ADMISSIONS POLICY 2028-29 LORD STRET PRIMARY SCHOOL

Document Control:

This document has been approved for operation within:	Apex Collaborative Trust		
Status	Statutory		
Owner	Head of Governance		
Date effective from	October 2026	**Date of next review**	October 2027
Review period	Annual	**Version**	2

Version	Changes identified

Lord Street Primary School
Admissions Policy 2028 – 2029

Lord Street Primary School
Lord Street
Colne
BB8 9AR
01282 865597
www.lordstreetprimary.com

This is an academy school part of Apex Collaborative Trust
4-11 Mixed
Headteacher: Mrs Hey
Number on Roll: 318

Admission number for September 2028: **30**

SUMMARY OF POLICY

Lord Street Primary School is a school serving its local community. This is reflected in its admissions policy.

Children will be admitted to the school in the following priority order:

Order of Priority	Notes
Priority Group a) Looked after children or children who have been previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted.	This applies to all looked-after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application. In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application. - This includes children who were adopted under the Adoption Act 1976 and Children who were adopted under the Adopted & Children's' Act 2002. - Child Arrangement Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangement Order.
Priority Group b) Children for whom the Board of Trustees accepts that there are exceptional medical, social or welfare reasons which are directly relevant to the school concerned.	We will only consider applications on social or medical grounds if they are supported by a professional recommendation from a doctor, social worker, or other appropriate professional. The supporting evidence should set out the particular social or medical reason(s) why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another

	school. Panels of professionally qualified people will consider all applications made under priority group 2.
Priority Group c) Children with older brothers and sisters attending the school when the younger child will start.	By sibling we mean: - Children living at the same address who have one or both natural parents in common. - Children living at the same address who are related by parents' marriage / civil partnership. - Children living at the same address whose parents are living as partners at this address. - Also, children who are step, half, foster, adopted brothers and sisters living at the same address
Priority Group d) Children of current employees of the trust.	Priority in this oversubscription criteria is given in either or both of the following circumstances: - Staff who have had a permanent contract for at least two years prior to the admissions deadline or with immediate effect if the member of staff is recruited to fill a post for which there is a demonstrable skills shortage) - and for whom Blacko is the nearest of the current trust primary schools by a straight line (radial) measure to where the child lives.
Priority Group e) Children who are attending the school's preschool and live within the school's Geographical Priority Area*.	Children attending the school's preschool and also living within the schools Geographical Priority Area*. Tie break: The distance criterion which will be used as the tie breaker if there is oversubscription within any of the admission criteria is a straight line (radial) measure. If the Board of Trustees is unable to distinguish between applicants using the published criteria (e.g. twins or same block of flats) places will be offered via a random draw. The distance measure is a straight line (radial) measure centre of building [home] to centre of building [school].
Priority Group f) Other children living within the school's Geographical Priority Area*.	Children living within the schools Geographical Priority Area*. Tie break: The distance criterion which will be used as the tie breaker if there is oversubscription within any of the admission criteria is a straight line (radial) measure. If the Board of Trustees is unable to distinguish between applicants using the

	published criteria (e.g. twins or same block of flats) places will be offered via a random draw. The distance measure is a straight line (radial) measure centre of building [home] to centre of building [school].
Priority Group g) Children who are attending the school's preschool and live beyond the school's Geographical Priority Area*.	Children attending the school's preschool and living outside of the school's Geographical Priority Area*. Tie break: The distance criterion which will be used as the tie breaker if there is oversubscription within any of the admission criteria is a straight line (radial) measure. If the Board of Trustees is unable to distinguish between applicants using the published criteria (e.g. twins or same block of flats) places will be offered via a random draw. The distance measure is a straight line (radial) measure centre of building [home] to centre of building [school].
Priority Group h) Other children	Remaining places are allocated to where a child lives. Those living nearest to the preferred school by a straight line (radial) measure will have priority. Tie break: The distance criterion which will be used as the tie breaker if there is oversubscription within any of the admission criteria is a straight line (radial) measure. If the Board of Trustees is unable to distinguish between applicants using the published criteria (e.g. twins or same block of flats) places will be offered via a random draw. The distance measure is a straight line (radial) measure centre of building [home] to centre of building [school].

Definitions and Details

* the school's geographical priority area is defined as a BB8 postcode.

►Making an Application

All admissions applications should be made via the Lancashire County Council website: www.lancashire.gov.uk (search A-Z for 'school admissions'). Once on the site, families can access all the admissions information. The primary closing date is 15th January 2028 with offers being sent out on 16th April 2028 (if the date falls on a weekend or a bank holiday, offers are sent out the next working day).

►Late Applications

Applications for school places which are received late will not necessarily be dealt with at the same time as those received by the set deadline. The reasons for a late application may be requested and where these are not exceptional the relevant admission criteria will be initially applied to all others received on time. The late application will be dealt with after this process.

►Waiting Lists

Where we have more applications, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus, it is possible that a child who moves into the area later to have a higher priority that one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate until the 31st December in the normal year of admission.

►Address of pupil

The address used on the school's admission form must be the current one at the time of application, i.e., the family's main residence. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where child wakes up for the majority of Monday to Friday mornings, if there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the child's address as the one claimed.

Where there is dispute about the correct address to use, the trustees reserve the right to make enquiries of any relevant third parties, e.g. the child's GP, Council Tax Office, Electoral Registration Officer, utilities provider. For children of UK Service personnel and other Crown Servants returning to the area, proof of the posting is all that is required.

►Non-routine or in-year admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school under these circumstances should apply by using the electronic in-year application form, found on the school's website. Once completed the form should be resubmitted to the school for processing. If there is a place in the appropriate class, then the Trustees will arrange for the admission to take place. If there is no place, then the Board of Trustees will provide information about how to appeal against the refusal to parents.

►Appeals

Where the Trustees are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admissions appeal panel, set up under the Schools Standards and Framework Act, 1998, as amended by the Education Act, 2002.

Parents should notify the Head of Governance at the trust by completing an appeal form accessed through Lancashire County Council's website. Parents will have the opportunity to submit their case to the panel in writing and to attend in order to present their case. You will normally receive 14 days' notice of the place and time of hearing.

Appeals received after the deadline will be slotted into the schedule, where this is possible. There is no guarantee that this will happen and late appeals may be heard after the stipulated date at a second round of hearings.

The schedule is subject to change depending upon the availability of appeal panel members, clerks, venues and the number of appeals for each school (which will vary year on year).

Please note that this right of appeal against the Trustees' decision does not prevent you from making an appeal in respect of any other school.

►Fraudulent applications
Where the Board of Trustees discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area) which effectively denies a place to a child with a stronger claim, then the Board of Trustees is required to withdraw the offer of the place. The application will be considered afresh, and a right of appeal offered if a place is refused.

►Deferred admission/ part time provision
If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January. You may also request that your child attend school part time until he/she reaches his/her fifth birthday.

►Admission of children outside of their normal age group
Parents may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child [1] may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Admission Authorities must make clear in their admission arrangements the process for requesting admission out of the normal age group.

Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They must also consider the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision.

Where an admission authority agrees to a parents' request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (ie the age group to which pupils are normally admitted to the school) the local authority and admission authority must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application oversubscription criteria where applicable. They must not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

[1] The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). It is likely that most requests for summer born children

to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely.

►Multiple Births

Where there are twins, etc wanting admission and there is only a single place left within the admission number, then the Board of Trustees will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits.