions booklet.

If you live in Lancashire you **MUST** fill in the Lancashire form, even if you wish for your child to attend a school in another authority. We will ensure that your application is considered along with everyone else that has expressed a preference for that school as we exchange data with our neighbouring authorities on a regular basis.

The deadline for applications is **31 October 2024**. By that date all applicants **MUST** have submitted the following;

Either – an online application which will automatically be transferred across to the Lancashire data base for Admissions. This is the preferred option as you will receive notification of your secondary school offer on the day (**1 March 2025**) the letters will be issued by 2nd class post to those who did not make an online application.

OR – a paper application which can be downloaded from the Lancashire County Council Website (follow the links from the main page) – please note the issuing of booklets will only be done in exceptional circumstances.

This **MUST** be returned to the Area Education Office before 31 October 2024.

Parents wishing to express preferences for Voluntary Aided (Church of England/Roman Catholic/Methodist), Foundation schools and/or Academies **MUST** complete that individual schools' supplementary information form if they have one and return it directly to that school again by 31 October 2024, this applies for each school you express a preference for irrespective of where you rank the school(s) on your form.

REMEMBER, the governor's admission committee will not know where you have put the school on your form, it is therefore vital for them to have this supplementary information form in order to consider and rank your application. You **MUST NOT** indicate anywhere on the supplementary form where you have ranked the school on your application to the Authority.

Please also consider carefully the preferences you express on your form. Whilst all are considered equally, the ranking becomes important at the time of allocation. **You need to consider how you will get your child to school and be realistic about the preferences you express.**

If you have any queries about the process PLEASE contact the admissions team who will explain the application system and give advice where they can about completing the form. The only silly question is the one not asked!

e-mail: Southadmissions@lancashire.gov.uk

contact numbers: 01772 532109