

# ADMISSIONS POLICY

## 2026 - 2027



This policy will be reviewed on an annual cycle

Person responsible for the Policy:	Headteacher
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## **Statement of Intent**

Revoe Learning Academy is an academy and its Local Governing Committee (LGC) is the admissions authority. The LGC has agreed to operate admissions on the same basis as that used by the Local Authority (Blackpool).

Revoe Learning Academy operates within an equal preference scheme and welcomes all children.

*For Nursery Admission information, see Appendix 1 at the end of this document.*

*The Academy require a copy of your child's birth certificate prior to admission.*

*The absence of a birth certificate could delay your child's admission date.*

## **Planned Admission Number**

The planned admission number for the academic year 2026 – 2027 is 60.

## **Application Procedures**

Applications must be made using the Common Application Form, which will be made available by the Local Authority's (LA) School Admissions Team. Applications can also be made online via the LA's website: [www.blackpool.gov.uk/schooladmissions](http://www.blackpool.gov.uk/schooladmissions) or paper copies can be requested from the LA's School Admissions Team from **1<sup>st</sup> September 2025**.

**Contact details for the LA's School Admissions Team can be found on Page 8 of this policy.**

Applications must be made direct to the LA no later than **15<sup>th</sup> January 2026**.

All places will be offered by the LA's School Admissions Team on behalf of the LGC, within the primary co-ordinated admissions scheme operational in the Local Authority's area.

You must apply to the authority where you live. If you are unsure, for example if you live near council boundaries, it is whichever LA you pay your council tax to. You can apply for a primary school in any area, but you must apply to your home authority. If you live outside the Blackpool area, please contact your home authority to request an application.

A Lancashire County Council application can be requested by ringing the Pupil Access Team on 01524 581134 or writing to the Area Education Office (North), PO Box 606, White Cross Education Centre, Quarry Road, Lancaster LA1 3SQ. Online application via website.

## **Co-ordinated Admission Arrangements**

In accordance with the Education (Co-ordination of Admission Arrangements) Regulations 2006, Blackpool's Co-ordinated Scheme for Primary Schools allows for an inter-Blackpool co-ordinated approach, which is also fully co-ordinated with Lancashire County Council.

## **Infant Class Size**

The Education (Infant Class Sizes) (England) Regulations 1998 (SI 1998/1973) as amended by SI 2006/3409 prescribed that infant classes must not contain more than 30 pupils with a single qualified teacher. (The School Admissions (Infant Class Sizes) (England) Regulations 2012 – introduces certain exceptions relating to children of multiple births and children of UK service personnel).

### **Multiple Births**

Where there are twins or triplets wanting admission and there is only a single place left within the admission number, then the LGC will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances we are now able to offer places for both twins, or all triplets, even when this means breaching infant class size limits. This may also apply to children who are siblings within the same year group.

### **Deferred Entry**

Primary admission may be deferred by up to two school terms. Where parents/carers wish to defer entry this must be agreed with the school. Where deferred arrangements are agreed, school places will be reserved. If a child has a fifth birthday during the summer term and parents/carers wish to defer entry until the September, they can opt to miss the reception year. School places cannot be reserved in these circumstances and parents/carers would have to apply for a Year 1 place during the Summer Term.

### **Oversubscription Criteria**

If your child has an Education Health and Care Plan (EHCP) or Statement of Special Educational Needs that names Revue Learning Academy, the school must give your child a place. If you apply for a place in the middle of the school year, the school must give your child a place straightaway, even if classes are full. In the event of the school being oversubscribed the LGC criterion gives priority to the following children:

### **Our Children/Looked After Children (LAC).**

\* - this is required by the Education and Inspections Act 2006 and the Education (Admission of Looked After Children) (England) Regulations 2006 **and Our Children/Looked After Children from Abroad (IAPLAC)\*\*** – this is required by the May 2021 School Admissions Code.

\*A Looked After Child is a child in the care of the Local Authority or provided with accommodation by the Authority (as defined in Section 22 of the Children's Act 1989) at the time of application and allocation. This definition has been extended to include adopted children who were previously in the care of the local education authority or provided with accommodation by that authority as defined in Section 22 of the Children Act 1989.

\*\*A Looked After Child from Abroad is a child in state care outside of England or who ceased to be in state care as a result of being adopted.

### **Medical Conditions.**

Priority will be given when a child or their parent/carer has a serious medical condition. Supporting evidence will be required and this must set out the particular reasons and the level of risk to the child or family's health as to why this school is the most suitable school and the difficulties that would arise if the child had to attend an alternative school.

If you are applying online, you must send the supporting document(s) to the School Admissions Team with your child's name and date of birth clearly stated.

### **Social or Welfare Reasons for Admission.**

Where there are exceptional sensitive individual and compelling family circumstances, which are directly relevant to Revoe Learning Academy these may also be considered at the time of application.

Requests for consideration within this criterion will require appropriate professional reports e.g. from a social worker, police officer or educational psychologist. The report must demonstrate exact reasons and the impact on the child or family's circumstances as to why this is the only suitable school compared to other schools available. Only exceptional reasons directly relevant to this school will be considered. The higher priority of social or welfare reason will be given to the child for the preferred school only if the submitted report unequivocally proves the circumstances and why an alternative school is unsuitable.

**If supporting evidence is not provided, it will not be possible to consider the application under the social and welfare criterion.**

All information which is submitted will be considered as being confidential.

### **Siblings.**

Priority is given to children who have siblings attending Revoe Primary Academy at the time of application and who will be attending at the time of admission. This includes full brothers and sisters who may not live at the same address. Stepchildren or foster children who live at the same address are also classed as siblings.

You must give full details of all siblings in the application.

### **Distance.**

The address you state on your application must be the current one at the time of application. If your address changes after you have submitted your application, you should notify the School Admissions Team immediately. The distance between the applicant's home (including flats) and school is taken as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's **home** and of **the school site**. The LLPG is a point within the boundary of the property and is usually located at its centre.

Distances are measured using the Council's Geographic Information System.

If the LA is unable to determine eligibility on distance, i.e. two or more addresses are equal distance from the school, a random allocation will be carried out. In the event of a random allocation, someone independent of the Children's Services Department and of the school would supervise the process, and parents would be invited to attend.

NB. The shortest safe walking route continues to be a consideration for assisted transport purposes.

Where there are more preferences than there are places available, the LGC employs its oversubscription criteria to objectively determine which children should be offered a place at Revoe Learning Academy.

In the event of the admission number being reached within any one of the oversubscription criteria in the order listed, the distance criteria will be used as a 'tie breaker'.

### **Late Applications**

Applications received after the published closing date will be treated as late applications.

Only in exceptional circumstances, and where appropriate evidence is provided, will those applications received after the closing date (but before offers of places have been made) be considered concurrently with those applications received on time. The circumstances which might justify a late application include, but are not restricted to, the illness of a single parent/carer which might have reasonably impinged upon their ability to submit an application on time or where a family has just moved into the area.

### **Change of Preference**

Once you have submitted your preferences, you may only request a change if there is a significant reason for doing so, for example, if you move address.

**You will be unable to access the on-line system after the closing date.** Any requests for a change of preference should be made in writing, but evidence must be provided to demonstrate the reasons for your changes.

Parents requesting a place at Revoe Learning Academy, either because they are new to the area, or because they are wishing to transfer from another local Primary School will be required to complete a common application form, allowing them to express up to three preferences. The admission of all students to Blackpool schools will be co-ordinated by the School Admissions Team.

Any application for a school place received after the start of the academic year will be treated as a non-routine admission. Applications received during the course of the year require parents to send information to the Admissions Team at Blackpool Children Services Department. This application for a non-routine admission will then be considered in the context of available school places.

**Once a place has been awarded, whether that be at the start of the academic year, or midyear, parents must produce their child's original birth certificate in order for the child to be able to be placed on role at the Academy.**

### **Fraudulent Applications**

If it is found that a child has been allocated a place due to misleading information having been provided, for example an incorrect address, then the offer of a place may be withdrawn and the offer of an alternative school will be made by the LA.

### **Waiting Lists**

Waiting lists will be set up in the week following the letters being sent to parents. As places become available, the child highest on the waiting list will be offered the place. This is not dependent on whether an appeal has been submitted. The School Admissions Team will maintain the Waiting List, on behalf of the Academy, until the end of the Autumn Term

## **Appeal Arrangements**

All appeals will be co-ordinated by Blackpool Children's Services Department.

Where the Governing Body is unable to offer a place because the school is oversubscribed, parents have the right of appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998 as amended by the Education Act 2002.

Parents should notify Blackpool Children's Services Department as soon as possible after receiving the letter refusing a place, if they want to appeal. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. Parents will receive 10 school days' notice of the place and time of the hearing.

### **Timetable for Blackpool primary school appeals for admission to September 2026**

Date	Action
By Friday, 15 <sup>th</sup> May 2026	Appeal forms to be received by Democratic Services, in order for the appeals to be heard in the first round of hearings. Appeal forms can be submitted after this deadline but the hearing will not be held until later in the year
By Friday 22 <sup>nd</sup> May 2026	Any additional documents that parents/carers wish to provide (ie. medical evidence) should be sent to democratic services
By Friday, 29 <sup>th</sup> May 2026	Notification of appeal hearings will be sent to parents/carers
By Friday, 17 <sup>th</sup> July 2026	Appeals that have been submitted by 15 May 2026 will be heard by independent appeals panels

## **Our Children (previously known as Looked After Children (LAC))**

Transfers for Our Children are generally discouraged. Our Children in the care of Blackpool Council must always have agreement by the Director of Children's Services for any in-year school/academy transfer. This does not apply to placements into Educational Diversity or from Educational Diversity returning to mainstream.

## **Elective Home Education (EHE)**

Parents are strongly advised to contact the LA's School Admissions Team about the responsibilities which will be placed upon them should they decide to home educate. EHE advice is available – telephone 01253 476712 or 476443.

Where a return from EHE is requested within two school terms, the child will usually return to their former school/academy. Parents and carers can then look at transfer options within the first of term protocol.

### **Changing School/Academy**

All parents and carers are strongly advised to consider whether any change of school/academy is really necessary.

National research has shown that children who move during either primary or secondary education do less well in examinations. Around 62% of children who did not move got 5 x GCSEs (A\* - C grades). This figure was around 44% for children who moved just once during the previous 4 years.

This decline in attainment tends to increase every time a child changes school or academy. Parents and carers should therefore seriously consider whether a transfer is the best option for their child's education. This is especially the case for children who have started their examination options.

Parents should not be pressured to move because of disciplinary or attendance issues – and often transfers in these circumstances will not resolve the underlying issues. Similarly, where bullying is given as a reason, the details will be verified with the child's current school/academy.

### **Fair Access Protocol (FAP)**

Blackpool Council has a Fair Access Protocol that operates for in-year admission requests outside of the annual intake process. This aims to ensure that unplaced and vulnerable children who may present challenging behaviour receive an offer of a school place or alternative provision as quickly as possible.

Blackpool Council's FAP follows the requirements of the School Admissions Code and has been agreed with primary and secondary schools and academies. Details of the FAP can be found on Blackpool Council's website.

The FAP allocates places via a monthly meeting and can allocate to year groups in schools and academies, which are already full or oversubscribed.

### **In Year Admissions and First Day Protocol**

#### **1<sup>st</sup> Day of Term Protocol**

The Education Act 1996 allows admission authorities to limit in-year transfers to the start of the following school term.

This means that where there are available places, and the transfer is agreed, this will usually be from the start of the next school term.

*Your child must continue to attend the place at their current school/academy until the agreed transfer date.*

### **Exceptions to the 1st of Term Protocol**

The protocol does not apply to new to area families where the child(ren) do not already have places. It also does not apply to children returning from Blackpool's Pupil Referral Unit (Educational Diversity) to mainstream.

Exceptions for earlier transfers must be agreed between schools and academies. These are admission authority decisions.

### **Blackpool School/Academy Transfers**

Blackpool schools and academies have the in-year transfer form, which parents must complete to request a move. The form is also available from the LA's School Admissions Team (who can also confirm place availability within the area).

If there are available places in the required year groups, these generally will be offered; if not parents have the right to an admission appeal.

### **Blackpool (LA) School Admissions Team**

01253 476637 / [schoolaccess@blackpool.gov.uk](mailto:schoolaccess@blackpool.gov.uk) for ROUTINE ADMISSIONS

01253 476446 / 476833 / 476833 [schoolaccess@blackpool.gov.uk](mailto:schoolaccess@blackpool.gov.uk) for NON-ROUTINE ADMISSIONS

01253 476713 / 476721 / [electivehomeeducation@blackpool.gov.uk](mailto:electivehomeeducation@blackpool.gov.uk) for ELECTIVE HOME EDUCATION

### **Further Documentation**

Ctrl and Click on the heading to view the document below.

[DfE School Admissions Code](#)

## **Appendix 1 - Admission to Revoe Nursery**

*The Academy require a copy of your child's birth certificate prior to admission.  
The absence of a birth certificate could delay your child's admission date.  
Attendance in the nursery does not guarantee a place Revoe Learning Academy.*

### **Introduction**

*Revoe Nursery provides care for children from 2 years of age. The PAN is 52, maximum as this is made up of 15 hour AM and PM sessions, 30 hours Monday Friday and 15 hours full day Monday and Tuesday and ½ day Wednesday am ort ½ day Wednesday pm, Full day Thursday and Friday and therefore may be reduced due to ratio and staffing levels.*

*Children are admitted to Nursery at the start of the academic year, one year before the child reaches statutory school age. In some cases, places are available for longer and a child may be offered a place from the term after which they have their third birthday.*

*Children attending Nursery are expected to complete at least three terms, unless there are exceptional circumstances.*

### **15 Hours**

*Parents/carers of those attending Revoe Nursery may access fifteen hours' free Nursery education, provided by Blackpool Council and funded through the Nursery Education Grant. For further information, please visit: <https://www.gov.uk/help-with-childcare-costs/free-childcare-andeducation-for-2-to-4-year-olds>.*

### **30 Hours**

*Working, parents/carers of those attending Revoe Nursery may access 30 hours' free Nursery education provided by Blackpool Council and funded through the Nursery Education Grant. For further information, please visit: <https://www.gov.uk/help-with-childcare-costs/free-childcare-andeducation-for-2-to-4-year-olds>*

### **Applications**

*Parents/carers can register an interest in a Nursery place by completing an expression of interest form when their child is two years old, but places will not be allocated by length of time on the list. The completion of an expression of interest form does not guarantee a place in Nursery.*

*The arrangements for the admission of pupils to the Nursery rest with the Headteacher and the LGC, who manage admissions on behalf of the Local Authority.*

*Applications should be received no later than the last Friday in May for the following Autumn Term start. Parents/carers will be notified of the allocation of a place by the third week of June. Those who were unsuccessful in securing a place will be informed in writing; the letter will inform them that they may appeal to the LGC's Admissions Appeal Committee. The decision of the Committee will be binding on the applicant and the school.*

## **Admissions Procedure**

- *Where there are more applications than places, all applications received by the deadline will be considered using the over-subscription criteria only.*
- *All information given by the parent/carer must be regarded as confidential, but must be made available to those considering the application*
- *Applications for places will be considered by a committee of the Governing Body or the Governing Body may delegate this task to the Head Teacher and at least one other member of staff nominated by the Governing Body.*
- *When the provision is full, a waiting list will be established in the over-subscription priority order. When places become available children will be allocated from the waiting list.*

## **Over-Subscription Criteria**

*When the number of applications for admission exceeds the number of places available, the following criteria will apply in order:*

### **Our Children (previously Looked After Children LAC))**

- *Blackpool Council gives the highest priority to Looked After Children, as required by the Education and Inspections Act 2006 and the Education (Admission of Looked After Children) (England) Regulations 2006.*
- *\*A Looked After Child is a child in the care of the Local Authority or provided with accommodation by the Authority (as defined in Section 22 of the Children's Act 1989) at the time of application and allocation. This definition has been extended to include adopted children who were previously in the care of the local education authority or provided with accommodation by that authority as defined in Section 22 of the Children Act 1989. \*\*A Looked After Child from Abroad is a child in state care outside of England or who ceased to be in state care as a result of being adopted.*
- *If a child ceases to be a 'Looked After Child' after the application is made, this is regarded as a relevant change of circumstance.*

### **Medical Conditions**

- *Priority will be given to children where they or their parent(s)/carer(s) have a serious medical condition where they contend that attendance at a particular setting is appropriate.*
- *Supporting evidence will be required and this must set out the particular reasons why the setting in question is the most suitable setting and the difficulties which could arise if the child had to attend an alternative setting.*
- *There must be substantive medical evidence e.g. in the form of a letter from a consultant doctor. Each case will be treated on merit and the Local Authority will consult its own medical advisers in deciding whether a higher priority will be given.*
- *Higher priority will be given if the LA's medical advisers consider attendance at a particular setting to be essential.*
- *Higher priority within this criterion will not be given if appropriate supporting evidence has not been produced.*

### **Social or Welfare Reasons for Admission**

- *Where there are sensitive individual and compelling family circumstances, which are directly relevant to the preferred setting, these may also be considered at the time of application. As it is difficult to make subjective judgments on requests for consideration within this criterion, appropriate professional reports or other documentary evidence will be required.*
- *Higher priority within this criterion will not be given if appropriate supporting evidence has not been produced.*

### **Siblings**

- *Priority will be given to brothers and sisters of children already attending the academy at the time of application and who will still be attending at the time of admission.*
- *This includes brothers and sisters who may not live at the same address. Stepchildren and foster children who are living with the same family at the same address would be classed as siblings. Stepchildren or foster children who do not live with the same family at the same address would not be classed as siblings.*

### **Distance' Criterion**

- *Revoe Learning Academy Nursery determines the distance from the applicant's home address to the academy on the following basis: AA route planner website - academy postcode to home postcode.*

### **Phased Admission Policy**

*Prior to starting Nursery, parents are requested to complete an admission form, an online grant application and provide a copy of their child's birth certificate. Once all forms have been completed and a grand reference number provided, a stay and play session will be arranged prior to an admission date being confirmed.*

- *Starting dates are chosen at random.*
- *Nursery staff arrange a mix of gender and dates of birth in each group.*
- *To ensure a smooth transition between home and school we admit the children in small groups. This helps the children to become familiar with their new surroundings and to talk to the adults who will be working alongside them.*
- *On the first day, parents/carers are invited to bring their children at a previously arranged time to ensure all the children have an equal opportunity to work with the Nursery staff and to make sure they are happy and settled in their new environment. Parents are encouraged to stay and work with their child.*

*Children with special educational needs may be admitted at a later date, after consultation between the parents, the SENDCO/ Headteacher and the LA.*

### **Occasional Vacancies**

*Vacancies may arise during the year for a number of reasons. All admissions will be in conformance with agreed criteria, in accordance with this policy, and records kept of decisions made.*