



## Wray Endowed Primary School Admissions Policy

The published admission number (PAN) for Wray with Botton Endowed Primary School is currently 7.

This allows us to maintain a high adult: child ratio whilst also remaining well within the statutory infant class size limit of 30.

As a community school, we follow the admission policy of Lancashire County Council and therefore all inquiries regarding admissions should be made to the local authority.

<http://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/apply-for-a-primary-school-place.aspx>

### **1 Determined Admissions Policy for Community and Voluntary Controlled Primary Schools – 2023/2024**

The determined policy for admission to community and voluntary controlled primary schools for 2024/2025 is listed below:

An admission number will be published showing the maximum number of pupils that the school will admit in the Autumn Term 2023. Parents will be asked to express preferences for three primary schools. Parents are given the opportunity to express three preferences for a primary school. Published criteria are used to decide which children should be offered the available places. In primary schools an equal preference scheme has been introduced to comply with the Schools Admission Code, whereby three parental preferences are given equal status to the preference and will be considered equally against the admissions criteria. If a school is oversubscribed, the following criteria will be applied in priority order: Primary Schools When a school is oversubscribed on parental preferences, then the following priorities apply in order:

1. Looked after children and those who have been previously looked after, (see notes below), then
2. Children for whom the Local Authority accepts that there are exceptional medical social or welfare reasons which are directly relevant to the school concerned (see notes below), then
3. Children with older brothers and sisters attending the school when the younger child will start, (see notes below), then
4. Remaining places are allocated according to where a child lives. Those living nearest to the preferred school by a straight line (radial) measure will have priority (see notes below).

### **2 Appeals information**

The system for appeal recently changed and **all** appeals must now be made using the online Admission Appeals E-Form:

<https://www.lancashire.gov.uk/children-education-families/schools/appeal-against-an-admission-decision/>

For any queries related to school places or appeals, parents should telephone 01524 581 148 or email [PupilAccessTeam.North@lancashire.gov.uk](mailto:PupilAccessTeam.North@lancashire.gov.uk).

## **Notes**

- The medical, social and welfare criterion will consider issues relevant to the child and/or the family. This category may include children without a statement who have special needs.
- As required by law, all children with a Statement of Special Educational Needs/EHC naming a school will be admitted before the application of the over-subscription criteria. Children who have a statement for special needs have their applications considered separately.
- Brothers and sisters include step children, half brothers and sisters, fostered and adopted children living with the same family at the same address (consideration may be given to applying this criterion to full brothers and sisters who reside at different addresses).
- 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 Local Authority 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 center of building to center of building.
- A child's permanent address is the one where he/she normally lives and sleeps and goes to school from. Proof of residence may be requested at any time throughout the admissions process, (including after a child has accessed a school place).
- The Local Authority will keep waiting lists for all Lancashire primary. These are kept in priority order using the school's published admission criteria. From 1 September 2017 for one school term only waiting lists will be retained by individual admission authorities (the Local authority for community and voluntary controlled schools and individual voluntary aided and trust schools will each retain their own list).
- Children will not normally be able to start school other than at the beginning of the term unless they have moved into the area or there are exceptional circumstances.
- 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.

Application forms received after the published closing date, will only be considered at that time if the following conditions apply:

1. If the number of preferences received for the school is below the published admission number or:
2. There are extenuating circumstances justifying a late application.

These may include:

1. Parents moving into the County after the closing date.
  2. Parent/Carer illness which required hospitalisation for the major part of the period between the publication of the composite prospectus and the closing date for applications.
- Where a child lives with one parent for part of the week and another for the rest of the week only one address will be accepted for a school admission application. This will normally be the one where the child wakes up for the majority of school days (Monday to Friday).
  - The highest priority must be given to looked after children<sup>5</sup> and children who were looked after, but ceased to be so because they were adopted<sup>6</sup> (or became subject to a residence order<sup>7</sup> or special guardianship order<sup>8</sup>). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

## **NOTES**

A 'LOOKED AFTER CHILD' IS A CHILD WHO IS (A) IN THE CARE OF A LOCAL AUTHORITY, OR (B) BEING PROVIDED WITH ACCOMMODATION BY A LOCAL AUTHORITY IN THE EXERCISE OF THEIR SOCIAL SERVICES FUNCTIONS (SEE THE DEFINITION IN SECTION 22(1) OF THE CHILDREN ACT 1989). <sup>6</sup> UNDER THE TERMS OF THE ADOPTION AND CHILDREN ACT 2002. SEE SECTION 46 (ADOPTION ORDERS). <sup>7</sup> UNDER THE TERMS OF THE CHILDREN ACT 1989. SEE SECTION 8 WHICH DEFINES A 'RESIDENCE ORDER' AS AN ORDER SETTLING THE ARRANGEMENTS TO BE MADE AS TO THE PERSON WITH WHOM THE CHILD IS TO LIVE. <sup>8</sup> SEE SECTION 14A OF THE CHILDREN ACT 1989 WHICH DEFINES A 'SPECIAL GUARDIANSHIP ORDER' AS AN ORDER APPOINTING ONE OR MORE INDIVIDUALS TO BE A CHILD'S SPECIAL GUARDIAN (OR SPECIAL GUARDIANS).