



LYTHAM ST ANNES HIGH SCHOOL (LSA) **ADMISSIONS PROCEDURE AND CRITERIA**

As a Trust School, LSA's governing body is responsible for the school's admissions policy. The governors have arranged with Lancashire Local Authority for admissions procedures to be administered by the local authority. However, final responsibility for deciding admissions criteria rests with the governors.

Years 7 – 11

The number of intended admissions into year 7 for the year commencing 1st September 2026 will be 325. Students will be admitted at age 11 without reference to ability or aptitude. However, the school expects all admitted students to engage fully with its ethos of "a learning community in pursuit of excellence" (see below) and to seek to realise their academic potential. Applications for students to join LSA at the beginning of Year 7 should be received by the local authority by 31st October 2025.

Ethos

The ethos of our school is based on the values set out in our Mission Statement which is outlined in our Home-School Agreement. We expect all our students to commit to these values and to pursue excellence in all that they undertake. All students and parents/carers should sign the school's Home-School Agreement.

Admissions Criteria

If applications for admissions exceed the number of places available, the governors have agreed the following criteria, in the order set out below, to decide which children should be admitted:

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.
2. Children for whom the Governors accept that there are exceptional medical, social or welfare reasons which are directly relevant to the school concerned. (See note ii).
3. Children whose parents are employed by the school, where the member of staff has been employed at the school for two years or more at the time when the application for admission is made or where he/she has been recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children with older brothers or sisters attending the school when the younger child will start (see note iii and iv).
5. Children living within the school's geographical priority area (see note iv).
6. Children living outside the school's geographical priority area (see note iv).

Waiting Lists

Where the number of applications exceeds the school's capacity, students who are not offered places initially will have the opportunity to place their application on a waiting list. For year 7 applications the waiting list will be maintained for one term into the new school year (up to 31st December). If a place becomes vacant, students on the waiting list will be offered places in the order defined by the above oversubscription criteria. Priority is not given based on the date that the application for admission is received. Therefore, for example, if a student moves to a location near to the school after the normal admissions process has been completed and they have a higher priority based on the above criteria, they will be ranked above those with lower priority already on the list.

Fair Access Protocols

The school has signed up to the In-Year Fair Access Protocols held by the local authority. Therefore, should a vulnerable child within these protocols require a place at the school, they will take precedence over any child on the waiting list. Likewise, students with a statement of Special Educational Needs naming the school will not form part of the oversubscription criteria and places will be allocated outside the usual arrangements in this policy.

In-Year Admissions

In-year admission is the process of applying for a school place during the school year. Any applications for the intake made after the start of the autumn term will be treated as an in-year application.

The in-year admission process is managed by the school. Parents are required to complete the in-year application form, which is available from the school website.

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.

Equality Impact Assessment

In accordance with the duty placed upon schools, all admission authorities are required to ensure that they have documented Equality Impact Assessments in relation to their admission arrangements. For further guidance please refer to the local authority's published Equality Impact Assessment on the Lancashire website – www.lancashire.gov.uk

School Transport

Home to school transport is provided by the local authority in specific circumstances. This includes transport for school students who need to travel 3 miles or more to their nearest school. However, parents are not entitled to free transport if they choose to send their child to a school that is not their nearest one. Parents of eligible children will automatically receive the relevant application form once a school place has been confirmed. Further details are available from the Student Access Team (North) – 01524 581112.

Admission Appeals Procedure

Appeals against decisions on admissions to Years 7 to 11 may be made on application to an independent appeals committee. Details of the name and address of the clerk to the appeals committee may be obtained from the admissions officer at the school and full details of the appeal procedure will be sent free on request.

Notes

- 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. 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.

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).