



Admissions 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](#)
- [School Admission 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](#).

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

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.

4. How to apply

For applications in the normal admissions round you should use the application form provided by Lancashire County Council (see link below). You can use this form to express your preference for a minimum of 3 schools, in rank order.

www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place

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 30 pupils for entry in Reception to Year 6.

6.2 Oversubscription criteria

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.
2. Priority will next be given to children on the basis of social or medical need.
3. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.

6.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

7. In-year admissions

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

Changing schools during the school year

To move your child to a different school you must apply for an in-year admission. This is different from an application for the usual transfer points, starting reception year of primary school.

How to apply

The different types of schools and academies have different in-year admission arrangements.

Follow the relevant link below for a list of schools of each type and how to apply:

- [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 school which is 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](#)

After you apply

Your application will be processed by the local area education office in line with the Admissions Code and [fair access policy](#). They will acknowledge receipt of your application and then write to you with the outcome within approximately 15 school days (this does not include weekends or school holidays).

There is no need to contact them before the 15 days have passed. Remember to check your **spam or junk mail** folders before you get in touch.

The [Access to Education Entitlements 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 or post. 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 and should contact the area office to find out about availability of places at other local schools. You also have the right to appeal against the refusal of a place in current Reception class to current Year 11.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing via the link below:

<https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/school-appeals/>

You can find details of the school's appeals timetable on the Lancashire County Council website.

9. Monitoring arrangements

This policy will be reviewed and approved by Whittlefield 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.