

In Year Applications

Clarification of the Determined Admissions Policy

For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. To apply for a place and/or to be added to the waiting list the In-Year Admission form LCC must be completed in full and returned to Lytham St Annes High School.

A waiting list will be held of expressions of interest and if there are places available but more applicants than places, then the published oversubscription criteria will be applied. (Please see below).

General background information will be sought from the child's current secondary school for example around behaviour, attendance and academic progress. Confirmation of a place will only be made once this information had been received and a pre admission meeting has taken place with the head of year; this is to ensure the smoothest possible transition.

LSA High School applies the Termly Protocol (new admissions are made at the start of a new term) where applications are from children with a current school place and for whom there have been no significant changes in circumstances. However, this lies within the discretion of the Headteacher and alternative arrangements may be possible under extenuating circumstances.

OVERSUBSCRIPTION CRITERIA

If the number of applications for admission exceeds the places available, children will be admitted subject to the following criteria which will be used to form a priority order.

- i. The highest priority must be given to looked after children (*Note 1*) and children who were looked after, but ceased to be so because they were adopted (*Note 2*) (or became subject to a residence order (*Note 3*) or special guardianship order (*Note 4*)).
- ii. 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. Children who have a statement for special needs will have their applications considered separately.
- iii. Brothers and sisters includes step children, half brothers and sisters, fostered and adopted children living with the same family at the same address (consideration may be given to applying this criterion to full brothers and sisters who reside at different addresses). The priority does not apply to siblings whose brothers and sisters transferred into a sixth form at 16+.
- iv. Geographical priority area: Parishes of Lytham St Annes and Westby with Plumpton. The area to continue down the centre of Squires Gate Lane and Progress Way until rejoining the borough boundary. Whyndyke Farm is both in Lytham St Annes and Carr Hill High School's geographical priority area.

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

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).

- v. 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 centre of building to centre of building. If the Local Authority is unable to distinguish between applicants using the published criteria (eg twins or same block of flats) places will be offered via a random draw.
- vi. 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.
- vii. Applications for school places which are received late will not necessarily be dealt with at the same time as those received by the set deadline. The reasons for a late application may be requested and where these are not exceptional the relevant admission criteria will be initially applied to all others received on time. The late application will be dealt with after this process.

In the event of oversubscription in any of the above criteria places will be allocated according to the tie breaker criterion used by Lancashire schools for year 7 admissions. This is the distance criterion which is a straight line (radial) measure.

Note 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).

Note 2 - Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).

Note 3 - Under the terms of the Children Act 1989. See section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

Note 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).