**Admissions Arrangements**

**Policy**

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# 1. Aims

This policy aims to:

* Explain how to apply for a place at the school
* Set out the school’s arrangements for allocating places to the pupils who apply
* Explain how to appeal against a decision not to offer your child a place

# 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

* [School Admissions Code 2021](https://www.gov.uk/government/publications/school-admissions-code--2)
* [School Admission Appeals Code](https://www.gov.uk/government/publications/school-admissions-appeals-code)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](http://www.legislation.gov.uk/ukpga/1998/31/contents).

# 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school’s normal point of entry, using the common application form provided by their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are:

* In the care of a local authority, or
* Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

* Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
* Became subject to a child arrangements order, or
* Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Parents who wish to apply for a place at the school outside normal transfer times (ie at the start of Year 7) should initially contact the school.

# 4. How to apply

For applications in the normal admissions round you should use the application form provided by your Lancashire County Council local authority. You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

# 5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

* Parents’ views
* Information about the child’s academic, social and emotional development
* Where relevant, their medical history and the views of a medical professional
* Whether they have previously been educated out of their normal age group
* Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
* The headteacher’s views

Wherever possible, requests for admission outside a child’s normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

# 6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 157 for entry in each group.

6.2 How places are allocated (taken from LCC website)

*All Lancashire schools and academies have equal preference admission policies. Lancashire County Council, as the Local Authority, will apply the admission rules and give each child a single offer on the same day.*

*When you apply for a school place you are advised to list three schools. The school that you name as your highest preference would normally be the one you really want. For instance;*

1. *Bluefield Community High School*
2. *Brownfield CE (Aided) School*
3. *Greenfield Grammar School*

*The admission policy for each school is applied to your child's application along with all the other applications for the same school. At this stage, it doesn't matter whether you have listed the school as preference 1, 2 or 3, all applications are considered equally against each school's policy. It is where your child is placed within that policy that counts.*

*All applicants for each school are put into order according to the criteria in that school's policy.*

*Places at the school are filled in order up to the published admission number. The answer for each preference will either be a yes (place available) or no (place not available).*

*If more than one school can offer a place, then we look at the order of preferences. You will only get one offer, this will be the highest of those that can offer a place. If all three schools can offer a place, you will be offered your top preference. Sometimes not all schools can offer a place, for example:*

1. *Bluefield Community High School****No***
2. *Brownfield CE (Aided) School****Yes***
3. *Greenfield Grammar School****Yes***

*In this case the offer will be Brownfield CE School. The Greenfield place will be offered to someone else.*

*If none of the schools preferred can offer a place, we will allocate a school that has places.*

6.3 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn’t the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

6.4 Fair Access Protocol

We participate in Lancashire CC Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

# 7. In-year admissions (taken from LCC website)

***7.1 Applying for a school***

*The different types of schools and academies have different admission arrangements.*

*Lancashire County Council co-ordinates in-year admissions.*

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

* *a child living in another local authority area, such as Blackpool or Blackburn with Darwen Borough Council - please contact them directly*
* *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*

***7.2 After you apply***

*Your application will be processed by the local area education office inline with the Admissions Code and fair access policy.*

*We will acknowledge receipt of your application and then write to you with the outcome within a maximum of 15 school days (this does not include weekends or school holidays).*

*There is no need to contact us before the 15 days have passed.*

*The Pupil Access Team privacy notice tells you how we process personal data.*

***7.3 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.*

***7.4 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.*

***7.5 Appeals***

*If you are unhappy with your school offer you can appeal for any schools which at that time have no available places. Information and advice is available from the admissions team at your local area education office*

*We advise you to visit the school you are offered before you go to appeal.*

# 8. Monitoring arrangements

This policy will be reviewed and approved by the governing body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school’s admission arrangements at least once every 7 years.