



# **Penwortham Primary** **School**

## **Admissions Policy** **January 2026**

Date Policy Approved: February 2026

Date Policy to be Reviewed: February 2027

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Lancashire County Council are responsible for co-ordinating admissions into Penwortham for those families resident within Preston.

This includes:

- Children wishing to change from one school to another school within Preston
- Children who have arrived into the area requiring a school place
- Children wishing to move from an independent school to a school maintained by the Council
- Children resident in the area but requiring admission to a school in another area.

If you live in the area of another local authority then you must make an application through the school admission team for that authority.

### **Is there an application form I need to complete?**

The application form that the parents/carers will be required to complete when requesting admission to a new school can be collected from the school office. You must ensure your child's continued attendance at their current school whilst your application is being considered however it is recognised that for families who have moved into Preston this may not always be possible. You must in such circumstances inform the Headteacher at their previous school of the arrangements you are making.

### **Penwortham Primary School Admissions Policy**

Penwortham Primary School admissions are controlled by the Local Authority (LA). We have no affiliation to any particular religious denomination. The Local Authority organises a Coordinated Admissions Procedure. We do hold an Open Day during the year for prospective parents providing an opportunity for you to come and visit school whilst it is in action.

#### **1. Booklets and preference forms**

During the Autumn Term preceding the academic year when your son or daughter starts school, the Local Authority will post out booklets (containing the school's admission criteria) and preference forms to all parents who have registered with the Local Authority.

#### **2. Returning the preference forms**

By a given date, usually in January, you should return the preference form to the Local Authority with confirmation of the home address.

### **3. Offers of places**

The following April all parents will be sent a single offer of a school place by the Local Authority. If a place is not offered at the preferred school your child's name will automatically be placed on a waiting list. The Local Authority will offer advice as to how you can appeal.

### **4. Late applications**

These will be considered after those received on time.

### **5. When a place is offered**

Once a place is offered and accepted you will receive a letter inviting you to a New Parents' Evening at the start of the Summer Term where you will be given further information and have an opportunity to meet the staff. You will also be given details about preliminary visits to school.

### **6. Preliminary Visits**

These take place during May. The Nursery and Reception Class Teachers and Teaching Assistants also visit your child at his/her Nursery or Pre School if appropriate.

### **7. Starting school in September**

We have a staggered approach to starting school in September. Children are admitted into the Reception and Nursery classes in small groups. This enables the children to settle in more quickly. In Year Admissions It is possible to be admitted to school during an academic year if places are available in that year group. The Local Authority organises all in year admissions. Parents can contact the school or Lancashire County Council.