



Morecambe Bay Community  
Primary School

Admissions Policy

September 2022

## **Admissions**

The choice of school for your child is an important decision. We, at Morecambe Bay Community Primary School, would encourage you to visit the school during the working day so that you can view the school in action and talk to staff to help you to make a judgement about whether it is an appropriate school for your child. If you would like to arrange a visit please contact the school on 01524 401002.

The Headteacher also welcomes visitors at other times. Parents of children with disabilities are encouraged to view the school and discuss how we can best meet their child's needs. Visiting the school's website and Facebook page can provide an insight into life at the school.

## **Starting School for the First Time**

Children may start school at the beginning of the school year in which they celebrate their fifth birthday. The application process for entry into reception is handled by the Area Pupil Access Team (01524 581180) based in Lancaster for more information follow the link <https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/apply-for-a-primary-school-place/>

Regulations allow parents to appeal against a decision not to offer a place at their preferred school. If the school is oversubscribed in a year group, the following criteria will be applied in priority order:

- i. Children in public care who are in public care at the time when preferences are expressed and will still be in public care when admitted to the school.
- ii. Children with older brothers and sisters who will still be attending the school when the younger child starts.
- iii. Children for whom the County Council accepts there are exceptionally strong medical, social or welfare reasons for admissions, which are directly relevant to the school.
- iv. The remaining places are allocated according to where children live. Those living nearest to the school by a walking route recognised by the Local Authority will have priority.

Brothers and sisters include step-children, half brothers and sisters, adopted and fostered children who are living at the same address. (Consideration may be given to applying the sibling rule for full brothers and sisters only when they reside at different addresses.) If category i, ii, or iii is oversubscribed, category iv will be used as a tie break.

## **Moving to Morecambe Bay from another School (in Year transitions)**

Before you apply to change schools, you will need to speak to the current school and the school you intend to move to.

The different types of schools and academies have different admission arrangements:

- [Community and voluntary controlled schools](#) - Lancashire County Council co-ordinates in-year admissions for these schools.

- [Voluntary aided and foundation schools, academies and free schools](#) - these schools co-ordinate their own in-year admissions. You will need to apply to them directly.

You **should not** use this process if you are applying for

- a child who has an education, health and care (EHC) plan - please contact the [Inclusion Service](#) for guidance
- a Looked After Child - please apply directly through the local [area education office](#)

### **After you apply**

- Your application will be processed by the local area education office in line with the Admissions Code and fair access policy.
- The Pupil Access Team privacy notice tells you how we process personal data.
- Receiving a school offer
- If the school you request has places, your child will be offered a place at the school and you will receive your offer letter via email. You must contact the school within 5 school days of the offer date to arrange school admission. The expectation is that the child will be admitted to the school within 15 school days after the school offer notification.
- If the school you request doesn't have any places, you will be notified via email to contact the area office to be advised of local availability. You also have the right to appeal against the refusal of a place in current Reception class to current Year 11.
- Children already attending a local school
- Where a child is already on roll at a local school, they must continue to attend until the date of admission to the new school.

### **What Should I Consider?**

Some of the things which you must think about if you are considering a change of school for your child for convenience rather than necessity are:-

**Curriculum** – this is especially important for secondary aged children, and particularly for those in Years 9, 10 or 11. A new school may not necessarily be able to exactly match a child's existing curriculum commitments.

**Achievement** – on average statistics show that school moves lower examination results.

**Behaviour** – it can be helpful for a child who is presenting challenging behaviour to move to a new school. However, this is normally only where the behaviour is linked to the existing school. If strategies to assist a child have already been put in place these can be disrupted by a school move. This can lead to further difficulties.

It is usually better for the child if the family work with the existing school to help to address and resolve any difficulties.

Where a school move is a strategy to address challenging behaviour there is often a requirement for the child to be on the roll of both schools for an interim period. If the change of schools is not successful the child would be expected to remain on roll and attend the original school.

**Peer Group / Friends** – if there are difficulties consider if these would be resolved by a school move? There could be similar issues, even in a new school. Again it is often better to work with the existing school to address matters. Moving a child away from an established peer group may adversely affect achievement.

**Timing** – a change of schools during the school year can disrupt a child's education if they are already in the middle of a specific piece of coursework.

**Uniform** – schools set their own uniform requirements and Lancashire does not generally provide financial assistance with uniform costs.

**Transport** – schools set their own start and finish times. You need to consider the implication of these on your child and in relation to your personal day to day schedule.

### **Appeals for School Places**

If none of your preferred schools can be offered an alternative offer will always be made (unless the child already has a place at a nearby school). The LA will also issue information and an appeal form.

If you are unhappy with any school offer you can appeal for any other school(s) which at that time have no available places. Information and advice are available from Area Pupil Access Teams (see below). Parents are advised to visit an offered school prior to going to appeal.

### **Contact Points for School Admission Information**

The contact points below are the Area Pupil Access Teams based in Lancaster, Preston and Accrington although parents can contact school directly for in year admissions.

<b>NORTH</b> (Lancaster, Wyre and The Fylde)	Post: White Cross Area Education Office, Neighbourhood Centre, Quarry Road, Lancaster LA1 3SE Tel: 01524 581148 Email: <a href="mailto:pupilaccessteam.north@lancashire.gov.uk">pupilaccessteam.north@lancashire.gov.uk</a>
<b>SOUTH</b> (Preston, South Ribble, West Lancashire and Chorley)	Post: Level 2 Room 37, County Hall, Preston PR1 0LD Tel: 01772 532109 Email: <a href="mailto:South.Admissions@lancashire.gov.uk">South.Admissions@lancashire.gov.uk</a>
<b>EAST</b>	Post: Education Office, 44 Union Street, Accrington BB5 1PL

(Ribble Valley, Tel: 01254 220747  
Hyndburn, Burnley, Email: [pupil.accesseast@lancashire.gov.uk](mailto:pupil.accesseast@lancashire.gov.uk)  
Pendle and  
Rossendale)