



## ADMISSIONS POLICY FOR COMMUNITY PRIMARY SCHOOLS 2025 – 2026

The following is part of Lancashire County Council's Admissions Policy for Community Primary Schools. The full policy is available online at <https://www.lancashire.gov.uk/childreneducation-families/schools/apply-for-a-school-place/>. To apply for a place at Little Digmoor Primary School click on the link above which takes you through to Lancashire County Council, go to Admissions and then click on 'starting primary school for reception' and then 'apply online'.

To do this you will need a working email address. The deadline for applications to start school in September 2025 is 15.01.25. If you need any help with this please call in to school and a member of staff will be happy to help you.

The admission number for Little Digmoor Primary School is 20 for reception in 2025.

The determined policy for admission to community and voluntary controlled primary schools for 2025 - 2026 is listed below:-

An admission number will be published showing the maximum number of pupils that the school will admit in the autumn term 2025. 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. When a school is oversubscribed on parental preferences, then the following priorities apply in order:

1. Looked after children and those who have been previously looked after, [including those legally adopted from overseas] (see note x below), then
2. Children for whom the Local Authority accepts that there are exceptional medical social or welfare reasons which are directly relevant to the school concerned (see note (i) below), then
3. Children 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 an EHC Plan / Statement who have special needs.

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

(iii) Brothers and sisters includes full brothers and sisters, step children, half brothers and sisters, fostered and adopted children living with the same family at the same address; and full brothers and sisters living at different addresses.

(iv) The distance criterion 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 (e.g. Siblings, those living the same distance from home to school, or families residing in the same block of flats) places will be offered via a random draw. The distance measure is a straight line (radial) measure centre of building to centre of building. Please note that the Local Authority may introduce a new IT measuring system during the admissions round. The radial measurement will continue to be used.

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

(vi) The Local Authority will keep waiting lists for all Lancashire primary schools until 31 August 2026. These are kept in priority order using the school's published admission criteria. From 1 September 2026, 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 2026.

(vii) Children will not normally be able to start school other than at the beginning of the term unless they have moved into the area or there are exceptional circumstances.

(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.

## **Appeals**

Where a place cannot be secured, parents will be offered a legal right of appeal to an independent appeal panel. Lancashire County Council administers the appeals process on behalf of the school. Parents can complete the school's appeal form on Lancashire County Council's website.

<https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-schoolplace/school-appeals/appeal-for-a-school-place/>