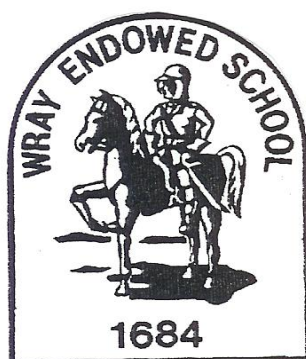


WRAY ENDOWED PRIMARY SCHOOL



Admissions Policy

Date: September 2026 - for September 2027 admissions and in-year applications

Review date: September 2027



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.

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

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

Determined admission arrangements for community and voluntary controlled primary schools for 2027/2028

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 is operated to comply with the Schools Admission Code, whereby three parental preferences are given equal status and are 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 or a child who was 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 (see note (x) 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 note (i) below), then
3. Children eligible for Services Premium, then
4. Children with older brothers and sisters attending the school when the younger child will start, (see note (iii) below), then
5. 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 note (v) below).

Notes

(i) The medical, social and welfare criterion will consider issues relevant to the child and/or the family. This category may include children without an EHC Plan/Statement who have special needs. Parents are responsible for providing the professional supporting evidence with the application by the closing date from a consultant, doctor, psychologist, social worker or from another relevant independent professional.

(ii) As required by law, all children with a Statement of Special Educational Needs/Education, Health and Care Plan naming a school will be admitted before the application of the over-subscription criteria. Children who have a Statement for Special Needs/EHC Plan will have their applications considered separately.

(iii) Brothers and sisters includes full brothers and sisters, step children, half brothers and sisters, fostered and adopted children living with the same family at the same address; and full brothers and sisters living at different addresses.

(iv) The distance criterion will be used as the tie breaker if there is oversubscription within any of the admission criteria; it is a straight line (radial) measure.

If the Local Authority is unable to distinguish between applicants using the published criteria (e.g. siblings, those living the same distance from home to school, or families residing in the same block of flats) places will be offered via a random draw. The draw will take place at the local authority's office and the name/s will be drawn by an officer who is independent of the admissions process.

The distance measure is a straight line measurement (radial) between the applicant's home address points and the address point of the school (co-ordinates provided by Ordnance Survey data).

(v) A child's permanent address is the one where he/she normally lives and sleeps and goes to school from. Proof of residency may be requested at any time throughout the admissions process, (including after a child has accessed a school place). If there is any doubt about this, then the address of the Child Benefit recipient will be used.

(vi) The Local Authority will keep waiting lists for all Lancashire primary schools until 31 August 2027. These are kept in priority order using the school's published admission criteria. From 1 September 2027, waiting lists will be transferred to and retained by individual admission authorities (the Local authority for community and voluntary controlled schools and own admission authority schools will each retain their own list). To comply with the School Admissions Code the waiting lists must be retained until at least 31 December 2027. Each child added will require the waiting list to be ranked again in order with the published admission criteria.

(vii) 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:

(a) if the number of preferences received for the school is below the published admission number or:

(b) there are extenuating circumstances justifying a late application.

These may include:

(a) parents moving into the County after the closing date;

(b) 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.

(viii) the highest priority must be given to looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a residence order, child arrangement orders or special guardianship order). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders, child arrangement orders or special guardianship orders) immediately following having been looked after. This includes children who are legally adopted from overseas. Relevant, legal documents must be provided to evidence the adoption.

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) at the time of making an application to a school. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society (see Section 23ZZA(8) of the Children's Act 1989 (inserted by Section 4 of the Children and Social Work Act 2017)). This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). Child arrangement orders are defined Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence orders in force prior to 22 April 2014 is deemed to be a child arrangements order. 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).

(ix) Admission authorities may give priority in their oversubscription criteria to children eligible for the service premium. The service premium is additional funding paid annually to schools under Section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services personnel.

Children eligible for the Service Pupil Premium (SPP)

Pupils attract SPP if they meet one of the following criteria:

- one of their parents is serving in the regular armed forces, including pupils with a parent who is on full commitment as part of the full-time reserve service - this includes pupils with a parent who is in the armed forces of another nation and is stationed in England
- registered as a 'service child' on any school census in the past 6 years
- one of their parents died while serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme

Children have to be flagged as service children ahead of the autumn school census deadline. Service parents must make the Local Authority aware of their status by talking to the relevant Area Education Office.

Evidence of eligibility for the Service Pupil Premium (such as a copy of a military identification (ID) card or official posting notice from a Senior Officer) must be submitted at the time of your application.

Shared care arrangements

In the cases where a child lives with parents who have shared responsibility and the child's time is split between two homes, the home address used will be that which is directed by the court or the address where the child lives for the majority of the week. The Local Authority reserves the right to request further proof in order to establish the home address, as fit the individual circumstances.

The Local Authority has an obligation to process an application form that has been signed and submitted by a parent stating that they have parental responsibility. Only one application can be considered for each child, and we would expect that in most cases parents/carers will take the above parental address requirement into account, agree on their preferences and submit one application. The system will highlight where two applications have been made and both parents will be contacted to withdraw one of these applications.

We can only process applications from one address. If your child lives at a different address from you or with another parent/carer from Monday to Friday, please provide evidence of parental responsibility for the person the child lives with.

Please note that the address that the parent enters on the admissions application form will also be used to assess home to school transport eligibility [if applicable]. The address of the other parent cannot be used for transport assessment purposes.

Where a child spends equal time with both parents:

In the cases where a child lives with parents who have shared responsibility and the child's time is split equally between two homes, the Local Authority will consider the child's address registered for Child Benefit and with the GP surgery at the time of application. If a Court order is made which contains directions/orders regarding the child's education, a copy of this Order must be provided to the Local Authority who will act in accordance with that order, as far as possible. If the child resides with two parents/carers equally, both have parental responsibility and where both submit applications, then neither application will be considered, and the Local Authority will contact parents asking them to agree a single application to go forward for processing and provide a deadline for the final application to be confirmed.

In cases where parents cannot agree on the preferences for their child they should endeavour to do so as soon as possible. If mutual agreement is not possible, ultimately, a Specific Issues Order from the court may need to be obtained. If an agreement is not received both applications will not continue to be processed until an agreement is made or a court order is provided, and no offer will be made until the single application has been confirmed.

The Local Authority will not issue more than one offer to a child. School and local authority staff must treat all parents equally, unless a court order limits a parent's ability to make educational decisions, participate in school life or receive information about their child.

Moving house

If you are about to move house, please contact the Area Education Office with your new address so that letters which are sent to you do not go astray. If you have already exchanged contracts on a house or have evidence of a confirmed offer of tenancy, you can ask for your child's application to be considered from the new address. It is required that a family does not just own a property, in a particular location, but that they are actually resident in the property. Evidence of your/the child's residency in the new property will be required.

We can't accept a temporary address if you still possess a property that was previously used as a home address.

If you make a permanent house move after applying, but before allocation procedures have been undertaken, you must contact the Area Education Office. You may be able to change your preferences if you are changing address to a more distant property and the allocation will be based on the new address. We normally require two forms of evidence to confirm a house move. It may on occasions be necessary to request additional documentation, depending upon individual circumstances.

Documents accepted to evidence a house move:

- proof of purchase or tenancy agreement
- evidence of disposal of previous property
- Council Tax document, evidencing the end of residency in previous home
- Council Tax document, evidencing the residency within your new home

Other forms of evidence may also be accepted at the discretion of the County Council to cover individual circumstances.

If you move temporarily during the admissions process you must also discuss the matter with the Area Education Office. Temporary addresses are rarely accepted for admission purposes.

If you are moving to another area of Lancashire, details of schools in the area can be obtained from any Area Education Office. Admission Authorities will check address details and may randomly sample applications.

You must contact the Area Education Office if there are any changes in your child's living arrangements during the application and allocation of places period. Places offered for Lancashire schools may be subsequently withdrawn where misleading or inaccurate information has been discovered.

Applications from abroad (and other areas of the UK)

Where families relocate or return to an address in Lancashire after a statutory closing date but during the allocation period (ahead of finalisation of offers) then there will be considered as a late application. Appropriate evidence must be provided of ownership and date of relocation and residence at that address.

Please note that late entry to the annual intake processes will not be possible after the statutory closing dates unless an exception is agreed by the Local Authority and / or the admission authority.

The Authority has a duty to co-ordinate admission arrangements for all Lancashire maintained schools. The Authority will ensure that all Lancashire parents whose children will attend a reception class receive the offer of primary school place on the agreed date.

Deferred admission and part time provision:

A child is entitled to a full-time place in the September following their fourth birthday; However:

- a) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- b) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Priority for twins/multiple births:

Where a single place remains at a school and the application being considered is for twins or other multiple births, the Council will allocate above the admission number to accommodate each child.

The Department for Education has produced guidance '*Advice on the Admission of Summer Born Children (December 2014)*'. The guidance is non-statutory and has been produced to help local authorities, admission authorities and parents understand the framework within which admission authorities must operate, and to dispel some of the myths that appear to have arisen around the admission of summer born children. It should be read in conjunction with the statutory document, the Department for Education, 'School Admissions Code' which was published in 2021.

When will my child reach statutory school age?

Children must be receiving full-time education by the start of the term following their fifth birthday.

- For children born between 1 September and 31 December, they reach compulsory school age on 31 December and must be receiving full-time education at the start of the spring term (i.e. after the Christmas holidays, in January).
- For children born between 1 January and 31 March, they reach compulsory school age on 31 March and must be receiving full-time education by the start of the summer term (i.e. after the Easter holidays, in March or April).
- For children born between 1 April and 31 August, they reach compulsory school age on 31 August and must be receiving full-time education at the start of the new school year (i.e. after the summer holidays, in September).

Delayed admission to Reception

Parents of non-compulsory age children [four year olds] are entitled to inform the Admission Authority of their intention for their child to embark on a pattern of part-time attendance or deferment if that best suits the needs of their child.

In Lancashire, we provide for the admission of all children in the September following their fourth birthday. Parents of non-compulsory school age children (four year olds)

may choose a pattern of part-time attendance or deferment if that best suits the needs of their child. Parents will be offered the opportunity for their child to:

- Start Year R (Reception) in September on a full-time basis from their first day of attendance or on a part-time basis up to the point of reaching compulsory school age.
- Defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the summer term of the school year for which the offer of the school place was made.

Deferred admission to Reception

Parents who are considering deferring their child's entry to school should be aware that teachers are skilled in differentiating the curriculum to meet a diverse range of needs. Parents are encouraged to visit the schools they are thinking of applying for, where staff will be able to explain the provision on offer to children in Reception class, how it is tailored to meet the needs of individual pupils and how the needs of each pupil will continue to be met as they move up through school.

Where a parent wishes to defer their child's admission until the following school year, parents are encouraged to make requests to defer in good time before the closing date for the normal admission round. Parents will need to provide the detailed reasons to enable their request to be given proper consideration and are encouraged to include any supporting evidence from relevant professionals. Please complete the County Council's application form '*Application for a Lancashire school place for summer born children*'.

Parents submitting a request for admission out of the normal age group are required to also make an application for a place in their child's normal age group at the same time. If the application to defer is made by the national closing date for applications the admission authority will ensure that the parent receives the response to their request before the primary school national offer day.

All summer born requests for deferred admission will be considered by the individual admissions authority of each preferred school. Where requests are made for differing admission authorities, the request must be sent to the local authority that will co-ordinate the request and the decisions made. If a joint agreement cannot be reached then the decision to defer admission will only stand for any named school that agreed the request.

When considering a request for deferred admission for a community or voluntary controlled school the following factors will be considered:

- any delayed social, emotional or physical development which may be affecting the child's readiness for school (supported by a relevant professional);
- premature birth and the fact that the child may have naturally fallen into a lower age group if they had been born on their expected date of birth;
- any medical incapacity, if this has prevented access to early years provision.
- any significant learning or special educational needs (supported by a relevant professional);
- the views of the head teacher of the preferred school (s)
- parental views

Making a decision in the child's best interests

The Local Authority will share information provided on the application form with the admission authorities and head teachers of the school(s) parents have expressed a preference for. They will not however be informed of the order of preferences. These admission authorities and head teachers will then come to a decision as to whether they support the request for deferred entry. Where necessary, reports will be requested from the child's nursery. The final decision will be for the admission authority to make. The Local Authority will then write to parent/carers to confirm the result of these decisions.

Additional factors for consideration

Parents/carers should be aware that as the number of applications and preferences, and even the number of available places, may differ from year to year, that a deferral does not mean a place at the same school can be allocated one year later or provide any additional priority for a place.

Once a child has been admitted to a school it is for the head teacher to decide how best to educate them. The head teacher may consider that it would be appropriate for a child who has been admitted out of their normal age group to be moved to their normal age group. Any decision to move a child to a different age group would be based on educational reasons and in consultation with the parents.

For any child not being educated in the year group in which their chronological age falls there may be complications if a change of school is required or a move to another local authority. It will be for the admission authority of any receiving school to decide whether to admit the child out of their normal age group. This also applies at the time of transfer from primary to secondary school.

Any child who remains a year below their chronological age group will no longer be of compulsory school age during Year 11 of secondary school and therefore will be able to leave school before completing examinations.

There is no formal right to appeal a decision made by the admission authority. However, for schools where the LA is admission authority, a parent may request a review of the decision made.

In-Year Admission form

If your child has an EHCP and/or is Looked After, please do not complete this form and contact your area office.

Reason for transferring schools:

Please tick appropriate box(s)

- ☐ Moving to Lancashire from outside of the UK (Please state Country):
- ☐ Moving to Lancashire from another local authority (Please state Local Authority):
- ☐ Moving from one area of Lancashire to another (Please state area):
- ☐ School to School Transfer within the same authority:
- ☐ Leaving Private Education:
- ☐ Leaving Elective Home Education:
- ☐ Other (Please state):

Child's Legal Surname:		Child's Forename(s):	
Child's Date-of-Birth:	School Year Group:	Age:	Male/Female:
Child's home address (current):		Child's new address (if you are moving):	
Postcode:		Postcode:	
		Date of move:	

Name of Parent/Guardian(s): Parental Responsibility: Yes ☐ No ☐	
Home address (If different to child's):	
Postcode:	
Is English the first language spoken? By Parent: Yes ☐ No ☐ By Child: Yes ☐ No ☐	
If no please state first language: By Parent: _____ By Child: _____	
Contact details	Home number:
	Mobile number:
	Email address:

You must complete an application for every child (i.e. one each for twin / sibling) who requires a school place.

Current School (If applicable)

Authority	Establishment Name/Address	Date from:	Date last attended:

Previous Schools/Educational Placements within the last 3 years

Authority	Establishment Name/Address	Date from:	Date last attended:

Details of siblings who will be attending the school now being applied for. (*Siblings include brothers and sisters, stepchildren, half brothers and sisters, adopted and foster children living with the same family at the same address*).

Name(s)	Date of Birth	School	Male/Female

Pupil Background

(Previous Education/Support History (<i>Please tick as appropriate</i>))		Yes	No
Is this pupil in care (Looked After/Previously Looked After)?			
If yes, to which Local Authority			
Children's Services involvement?			
If yes, please provide social worker's name:			
Previously Permanently Excluded?			
Previous Exclusion Record?			
Are you a Crown Servant? If you are UK service personnel or other Crown Servants living abroad with your family please tick YES. You will need to provide an official MOD, FCO or GCHQ letter declaring your relocation date and address.			
Special Educational Needs Status (SEN)	Education Health and Care Plan (EHCP)		
	Under Formal Assessment		
Additional Information About Your Application/School Preferences			
Additional information to support your application may be provided. This can be medical, social and welfare information relating to the pupil and/or the family. Evidence from an appropriate professional (e.g. doctor, health visitor, social worker) can be attached. Please continue on a separate sheet if necessary.			

--

Signature(s)	
I/We confirm that the information provided is accurate at the time of this application. I/We acknowledge that the admission authority and/or Local Authority have the right to verify the information given on this application. I/We acknowledge that the offer of a place will be based upon this application and that an offer may be withdrawn if subsequently it is found to have been made in relation to inaccurate or misleading information. I/we will provide evidence of the pupil's permanent address and date of birth prior to or after taking up a school place if requested. I/We give permission to contact the school where my child is currently attending to seek background information in respect of behaviour/attendance/the involvement of outside agencies.	
Parent(s)/Guardian(s)	Date

Submit this application form to	Telephone / Email