



# **Admissions to Lancashire Primary Schools**

Information for Parents 2016-17

APPLY ONLINE at [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)

# APPLY ONLINE

[www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)

- It's quick, easy and secure.
- You can amend your application right up to the deadline date if you wish.
- You'll get an email acknowledgement when you submit your application.
- There's lots of further information and links to school websites.
- You can view your school offer via the online system on the morning of the day the offers are sent out.

The closing date for applications is Friday 15 January 2016

## PLEASE KEEP THIS SAFE

This space has been provided for you to keep a note of your email address and login / password details in case you need to make a change to your online application.

Email address / Log in	
Password	

**You can ring our helpline on 0300 123 6707 if you have any questions or are unsure about what to do.**

Voluntary Aided and Foundation schools and some Academies and Free Schools may ask that you complete a supplementary form also. These are available through the online admissions system.

If you have submitted and received an email acknowledgement of an online application, you can log back onto the system during the application period to view this. If, however, you go back in to your original application, this may have been over written (it definitely will if you make any changes). It will then no longer be valid.

**In these circumstances you must re-submit the amended version.** This applies for all changes, even very minor ones e.g. hyphens, apostrophes and typo corrections. **To ensure your online application remains valid, you are therefore strongly advised to press the re-submit button if you revisit the system at any time during the application period (whether or not changes were made).**



## Dear Parents

This booklet is for parents whose children start infant or primary school or academy in September 2016. If your child is already in a nursery school or class it is also for you. It answers the questions parents usually ask. You can apply online for Lancashire school places at: [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools).

**All Lancashire schools and academies have equal preference admission policies. You must therefore read this booklet carefully before you apply.** There are different admission arrangements and these are either described here or you are advised how to obtain more information. If you need further information, please contact your Area Education Office, details below.

Each school and academy produces its own prospectus which gives details such as the curriculum, activities and facilities. Those which are their own admission authority, such as some church schools and academies, the prospectus will also give you detailed information about how the places are allocated. You can obtain copies from individual schools and academies and you are strongly advised to seek a copy.

If you want to visit those which interest you, please contact them to make arrangements. You will find a list of local schools and academies, giving an address and telephone number for each one, within the insert provided with this booklet. Lists for other areas are available from Area Education Offices and their contact numbers are listed below.

Please note that there is a timetable for admission applications. This is to give enough time to allocate a place for each child before the start of the school year and to enable every school and academy to prepare your child's entry.

Each year, the majority of parents are offered a place at one of their preferred options. This is not always possible however when more applications are received than the places available. If your preferences cannot be met, you will be told why and how to appeal and/or access a reserve (waiting) list.

Finally, we are always interested in receiving your views about the admissions process and the information which we provide. Our annual survey of parents' views is on page 21 and we would welcome your feedback.



Yours sincerely

Bob Stott  
Director of Children's Services

**Further information is available from your Area Education Office:**

<b>NORTH AREA</b> Lancaster, Morecambe, Wyre and Fylde	<b>SOUTH AREA</b> Preston, South Ribble, West Lancashire and Chorley	<b>EAST AREA</b> Hyndburn, Ribble Valley, Burnley, Pendle and Rossendale
☎ (01524) 581267 ☎ (01524) 581112 ☎ (01524) 581116  Area Education Office (North) White Cross Education Centre Quarry Road Lancaster LA1 3SE	<b>Preston</b> ☎ (01772) 531819 <b>South Ribble</b> ☎ (01772) 533813 <b>West Lancashire</b> ☎ (01772) 532253 <b>Chorley</b> ☎ (01772) 533608  Area Education Office (South) Joint Divisional Offices East Cliff Preston PR1 3JT	☎ (01254) 220742 ☎ (01254) 220709 ☎ (01254) 220708 ☎ (01254) 220710 ☎ (01254) 220718  Area Education Office (East) 44 Union Street Accrington BB5 1PL

## Where to find help with translations

The information contained in this booklet is important. It concerns your child's education. If you need help or advice on any matter relating to school admission, including translation of the information, please contact your Area Education Office listed on page 1.

### BANGLA

এই পুস্তিকাতে যেসব তথ্য রয়েছে সেগুলো জরুরী। এটা আপনার বাচ্চার শিক্ষার ব্যাপারে। আপনার যদি আপনার বাচ্চার স্কুলের ভর্তির বিষয়ে কোনো সাহায্য অথবা পরামর্শ প্রয়োজন হয়, যার অন্তর্ভুক্ত তথ্যগুলোর অনুবাদ, তাহলে দয়া করে পৃষ্ঠা ১ এ তালিকাভুক্ত আপনার এলাকার এডুকেশন অফিসে যোগাযোগ করুন।

### GUJERATI

આ પુસ્તિકામાં આપેલ માહિતી અત્યંત મહત્વની છે. તેમાં આપના બાળકનાં શિક્ષણ અંગે જણાવેલું છે. સ્કૂલમાં પ્રવેશ મેળવવાં બાબતે તેમજ આ માહિતીનાં અનુવાદ માટે આપને સહાય અથવા સલાહની જરૂર હોય તો કૃપા કરી, પાના નંબર ૧ માં આપેલ યાદીમાંથી, આપના એરીયા એજ્યુકેશન ઓફિસનો સંપર્ક સાધો.

### HINDI

इस पत्रिका में बहुत महत्वपूर्ण जानकारी दी गई है। इसमें आपके बच्चे की शिक्षा से संबंधित जानकारी है। यदि आप स्कूल में दाखिला लेने से संबंधित किसी मामले के लिए कोई सलाह या सहायता चाहते हैं, जिसमें इस जानकारी का हिन्दी भाषा में अनुवाद भी शामिल है, तो कृपया पेज 1 में दिये गये अपने ऐरिया ऐजुकेशन ऑफिस से सम्पर्क कीजिए।

### POLISH

Informacje zawarte w tej ulotce są ważne. Dotyczą edukacji twojego dziecka. Jeżeli potrzebujesz pomocy lub porad dotyczących procedury przyjęcia do szkoły, w co wchodzi tłumaczenie informacji, proszę skontaktuj się ze swoim biurem Area Education Office wymienionym na stronie 1.

### PUNJABI

ਇਸ ਕਿਤਾਬਚੇ ਵਿਚ ਦਿੱਤੀ ਜਾਣਕਾਰੀ ਮਹੱਤਵਪੂਰਣ ਹੈ। ਇਹ ਤੁਹਾਡੇ ਬੱਚੇ ਦੀ ਪੜ੍ਹਾਈ ਬਾਰੇ ਹੈ। ਜੇ ਤੁਹਾਨੂੰ ਸਕੂਲ ਵਿਚ ਦਾਖਲੇ ਬਾਰੇ ਕਿਸੇ ਕਿਸਮ ਦੀ ਮਦਦ ਜਾਂ ਸਲਾਹ ਦੀ ਲੋੜ ਹੈ, ਸ਼ਾਮਲ ਜਾਣਕਾਰੀ ਦਾ ਪੰਜਾਬੀ ਵਿਚ ਤਰਜਮਾ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਫ਼ੇ 1 ਤੇ ਦਿੱਤੀ ਸੂਚੀ ਵਿਚੋਂ ਆਪਣੇ ਇਲਾਕੇ ਦੇ ਐਜੂਕੇਸ਼ਨ ਦੇ ਦਫਤਰ ਨਾਲ ਗੱਲ ਕਰੋ।

### URDU

اس کتابچہ میں دی گئی معلومات اہم ہیں۔ اس کا تعلق آپ کے بچے کی تعلیم سے ہے۔ اگر سکول میں داخلے کے سلسلہ میں آپ کو کسی قسم کا مشورہ یا مدد اور معلومات کا ترجمہ چاہیے، تو صفحہ 1 پر دئے ہوئے اپنے قریبی ایریا ایجوکیشن آفس سے رابطہ کریں۔

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**The closing date for applications is Friday 15 January 2016**

## Introduction

Lancashire's Co-ordinated Scheme is to allow all parents who apply for school places to receive a single offer of one Lancashire primary school place (issued on the same day).

Every parent is given the opportunity to express up to three primary school preferences. A supplementary form is also available for all Lancashire Voluntary Aided Schools and academies, either direct from the school or via our online application system (see page 6 and Section 2A).

You must complete and return your application **by Friday 15 January 2016**. (See Section 2F of this booklet about late applications.)

On the application you will be asked to select your three preferred primary schools. Before you make your selection, you are strongly advised to visit school open days and evenings and research the schools or academies which you are considering.

Usually you will not be allowed to change your preferences after the closing date on 15 January 2016 (see section 2, paragraph G).

In January and February 2016, the allocation process will take place.

If there is a query about your application, the Area Pupil Access Team or the relevant school will contact you. **It is important to note that each application is thoroughly checked.** These checks are to ensure that the school places are allocated fairly and correctly in line with guidance from the Department for Education (DfE) and Office of The Schools' Adjudicator (OSA).

We do realise that the school admissions process can be stressful for parents and children and we will do all we can to ensure that the allocation of places is carried out fairly and consistently. Most Lancashire parents do receive their preferred Lancashire primary school.

Offers of school places will be issued to online applicants on Saturday 16 April 2016.

We will send all offer letters to parents on behalf of all maintained primary schools in Lancashire including Voluntary Aided, Foundation and Academies.

**Please read the rest of this booklet very carefully**, as it offers help, advice and guidance about the primary school admission process.

If there is a reason why you cannot apply online then please contact your Area Education Office (see page 1).

### CONFIRMATION OF OFFERS

For September 2016 offers will be confirmed online only for all those who apply on Lancashire's online system (this was around 95% of applicants the previous year). For those who do not receive a first preference offer, links to reserve list and appeal forms will be available.

Lancashire's online system will go live on the **morning of 16 April 2016** and will allow online applicants to view their school offer. Please be patient as around 13,000 applicants may be trying to access information.

Letters will be issued by second class post on 15 April 2016 to any applicants who submit a paper form.



## APPLY ONLINE

[www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)

*Some questions and answers about how to apply for a school place using our quick and simple online application system*

### Is my online application secure?

Yes. The system uses the same encryption technology as most financial websites. All data is held securely within Lancashire County Council's computer network.

You are advised to use up to date Anti-Virus software on your computer to keep all of your internet activities safe and secure.

### Can anyone else view or change my application?

The registered user making the application is the only person who can see and change the details of the application.

You should not disclose your username and password to anyone else in order to ensure the security of your application.

Passwords for accounts are only sent to the email address that a parent uses to register and are not disclosed to users in any other way. You must ensure that no one else is able to access your emails in order to keep your password secure.

### If I register my application online do I have to complete it immediately?

No. Applications are automatically saved when you move from one stage to the next within the system. You may therefore complete your application in part and then come back to it later. It must however be completed and submitted before 11-59 pm on the closing date. Users do not need to explicitly "save" anything at any point.

An application is only complete once the user has reached the confirmation page for the application they are making **and clicked the "submit" button**.

Whether applying online or on a paper application form, it is essential that one application **per child** is received before the relevant closing date (so please submit a separate application for each twin / triplet etc.).

### How do I know if my online application has been received?

The Online Admissions system displays a confirmation page once an application has been completed and successfully submitted. In effect you quickly receive an electronic receipt of confirmation **after you have pressed the submit button**. This can be printed.

Users can see any applications they have started immediately when they log on to the Online School Admissions system. Successfully submitted applications will show as "**complete**" when you log in.

You are advised to ensure that you have space in your mailbox / inbox in order to receive emails from the online system.

**If you do not receive an email after submitting your online application please contact the Customer Service Centre Online Admissions Helpline 0300 123 6707.**

### Can I alter my application after I have submitted it?

Online applications can be amended at any point before 11-59 pm on the closing date. You will not be able to make amendments after the closing date.

### How do I apply?

If you are a Lancashire resident you apply online at [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools). If there are reasons why this is not possible please contact your Area Education Office (see page 1).

**Which schools can I apply to through the Lancashire County Council On-line School Admissions system?**

Lancashire parents can apply to any primary school via the online system, except independent schools. This includes Community and Voluntary Controlled Schools, Voluntary Aided (Church) Schools, Foundation Schools and Academies and schools in neighbouring authorities.

Parents who are resident in other authority areas must use their home Local Authority application processes.

**Who should I contact if I need help with the Online School Admissions System?**

You can contact our **Customer Service Centre On-line Admissions Helpline on 0300 123 6707**.

**Can I use the Online School Admissions system to change school during the academic year?**

No. The Online School Admissions system is only for applying for a school place for a child who is due to start primary (or secondary) school the following September – Reception and year 7 starters.

Parents who are new to the area should approach schools direct and are welcome to contact their Area Education Office for information and advice (*contact details are on page 1 of this booklet*).

Parents who plan to change their child's school during the academic year need to speak to their current school and the school they intend to move to about transferring their child. They can also discuss the transfer with the relevant Area Pupil Access Team.

**Supplementary Information Forms (SIFs)**

Voluntary Aided (Church) Schools and Foundation Schools and Academies / Free Schools normally require a supplementary information form (SIF) to be completed.

The online system links to standard supplementary information forms relevant only to Lancashire Voluntary Aided primary schools (Church of England/Methodist and Catholic primary schools). After you have submitted your online application, you will be directed to the forms on the system. You can then download the relevant form(s) - one for each CE/Methodist or Catholic primary school which is a preference on your online application.

You should then send your completed form direct to the relevant school by 15 January 2016. (For these schools, the SIF is in addition to the online application. The additional information the form requests is used by the governing body of the school to apply their oversubscription criteria fairly when allocating places.)

You need to complete a SIF for each Voluntary Aided and Foundation School preference. If in doubt, please contact the school direct.

**REVISITING AN ONLINE APPLICATION**

If you have submitted and received an email acknowledgment of an online application you can log back onto the system during the application period to view this.

**If however you go back in to your original application this may have been over written (it definitely will if you make any changes). It will then no longer be valid.**

This applies for all changes, even very minor ones e.g. hyphens, apostrophes and typo corrections.

**To ensure that your online application remains valid you are therefore strongly advised to press the re-submit button if you revisit the system at any time during the application period (whether or not changes were made).**

## Timetable for admission to Lancashire Primary Schools 2016/17

The arrangements for the transfer of pupils to primary schools in September 2016 will, as far as possible, conform to the following timetable.

<b>1 September 2015</b>	The on-line system goes live at <a href="http://www.lancashire.gov.uk/schools">www.lancashire.gov.uk/schools</a> <i>(Please remember to press the 'submit' button every time you leave the online system)</i>
<b>Friday 15 January 2016</b>	Closing date for applications (statutory).
<i>During this period all applications are processed and all preferences are considered against the published admissions policy. Where there are more applications than places available, decisions are made as to which children should be offered the available places. The Local Authority will liaise and exchange information with all other Admission Authorities including neighbouring Local Authorities. The allocation and offer of a primary school place is finalised.</i>	
<b>Saturday 16 April 2016</b>	Offers issued to parents*
<b>Friday 29 April 2016</b>	Return of request for appeal forms/place on reserve (waiting) list(s).
<b>Week commencing 9 May 2016</b>	Distribution to parents of appeal forms.
<b>Friday 20 May 2016</b>	Appeal deadline** 1st round of hearings.
<b>By Friday 15 July 2016</b>	Appeals submitted by the deadline heard by an independent appeal panel

**\* If you are not happy with an initial offer the period for preparing appeals starts from your receipt of the offer. Appeal information will be issued later as this allows some time for reserve lists to operate.**

**\*\* Appeals which are received after the deadline will be slotted into the schedule where this is possible. There is no guarantee however that this will happen and late appeals may have to be heard after the agreed date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venue, etc.**

## Section 1: Parents' questions about the school and academy allocation process

### 1. When do children start primary school?

By law children do not have to start school until the beginning of the term following a 5th birthday. All admission authorities must however provide for admission in the September following each child's 4th birthday.

### 2. Can a child start school earlier than the September after a 4th birthday?

Admission authorities are required by law to provide places in the September after each child's 4th birthday. Lancashire will consider requests for earlier starts in very exceptional cases/circumstances. Parents must provide evidence of an exceptional or substantial need for this to happen.

### 3. Deferred/part-time starts within the child's reception year

All parents are entitled to request part-time provision or deferred entry within their child's reception year (places offered from the September after a 4th birthday). Many Lancashire primary schools and academies may offer some initial phased part-time provision to new starters. Any required extension or variation to these arrangements is by negotiation with the school or academy.

Parents may also request that their child starts the offered reception place later in the school year (subject to the legal requirement that this must be by the term start following a 5th birthday). There must be agreement with the relevant admission authority and school. Where deferred entry within a child's reception year is agreed the offered place will be reserved.

### 4. Can a primary school/academy start be delayed for a full year?

For children who are "summer born" – (birthdays between 1 April and 31 August) parents may decide to delay school start until the September after a 5th birthday. There is nothing to stop this from happening as legally this is when this group of children are required to start school (see 1 above).

In Lancashire where parents decide to do this they will have missed the child's reception year and will be required to apply for Year 1 places from the September after a 5th birthday. Parents should be aware that the increasing demand for primary places and class size legislation may reduce their chances of obtaining a place at a preferred primary school or academy in these circumstances.

There is nothing in law to prevent a Year 1 aged child being placed in a reception class. This is a consideration for the admission authority (and the school for community and voluntary controlled schools). The circumstances of each case will be carefully considered.

Where parents want a full year delayed entry and a placement in a reception class they must provide evidence of an exceptional or substantial need for this to happen.

#### Substantial/Exceptional Need

This can be anything which the parent(s) consider relevant. It may include developmental, educational, medical, social or welfare information/reasons. Premature birth will be taken into consideration as will a child's medical incapacity for all or most of the previous nursery year (if this prevented access to early years provision). Parents must however provide evidence to support any request for early start or full year deferral with a reception start.

***It is not sufficient to provide personal views and opinions and/or to refer to national research. Information and evidence must be about the specific needs of the child.***

### 5. What if my child is already attending a nursery school or class?

Parents do not have an automatic right to transfer to the primary school or academy to which the nursery class is attached. You will need to state your preferences for school places like all other parents. Attending a particular nursery does not increase your child's chances of being offered a reception place at a particular school or academy.

### 6. Are there different types of primary school/academy?

Yes. Most schools cater for the age range 4-11 but some just for infants (4-7) or juniors (8-11). Also, there are the following categories of school:

- **Community and Voluntary Controlled Schools** – Lancashire County Council is the admission authority and sets the admissions policy and allocates places.
- **Voluntary Aided and Foundation Schools** - Individual Governing Bodies are the admission authority. They set the admission policy and decide which children to admit.
- **Academies and Free Schools** -Individual Governing Bodies are the admission authority, set the admissions policy and allocate places.

Lancashire applicants must apply on the County Council's system to be registered within the school admission process. Some church schools will usually give applicants the option to complete a supplementary form. Arrangements relating to the supplementary form will vary and you are advised to contact schools and academies directly if you require further information about their form.

### 7. How many children can be admitted to each year?

This is the **published admission number (PAN)** which is shown in the insert to this booklet giving information about local schools and academies.

Additional children may occasionally be allocated places under fair access arrangements outside of the usual admission criteria. In addition, admission authorities may exceed a published admission number if they inform the Local Authority in time for effective co-ordination to occur.

### 8. Do I have the final say in which school or academy my child should attend?

No. You can express three preferences. You are strongly encouraged to use all three as these are considered equally at the outset. The Local Authority or the governing body will allocate a place.

***Where more than one offer is possible only then will the priority order on your application be considered as a tie break. Where a place at none of your preferred options is available an alternative offer will be made.***

Most Lancashire applicants will receive an offer for one of their three preferences. All applicants resident in Lancashire will receive a single offer issued by the Local Authority.

### 9. Does the allocation system work the same way in Voluntary Aided and Foundation Schools, Academies and Free Schools?

All admission authorities allocate in accordance with their own admission arrangements. You should carefully check these for each of your preferences – even if an elder sibling is already on roll. The Local Authority allocation system prioritises all applications.

A summary of the admissions policy for each of these is given in the area supplement on the webpages. You can obtain a copy of the full policy from individual schools and academies.

### 10. When and how do I apply for a primary place?

Contact Headteachers at any time between 1 September 2015 and 15 January 2016. If you have made contact earlier than this to put your child's name on a list of those interested in a place, you must still express three preferences. You may do this by applying online. (There is a paper form if online is not possible – please contact the Area Education Office – see page 1).

Please ensure the information you put on your application is accurate. The admission authority may withdraw a place if false information has been given. Only permanent addresses should be used. Where a pupil lives with one parent for part of the week and the rest of the week with a second parent, only one address can be used for the application. This cannot be changed after school offers, unless there are very exceptional reasons. These include bereavement, house fire but not a change in the child's pattern of residence with parents who live at different addresses.

The address will normally be where the child wakes up for the majority of Monday to Friday mornings. Evidence of the claimed address may be requested.

***You are requested to contact the Area Education Office if there are any changes in your child's living arrangements during the application and allocation of places period (1 September 2015 to 16 April 2016).***

In recent years places offered for Lancashire schools have been withdrawn where misleading or inaccurate information has been discovered (See question 11 below).

### 11. How will the accuracy of admission application forms be checked?

The Local Authority will investigate any apparent or alleged inaccuracies which come to light at any time during the school admissions allocation process.

**PLACES WILL BE WITHDRAWN WHERE THEY HAVE BEEN OFFERED DUE TO MISLEADING OR FALSE INFORMATION. IN EXCEPTIONAL CIRCUMSTANCES PLACES CAN BE WITHDRAWN WHERE A CHILD HAS ALREADY COMMENCED.**

The checking of addresses may involve:

- parents being contacted directly both verbally and in writing;
- cross checks with the child's previous nursery provider about changes in address;
- the provision of written evidence confirming the sale of a former property;
- a requirement to provide current utility bills;
- a requirement to provide current benefits or bank/building society information;

- contact with borough and district councils regarding council tax payment and electoral roll information;
- home visit(s) by Local Authority staff;
- a requirement that parents sign a disclaimer.

The Data Protection Act 1998 – Schedule 2, Part 6 (1) – allows the disclosure of data without consent where this is in the legitimate interests of the data controller or a third party (the Local Authority). The legitimate interest of the Local Authority is that places are allocated legally and accurately to all children and that allocations are not based on inaccurate or misleading information. The Local Authority will therefore where necessary seek data from other organisations in order to verify the accuracy of applications.

The Authority will investigate each application individually by means which are most appropriate in the particular circumstances. The Authority reserves the right to seek information from any relevant third party when investigating disputed information.

It is important to ensure that the admissions process is applied accurately and fairly. Where any child is allocated a place in an oversubscribed school based upon false or misleading information, another child who would have a higher priority for a place may have been disadvantaged.

The relevant address is where the child lives and will travel to/from school. Addresses of relatives, friends or childminders must not be used and neither should addresses of any other properties owned by applicants. The Authority will investigate all applications which show a change in address before or during the admissions process. You must contact the Area Education Office to discuss matters relating to addresses if you require clarification.

Places may also be withdrawn where the Authority has not followed the wishes of the Governing Body of a Voluntary Aided, Foundation, Free School or Academy.

#### **12. When will I know if I have been offered a place?**

Offers will be issued on 16 April 2016. If it is not possible to offer you a place at a preferred option, the Local Authority will offer you an alternative place.

If you decide to accept a place at an independent school, and no longer require a place at a Community, Voluntary Controlled, Voluntary Aided, Foundation School, Academy or Free School please let the Area Education Office know as soon as possible. This will be very helpful to other parents.

#### **13. Will I receive more than one offer of a place?**

No, you will only receive a single offer for a Lancashire primary school or academy.

The Authority will issue offers to all Lancashire residents (even for primary schools in other authorities). These will be for all maintained primary schools in Lancashire i.e. Community, Voluntary Controlled, Voluntary Aided, and Foundation Schools as well as Free schools and Academies.

Schools and academies may contact you separately, immediately after the offer of a place, to confirm arrangements for your child's admission.

#### **14. Are all reception age children admitted on a full-time basis from the start of term?**

This varies. You should make enquiries at the particular school or academy you prefer (or are offered). Note paragraphs 2 & 3 on page 7.

#### **15. Can I appeal if I am refused the place I requested?**

Governing Bodies of Voluntary Aided, Foundation Schools, Academies and Free Schools and the Local Authority will do everything possible to meet your wishes before an appeal becomes necessary. You will be informed about other available places. It would be helpful if you visited the offered school if you have not already done so. However, if you are still dissatisfied, you have the right of appeal to an Independent Admissions Appeal Panel whose members played no part in the original allocation of places. You will be informed how to appeal in writing. Appeal hearings will take place throughout the Summer Term. You can appeal for a place at any school or academy which has refused admission. (See Section 3.)

If a place has already been refused at appeal, the admissions authority will only consider a second appeal for a place at the same school or academy in the same academic year if they consider that there has been a relevant, significant and material change in the family's circumstances (since the original appeal hearing). If this is the case a second appeal hearing may be appropriate. Individual Admissions Authorities will decide in relation to re-appeal requests.

**Please note: If your child has a Statement for Special Educational Needs\* (SEN), arrangements for appeal are different. You will be provided with details by the Area Inclusion & Disability Support Services (I.D.S.S.) Team. \* Or an Education, Health and Care Plan (EHC).**

#### **16. Are waiting lists kept?**

Yes. You will be able to put your child's name on a reserve (waiting) list. This list is kept in priority order using the original admission criteria. If places become available, they will be offered strictly according to the reserve

list. The order of the list may change as children move into and out of the area or accept other places. You do not need to appeal to be placed on the list.

If you want to know your approximate position on the reserve list, telephone the Area Education Office. Lists will be kept at the Area Education Office until the end of August immediately prior to schools starting. After 31 August 2016 individual admission authorities must keep a waiting list for one term into the new school year. Parents who want a pupil's name to remain on the waiting list for a Voluntary Aided, Foundation and Free School or Academy must contact the school direct early in the new school year to confirm that this is the case. Parents may place their child's name on lists for schools or academies which they did not originally apply for.

#### **17. Are there limits on infant class sizes?**

By law, no infant class should have more than 30 pupils per single qualified teacher. This applies to Reception, Year 1 and Year 2 classes. There are some, very limited, exceptions for in-year admissions but the class size limit applies to all Community, Voluntary Controlled, Voluntary Aided and Foundation Primary Schools, Academies and Free Schools.

Please see Section 3 regarding the impact that the law on Infant Class Sizes has on the role of Independent Admission Appeal Panels and the way in which appeals are considered.

#### **18. Once my child has been admitted to a school or academy can I later request a transfer to another?**

You can express a preference at any time to attend another primary school or academy. You should, however, first speak to the current Headteacher to discuss the desirability of a transfer.

For transfers in Years 1 to 6 you may be required to complete an in-year admission application. This is required even if you are moving a child within Lancashire. For Years 1 to 6 you must not use the online system – this is only for reception applications for September 2016.

All schools and academies will have copies of the in-year admission application form for Years 1 to 6 and these are also available from Area Education Offices.

Most Lancashire schools and academies operate a first day of term protocol whereby once transfer requests are approved the pupil may only be able to start at the new school on the first day of the next school term (dependent upon individual circumstances).

#### **19. Does my child have to go to a school or academy in my local area?**

You may seek admission to any establishment. However, transport costs are only paid to the nearest suitable school if this is beyond the statutory distance. (See Section 4F for details on travel expenses.)

If you are seeking a place in a primary school or academy in another Local Authority, you should contact them for details. Timetables and procedures can differ. (See Useful Contacts –page 20.)

#### **20. What about transfer to secondary school or academy?**

In Lancashire, children transfer at 11+. You will be given full details about transfer at the beginning of your child's last year of primary education (Year 6).

#### **21. If I live outside Lancashire, which form do I complete to apply for a Lancashire primary school or academy?**

You must apply for primary places to your home Local Authority (the Local Authority where you live). You can include Lancashire options as preferences on another authority's application. They will exchange the relevant information with Lancashire as part of the process to co-ordinate school admissions.

So if you live outside of Lancashire use your own authority's application process even if you want to express preferences for Lancashire schools and academies.

## Admissions criteria (rules) for who is given priority for places in Community & Voluntary Controlled Primary Schools

If there are more applications than places available, then for all community and voluntary controlled primary schools in Lancashire the following admissions criteria is used to decide who has priority for admission. All the preferences for a school are considered equally and the criteria below are applied in priority order.

- 1. Children who are looked after by a Local Authority at the time when preferences are expressed and who are still looked after at the time of their admission to school, and those who have been previously looked after, (see note i 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 ii below); then**
- 3. Children with older brothers and sisters attending the school when the younger child will start, (see note iv below); the**
- 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 note v below).**

### Notes

- (i) *The highest priority must be given to looked after children and children who were looked after, but ceased to be so because they were adopted or became subject to a Child Arrangement Order or special guardianship order. Any references to previously looked after children means children who were adopted (or subject to Child Arrangement Orders or special guardianship orders) immediately following having been looked after.*
- (ii) *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.*
- (iii) *As required by law, all children with a Statement of Special Educational Needs naming a school will be admitted before the application of the over-subscription criteria. Children who have a Statement of Special Educational Needs have their applications considered separately.*
- (iv) *Brothers and sisters includes 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).*
- (v) *The distance criterion will be used as the tie breaker if there is oversubscription within any of the admission criteria. The distance measure is a straight line (radial) measure from home to school centre of building to centre of building. If the Local Authority is unable to distinguish between applicants using the published criteria (eg twins or same block of flats) places will be offered via a random draw.*
- (vi) *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).*
- (vii) *The Local Authority will keep waiting lists for all Lancashire primary schools until 31 August 2016. These are kept in priority order using the school's published admission criteria. From 1 September 2016 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 foundation schools will each retain their own list).*
- (viii) *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.*
- (ix) *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.*
- (x) *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).*

For criterion 1 above, where there is a claim that any child was previously looked after then the parent or guardian must provide the necessary evidence or contacts for this to be verified.

**The admission criteria for voluntary aided, foundation, free schools and academies are listed under the entry for each school in the accompanying supplement.**

## Section 2: Expressing your preferences & further advice about the co-ordination of Primary admissions

### A. Before you decide upon a school or academy

It is recommended that you visit in order to decide which ones to apply for. All follow the national curriculum, but there can be differences in style and approach. Some hold open days or are happy to show you around. They can also provide you with a copy of their own prospectus. Contact schools and academies directly and ask for details.

If you are considering applying to a Voluntary Aided or Foundation School, Academy or Free School, check the admissions policy first. This is particularly important if you do not belong to the same religious denomination. If you are requesting a place at a church school you will usually be asked to complete a supplementary form which requests details of religious commitment. Please contact individual schools direct about their supplementary form. This is not a legal requirement but will allow the Governors to consider your application against any denominational criteria. A **summary** of the admissions policy for each is on the County Council webpages. The **full** policy for each is described in the prospectus available from the school or academy.

If travel costs concern you, remember children of infant age only receive travel expenses if they have two miles or more to travel **and** the County Council considers the school or academy to be the nearest suitable one with a place. **If you opt to send your child further away, you will normally have to pay any costs.** The position is slightly different for church schools (see Section 4F).

### B. When you have decided upon your preferences

You are strongly advised to express three preferences. Naming the same school or academy two or three times on your application will only limit the opportunity for you to have an offer for one of your three preferences. These should be named in priority order. Although the priority is not used in the initial allocation, it is used as a tie break if more than one offer can be made.

You are entirely free to express your preferences as you wish. You are however strongly advised to consider a nearby/local school or academy as one of your three preferred options if the admission policy means that it is likely that a place will be offered for your child. This is especially important for primary applications in areas where demand for places is high or is increasing and can help to ensure that you will be offered a local option.

Always give the correct home address on your application. This must be where the child normally lives – not a childminder or grandparent's address, or another owned or rented property. **If a false address is given, you may lose the place allocated to you** (see Section 1, paragraph 11). If there is doubt about the authenticity of the address stated on the form, you will be expected to provide clear evidence that this is the normal address of the pupil.

In the case of shared care arrangements, the admissions authority will normally require one of the following as evidence of where the pupil resides for the majority of the school week:

- a copy of a court order;
- a letter from a solicitor setting out the arrangements;
- a joint statutory declaration (prepared by a Commissioner for Oaths).

You are advised to contact the Area Education Office about any change in address during the admissions process.

### Social, Medical, Welfare Applications

If you feel that there are exceptional medical, social or welfare reasons associated with your child and/or family which support admission to a particular school you must indicate that this is the case on your application. These may include serious medical or psychological needs or disabilities which make travel more difficult. Pupils with special educational needs (non-statemented) may be admitted under this criteria. **Please bear in mind that all schools and academies can make provision for special educational needs, and can also manage common conditions eg asthma, epilepsy, diabetes.**

Where exceptional medical, social or welfare reasons are identified supporting evidence will be required. This may be from whatever sources you feel are most appropriate. Examples of providers of evidence are doctors, health visitors, social workers. Only exceptional reasons relevant to a particular school will normally be considered. **If you do not provide supporting evidence then it will not be possible to consider the application under the medical, social and welfare criterion.**

Parents may apply for places and send supporting evidence at a later date. It is strongly recommended that this is submitted by the closing date for applications.

After the closing date, during the early stages of the allocation process, all claims of exceptional medical, social and welfare reasons are considered separately by senior officers of the Local Authority or the Governing

Bodies. This will involve considering all information and evidence provided by parents. It may also be necessary to contact parents and third parties in order to obtain further information where this is needed to reach a decision. The focus of the assessment of each medical, social and welfare claim will be linked to the claimed reasons for the pupil to attend a specific school. Where the reasons claimed are not considered exceptional then the application will be dealt with under the other admission criteria for the school(s) requested.

All information which is submitted will be considered as being confidential.

**Please note that not all schools / academies have a medical, social and welfare criterion within their admission policy. This can only be applied where it is part of the determined policy for a particular school or academy. Where this criterion is applied it does not confer any rights to assistance with home to school transport.**

#### **C. What if you are new to the area and miss the deadline? (See also F.)**

If you move into an area after Friday 15 January 2016 or have forgotten to apply, it is probable that many places will be taken. The Area Education Office (see page 1) will be able to tell you where there are places available. You will have to decide whether to accept one of the places available or to submit an appeal. If you decide to appeal, your child will still be allocated a place. This means that if your appeal fails, your child will have a place.

#### **D. What if you are moving house?**

If you are about to move house, contact the Area Education Office with your new address so that any letters 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. Evidence of the move will be required. **If you make a permanent house move after submitting your form, but before the allocation of places, you must contact the Area Education Office with details.** The allocation will be made from the new address and you would be able to change your preferences if you are changing address to a more distant property.

If you move temporarily during the admissions process you should also discuss the matter with the Area Education Office. Temporary addresses are not usually accepted for admission purposes. If you are moving to another area of Lancashire, details of schools in the area can be obtained from the relevant Area Education Office. *See contact details on page 1.*

It is advised that you contact the Area Education Office if there are any changes in your child's living arrangements during the application and allocation of places period (1 September 2015 to 16 April 2016). Places have been withdrawn previously where inaccurate information has been discovered.

#### **E. Admission other than to reception class**

If you are moving into the area and your child is already of school admission age, you should apply directly to the Headteacher requesting a place. You can also contact the Area Education Office if you have difficulty in obtaining a place at your preferred option.

Schools and academies are unable to admit pupils if they are already full. If you make a request for a place which is then refused, you will have the right of appeal to an Independent Admissions Appeal Panel (please see the notes about infant class size appeals in Section 3).

Occasionally, parents seek to transfer their child. The recommendation is that where this is necessary, the beginning of a new term is the best time to make a move. For Community and Voluntary Controlled Schools, this is the policy. This minimises disruption and makes joining a new class easier for the pupil involved. Parents are advised to discuss the advisability of transfer with the current Headteacher before taking any decisions. If a place is not available in the school/academy parents wish the child to transfer to, there is a right of appeal. (See the section on Mid Year Appeals in Section 3.)

#### **F. What if you apply late?**

Late applications will usually not be considered at the same time as those received by the set closing date. Individual Admission Authorities will decide about the inclusion of these in the admissions process. You may be asked to provide evidence of the reason(s) for a late application in order for the necessary considerations to take place.

#### **G. What if you want to change your preferences after the closing date?**

This is not generally permitted within the co-ordinated admission scheme. In limited and exceptional cases, and where there have been substantial changes to an applicant's circumstances, individual Admission Authorities may consider requests for changes. All applicants are therefore strongly advised to consider their preferences very carefully prior to submitting an application. Online applications can be viewed but not amended after the closing date on Friday 15 January 2016.

#### **H. What about addresses within the same building (flats)?**

Where there are fewer places available than applications received, and the cut off point is for addresses within the same building, then a single measure from the building to school will apply. A random draw will determine

which address(es) receive the offer(s). This also applies where there are two identical measures for a single remaining place.

#### **I. Why are there co-ordinated admission arrangements?**

Government regulations require each Local Authority to co-ordinate admission applications for all publicly funded schools and academies in their area. Also information will be exchanged with neighbouring Authorities so that cross-border applications can be monitored.

#### **J. Shared Parenting and Residence**

Some children live with one parent part of the week and another for the rest (see section 2B). Only one address can be used for school admission purposes. This should be where the child lives for most of the school week. If advice is needed, please contact the Area Education Office.

Parents should be aware that entitlement to assistance with transport is assessed separately after the admissions process. They cannot use one address to access a preferred school place and then flip to another for transport assessment. This will not be accepted, even if the child's pattern of residence changes. There must be very exceptional reasons; e.g. bereavement, house fire at one address, evidenced sale of one address.

#### **K. Applications from abroad (and other areas of the UK)**

It is required that families must be physically resident in Lancashire (or nearby) in order to apply within the annual intake processes. Exceptional circumstances will be considered on request (and will require that individual families provide the necessary evidence for consideration). Exceptions will usually include:

- (a) UK Service Personnel families who can provide evidence of a posting into the area and the date from which this will occur.
- (b) New to area families purchasing / renting / leasing an address in Lancashire (providing legal evidence of a contract exchange or lease agreement as a minimum) – see notes below.

Where families are planning to return to an address (whether pre owned or not) within Lancashire, and can provide evidence of ownership, it is required that they are physically in residence during the application period in order for applications to be accepted for annual intakes. This means that the child is in residence with parent/parents at their permanent address. This applies to those returning from living abroad and those returning from periods of employment / secondment abroad. This principle applies also to (b) above. If there are challenges to an LA decision not to accept an application within the agreed arrangements to coordinate then individual admission authorities will be consulted. Note however that admission policies require that a family does not just own a property in a particular location, but that they are actually resident at that property.

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 consideration of accepting a late application. Appropriate evidence must be provided of ownership and date of relocation and residence at that address.

The agreed timetable for co-ordination for the primary and secondary annual intake processes include agreed dates after which offers will not be amended (Monday 4 April 2016 for September 2016 intakes).

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.

#### **L. Home to School Transport**

Parents will to varying degrees look at the logistics and costs of home to school transport when considering their school and academy preferences. It is important to note that the vast majority of admission policies use straight line measures when allocating places. Please check the individual admission arrangements for the schools and academies which you are considering.

**In relation to home to school transport it is important that you note however that eligibility is assessed as a separate exercise after places have been offered:-**

- eligibility is assessed using walking routes as accepted by the Local Authority (home address to school / academy)
- the nearest suitable school with a place is also taken into account (at which a place could have been offered)
- the nearest suitable school includes those outside of the defined geographical priority area for any school or academy at which a place has been offered
- the nearest suitable school will also include those in neighbouring Local Authority areas
- For information about denominational (faith) schools and academies please see Section 4F - paragraph 2 (there is a contributory charge in some cases of, currently, £505 per annum)

**Section 4F of this information has further details. Additional information and advice is available from your Area Education Office (see Page 1) and on the County Council's web site.**

## Section 3: The Appeals System

**If you do not receive a place at your preferred option, you do have a right of appeal**

If you wish to appeal to the County Council against the refusal of a place at a **Community or Voluntary Controlled School**, you will need to complete the form which can be obtained from the Area Education Office. **You must send the completed form back to your Area Education Office, listed on page 1.**

If you have been refused a place at a **Voluntary Aided or Foundation School or an Academy or Free School**, you can appeal against the decision of the Governing Body. The school will provide you with details of how to appeal. **You must return the appeal form to the school, not to the Area Education Office.**

If you are moving house, firm written evidence of the move will be required with your completed appeal form or at the hearing. The minimum which is normally accepted is a solicitor's letter confirming an exchange of contracts.

Most primary appeal hearings are arranged by the School Appeals and Complaints Team. You are strongly advised to attend the hearing in person and to send in written documentation in advance, wherever possible. You can take a friend or representative with you to your hearing.

Hearings will take place during the Summer Term. You will receive approximately two weeks' notice of the date of the hearing. The appeal case papers will be sent to you approximately one week beforehand. In most primary appeals, the independent panel will come to a decision after balancing all aspects of your circumstances with the difficulties which the school or academy would experience in taking further pupils.

### Infant Class Size Appeals

When a place in an infant class has been refused on the grounds that the class would have more than 30 pupils, the decision is different (*see Section 1, question 17*). You should note that Independent Admission Appeals Panels cannot allow such appeals unless they are satisfied that:

- the child would have been offered a place if the admission arrangements had been properly implemented;
- the child would have been offered a place if the admission arrangements had not been contrary to the mandatory provisions in the School Admissions Code and the School Standards and Framework Act 1998;
- the decision to refuse admission is not one which a reasonable admission authority would have made in the circumstances of the case.

This means that your personal circumstances are not a strong focus for appeals where class size issues are relevant. You should be aware that nationally few infant class size appeals are successful.

Do remember that, even if you don't appeal, you can still ask for your child's name to be placed on reserve lists. If a place becomes available **and** your child has greatest priority under the published admission arrangements, you will be contacted with the offer of a place.

Before deciding about whether to appeal, it is always helpful to visit the school or academy which you have been offered. You may decide that you are happy with the alternative offer and have no need to use the appeal procedure.

Parents can appeal for any school or academy – not just those which were originally their preferences.

### Mid-Year/In-Year Appeals

If you move into an area or seek to transfer your child, you also have the right of appeal if a place is not offered at the school or academy which you prefer. During the academic year, appeal hearings take place every month to six weeks. Your appeal will be scheduled for the next set of hearings, so long as your appeal papers are received before the latest date for submission. The Area Education Office can provide details. If your child does not already have a place in the area, you will be offered one.

### Discrimination

If you feel discrimination has occurred on the basis of a protected characteristic (as defined within the Equality Act 2010) please request further information and assistance from an Area Pupil Access Team (see Page 1). The defined protected characteristics are disability, race gender, religion or belief, age, sexual orientation, gender reassignment, pregnancy or maternity and marital and civil partnership status.

## Section 4: Further information

### A. Places in other Local Authorities

You may ask for a place for your child outside Lancashire. This may interest you particularly if you live near a boundary with another Local Authority. Full information about admission arrangements for other areas can be obtained from the Education Office of the appropriate Local Authority. (See contact details in Section 5.) Other Authorities may have different policies and timetables for allocating places. It is important to check carefully how their procedures may affect you.

Lancashire County Council may assist with the transport costs to schools outside Lancashire where the school is the nearest suitable school and is two miles or more (if your child is not yet eight years of age) or three miles or more (in the case of those eight years or over) from your home by the route recognised by the County Council.

All Authorities will exchange admission information which parents provided on their respective application forms.

### B. Valid (legal) offers for places

For all state primary schools, the only legally valid offers for school places are those issued by Lancashire County Council (or from your home local authority if you live outside of Lancashire). If you do live outside of Lancashire, your home local authority must have liaised with Lancashire to reach agreement prior to confirming an offer for a Lancashire primary place. Any other offers for a Lancashire establishment – verbal, email or in writing – are invalid and do not apply. Primary offers from any school/academy or from another local authority without Lancashire's agreement are also invalid.

**Any offers made which are not within the procedures agreed by Lancashire with its and neighbouring admission authorities will be deemed invalid and the places will not be allocated.**

If you are in receipt of an offer of a place which you are uncertain about you must contact the Area Pupil Access Team for the area where you live – or the area adjacent to where you live if you reside outside of Lancashire.

### C. Independent Schools

If you obtain a place at an independent school and decide you no longer wish to seek a place at a Community, Voluntary Controlled, Voluntary Aided, Foundation School, Academy or Free School, please inform the Headteacher or the Area Education Office in writing as soon as you can. This is important as other families may be waiting for places.

### D. Children with Special Educational Needs

A number of children may have some form of special educational needs during their school life. This usually means they have some difficulties learning that may require special educational provision. For the vast majority of children such needs will be met by their school.

In September 2014 significant changes known as the SEND reforms, which have been brought about by the Child and Families Bill, are to be put in place.

If you think your child has significant and complex learning difficulties, you should first contact the school and discuss your child's needs with them. They will be able to put significant support in place for your child without the need for a statutory assessment. If, following provision being put in place for a period of time and discussing the actions taken with the school, you still wish to discuss the matter further, you may write to the Integrated Assessment Team Manager at your Local Education Office.

For children with significant and complex learning difficulties, whose needs are unable to be met from the resources within the school, the County Council can be asked to carry out an integrated assessment of their education, health and care needs and if appropriate issue an Education Health and Care Plan which describes the special provision to be made for them.

If your child already has a final Statement of Special Educational Needs, or an Education Health and Care Plan (EHC plan, since September 2014), the primary school Head teacher will be informed of this. It is very important at a time of transfer to a new school that the staff are fully aware of the requirements set down by the statement or EHC plan. You should note that the County Council has a duty to determine and review the provision for a child with a Statement or EHC plan and in doing so take into account the views of parents or guardians and of children when deciding provision, however it is the policy of the County Council to provide for pupils with special educational needs in mainstream local authority schools wherever it is possible to do so.

Statements of Special educational needs will not be valid from 2018 onwards. Children who have or had a statement have been or will be considered for transfer on to the EHC plan according to Lancashire's timetable which was published in September 2014 within the 'Local Offer'. Parents are involved in every stage of this

procedure and have a right to appeal to an independent tribunal if they are dissatisfied with the proposals made by the Authority.

#### **E. Educational Benefits/Welfare Benefits**

Details of benefits relating to free school meals, school clothing assistance and school milk are available on the Council's website: [www.lancashire.gov.uk](http://www.lancashire.gov.uk) select 'F' for 'Free School Meals'.

#### **F. Travelling Expenses**

This is a summary of the policy. This is intended as a guide and is not a definitive statement of policy. A copy of the full policy is available from the Area Education Office or may be downloaded from the County Council's website [www.lancashire.gov.uk](http://www.lancashire.gov.uk).

**It is the responsibility of parents to establish which is the nearest suitable school and whether any travel assistance is available before applying for a place at the school. Advice is available from Area Education Offices (see page 1). For those pupils who live close to the Lancashire boundary, for transport assessment purposes the nearest school may not be a Lancashire school.**

##### **1. The Basis for Payment of Travelling Expenses**

If your child attends the nearest suitable school, as determined by the County Council, at which a place is available, assistance with the cost of travel will be provided if the route measured by the shortest walking distance is:

- two miles or more for pupils under eight years of age; or
- two miles or more for pupils aged eight years of age and over who are eligible for free school meals or whose parents are receiving the maximum amount of Working Tax Credit; or
- three miles or more for pupils aged eight years of age and over.

*It is the parents' responsibility, where appropriate, to accompany their child on the journey to and from school.*

##### **2. Denominational Schools**

From September 2011 the County Council has introduced a contributory transport charge for new pupils attending a denominational (church) school which is not their nearest school. The parents of new pupils who meet the denominational criteria for admission and live over the statutory walking distances as outlined in 1 above, will be required to contribute towards the cost of transport assistance.

Parents whose children are eligible for free school meals or where the parents are in receipt of the maximum amount of working tax credit will be exempt from the charge, if they attend the nearest school of their faith which is between two and fifteen miles from their home.

The charge will not apply to those new pupils who meet the denominational admission criteria and live over the statutory distance, where the denominational school is their nearest school.

##### **3. Special Cases for Payment**

###### **(i) Removal from an Area**

For parents from low income families where the parents move and the new address is three miles or more from the school (but the journey time is not excessive), travelling expenses will be paid for pupils who have commenced Year 6 at the time of the move, to enable them to remain at the same school. This provision does not extend to any brothers or sisters who are outside this age group (even if they are still attending the same school).

###### **(ii) Schools oversubscribed in certain year groups**

Where parents moving new to the area outside the normal admissions round find that the nearest primary school cannot admit their child, they may have to enrol their child at the next nearest school where a place is available. If subsequent younger siblings wish to attend this school when places may be available for them at a nearer school then travelling expenses will be paid for all the children provided they meet the distance criterion as outlined in section 4.F.1. Assistance will only be granted to future siblings if an older sibling is in attendance at the school and receiving transport assistance when the younger child commenced at the school.

###### **(iii) Other Special Cases**

Where other special circumstances exist (eg medical or social difficulties or unsuitable journeys for pupils), special arrangements may be made. Please contact the Area Education Office for advice.

##### **4. Non-Payment of Travelling Expenses**

The following factors are **not** considered in determining the nearest suitable school for payment of travelling expenses:

- **Siblings** - Travelling expenses are not normally paid simply so that a child may go to the same school as a sibling with the exception of 3 (ii) and 3 (iii) above.
- **Family Associations** - Family associations with a school are not grounds for the payment of travelling expenses.
- **Financial Circumstances** - Financial circumstances are not normally taken into account when assessing eligibility for travelling expenses (except under 4.F.1).

*Further information and advice on the payment of travelling expenses may be obtained from the Area Education Office.*

Parents/carers of children not entitled to transport assistance are advised to exercise caution when considering making preference for a school based upon current transport provision. The County Council cannot make any guarantees that these services will be operating in the future. Furthermore, for those pupils who will currently qualify for assisted transport, the Council cannot guarantee that these concessions will always remain whilst the pupil attends the school.

### **G. Charging for School Activities**

The law prohibits charging in schools except in certain clearly defined circumstances, where it is permitted at the discretion of the Local Authority or Governing Body. A copy of the Authority's policy for charging and remission arrangements is available from the Area Education Office. Information on an individual school's policies may be obtained from the school.

### **H. Information available from Schools**

The governors of each school publish an annual prospectus providing useful information about their school. The information in the prospectus includes the policies of the school in relation to issues such as special educational needs, curriculum and sex education. Also included is information relating to the ethos and values of the school. The prospectus also includes a summary of the latest National Curriculum Assessment Results of pupils in the school at the end of the appropriate Key Stage. Information relating to any recent inspection of the school is also provided.

For those schools identified by OfSTED as having serious weaknesses, the Authority works closely with Governing Bodies and Headteachers to ensure improvement. The steps taken by the Authority and schools working together have been very successful in assisting and supporting schools to ensure their improvement. Serious weakness should be removed within one year. It is the clear intention of the Authority that those schools in special measures should be making sound or good progress within six months of the issue of the inspection report, with obstacles to progress being actively addressed.

### **I. Data Protection**

Lancashire County Council, as the Data Controller, processes personal data in accordance with the Data Protection Act 1998.

The information you provide on your application form is used by the Directorate for Children and Young People (as the Admission Authority for Community and Voluntary Controlled Schools) and Governors (as the Admission Authority for Voluntary Aided, Foundation Schools, Academies and Free Schools) to apply the published admission policies and allocate children to schools. Where there is a need to co-ordinate admission arrangements with neighbouring Authorities, pupil data may also be shared to ensure the efficient allocation of school places.

Information about your child may also be shared with Members of Parliament, District Councillors or County Councillors, if you have asked them to act on your behalf.

### **J. Parental Representations about School Provision**

Lancashire County Council is committed to working with the people of Lancashire to plan and ensure the delivery of local services. The County Council is responsible for ensuring the supply of sufficient and suitable school places and promoting high standards in schools. The County Council seeks to educate pupils in accordance with their parents' wishes, subject to providing efficient education and avoiding unreasonable expenditure. A particularly strong feature of school provision in Lancashire is the number of voluntary aided and foundation schools, many of them provided by Diocesan/Church Authorities. These schools contribute to diversity in school provision and to the range of school places available.

The County Council has a duty to seek and consider the views of parents regarding school provision. If you wish to express any views regarding future school provision in Lancashire further information is available from the Planning and Re-organisation Team (Parental Representations), Directorate for Children and Young People, PO Box 61, County Hall, Preston PR1 8RJ. Tel: 01772 531957.

### **K. SERFs**

SERFs are special educational resource facilities in mainstream schools. They offer specialist provision for pupils with additional needs. These children will usually have a Statement for Special Educational Needs or an Education Health and Care Plan. Admission to schools with SERF provision is carried out by the Area Inclusion and Disability Support Service. The specialism of a particular SERF is confirmed in the area insert to this booklet.

For speech and language SERFs, pupils may be on roll either at the school where the SERFs are based or at another school, depending on circumstances. The SERF provision is made only in Key Stage 1 (Reception, Year 1 and Year 2). If the pupil is on roll at another school, he/she would return there no later than the beginning of Key Stage 2 (Year 3).

SERF provision for pupils with hearing difficulties is made throughout Key Stage 1 and 2. Pupils are normally on roll at the school where the SERFs are based.

## Section 5: Useful contacts

Contact details for Lancashire Area Education Offices can be found on page 1 of this booklet.

### Other nearby Authorities:

<p><b>Blackburn with Darwen Borough Council</b> Admissions Children's Services Department 10 Duke Street Blackburn BB2 1DH Tel: 01254 666605</p>	<p><b>Knowsley Council</b> School Admissions PO Box 21 Municipal Buildings Archway Road Huyton Knowsley L36 9YU 0151 443 3372/3373/5142</p>
<p><b>Blackpool Council</b> School Admissions Team Children's Services Department PO Box 4 Blackpool FY1 1NA Tel: 01253 476637 / 476829</p>	<p><b>North Yorkshire County Council</b> Children &amp; Young People's Service Jesmond House 31-33 Victoria Avenue Harrogate HG1 5QE Tel: 01609 533679</p>
<p><b>Bolton Council</b> Pupil and Student Services Second Floor, Paderborn House Civic Centre Bolton BL1 1UA Tel: 01204 332143</p>	<p><b>Rochdale Borough Council</b> School Admissions / Early Help &amp; Schools Number One Riverside Smith Street Rochdale OL16 1XU Tel: 01706 925982</p>
<p><b>Bradford Metropolitan District Council</b> School Admissions Team Education Services Future House Bolling Road Bradford BD4 7EB Tel: 01274 385967</p>	<p><b>Sefton Council</b> Admissions Team, Young People &amp; Families Town Hall Oriol Road Bootle L20 7AE Tel: 0151 934 3590</p>
<p><b>Bury Council</b> Children's Services 3 Knowsley Place Duke Street Bury BL9 0EJ Tel: 0161 253 6474</p>	<p><b>St. Helens Council</b> School Admissions Atlas House Corporation Street St Helens WA9 1LD Tel: 01744 676789</p>
<p><b>Calderdale Council</b> School Admissions Team Northgate House Halifax HX1 1UN Tel: 01422 392617</p>	<p><b>Wigan Council</b> School Organisation Team 3rd floor Waterside House Waterside Drive Wigan WN3 5AZ Tel: (01942) 486037 / 486038 / 486040</p>
<p><b>Cumbria County Council</b> School Admissions &amp; Appeals Children's Services Lower East Wing, Parkhouse Building Baron Way Carlisle CA6 4SJ Tel: 01228 221582 / 226775 / 221198</p>	

## Useful websites

Lancashire County Council online admissions application system	<a href="http://www.lancashire.gov.uk/schools">www.lancashire.gov.uk/schools</a>
Department for Education	<a href="http://www.gov.uk/dfes">www.gov.uk/dfes</a>
Advice on Special Educational Needs	<a href="http://www.gov.uk/dfes">www.gov.uk/dfes</a>
OFSTED inspection reports	<a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a>
Information on school performance	<a href="http://www.education.gov.uk/schools/performance">www.education.gov.uk/schools/performance</a>
ACE Education Advice and Training	<a href="http://www.ace-ed.org.uk">www.ace-ed.org.uk</a>
More information about school admissions and appeals can be found at: <a href="http://www.direct.gov.uk">www.direct.gov.uk</a>	

## Does your child qualify for pupil premium?

Since September 2014 all pupils in Key Stage 1 in primary schools (Reception year, Year 1 and Year 2) qualified for a free school meal.

School meals are not only nutritious but if you take up the meals this will save you up to £380 per year.

Not only that but your child's school will also receive over £1000 from the Government for every pupil who is eligible for free school meals by statute (i.e. you are receiving a qualifying benefit below) which can be used to improve pupils' attainment. So even if you do not want to take up the free meals and you are in receipt of a qualifying benefit then please register your eligibility so that school can benefit from this additional funding.

In order for the school to receive this additional funding called 'pupil premium' you need to be receiving one of the benefits listed below:

- Income Support
- Income Related Employment and Support Allowance
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit
- Child Tax Credit but not receiving Working Tax Credit and your annual income is less than £16190
- Universal Credit

If you are receiving one of the above benefits then please ring the Area Education Office which serves your area and they can do an immediate online check for you. We only require your name, date of birth and national insurance number to do this for you.

If you live in Lancaster, Wyre or Fylde	01524 581207
If you live in Preston, South Ribble, West Lancashire or Chorley	01772 531809
If you live in Ribble Valley, Hyndburn, Burnley, Pendle or Rossendale	01254 220714

**If you are receiving one of the above benefits then you still need to register your child with us even if you have an elder child already attending school and receiving free school meals.**

## Section 6: Glossary

This glossary explains some of the terms you may come across in the booklet. If you would like further clarification, the staff in your local Area Education Office are always happy to assist. Contact details are given on page 1.

### Admission Authority

The body responsible for deciding which pupils are admitted to a school. In Community and Voluntary Controlled Schools, this is the County Council. In Voluntary Aided, Foundation and Free Schools and Academies, it is the Governing Body.

### Admission number

The maximum number of places available at the school for pupils in reception class. Also described as "the number of places available" or "published admission number (PAN)".

### Admission policy

A statement of the rules used to allocate places to pupils for a particular school. Each Voluntary Aided or Foundation School, Free School and Academy has its own policy. Also referred to as 'admissions criteria'.

### Appeal

When parents request a place for their child in a particular school or academy but are refused, they have the right to submit an appeal. An appeal hearing normally takes place some weeks later with an independent panel. The panel decision is binding on all parties.

### Appeal Panel

An independent body - usually 3 people - which hears the admission appeal cases.

### Area Pupil Access Officer

The County Council Area Officer whose team undertakes the admissions procedures for Community and Voluntary Controlled Schools.

### Children in Public Care

Also known as Looked After Children and 'previously Looked After Children', these are children and young people under the age of 18 years who are either:

- accommodated by the Local Authority; or
- subject to a legal Care Order sharing parental responsibility with the Local Authority.

### Academies

These are publicly funded independent schools. The governors are the admissions authority, but admissions are co-ordinated by the County Council.

### Community School

A school provided and maintained by Lancashire County Council, which is also the admissions authority.

### Voluntary Aided (VA) Schools

These are Lancashire maintained schools mainly linked to a particular Church, within a Church Diocese. The Governors decide which children are offered school places and are responsible for organising the appeal process. There are a few non-denominational VA Schools.

### Voluntary Controlled (VC) Schools

These are Lancashire maintained schools. Although these schools are usually linked to a religious denomination and have a religious character, it is the LA's responsibility to offer school places and organise appeals.

### Foundation Schools

These are Lancashire maintained schools which are operated by a foundation or trust. The governors are the admissions authority, but admissions are co-ordinated by the County Council

### Free Schools

These are all ability state funded schools set up in response to parental demand. The governors are the admissions authority, but admissions are co-ordinated by the County Council (except in the first year of their establishment where this requested by the school).

### Local Authority/Authority (LA)

This generally refers to the County Council.

### Online admissions

If you have internet access and an email address at home, you can apply online at:

[www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)

You can also access the online system at libraries.

### Oversubscribed

When there are more pupils seeking a place than there are places available.

### Statement for SEN

A small percentage of children have special educational needs. In some cases, a formal document is prepared to describe the needs and what help should be provided. The document is called a statement. There are different appeal procedures for pupils with a statement. These are being assessed to confirm if children need an Education, Health and Care Plan (EHC) – see section 4D.

## Section 7: Survey of parents' views of the primary admission information

This booklet aims to help you with your child's admission to school. The Pupil Access Team, responsible for school admissions, would like to find out what you think of this booklet and the application form. We also wish to find out how you feel we might improve them. If you could take a few minutes to complete and return the survey sheet on the following pages, we would be grateful for your views.

We will consider all of your suggestions for improvement for the 2017/18 primary admissions information.

The survey is anonymous, so your identity will not be required unless you specifically ask for a written response to any of your comments. The views you express will not, in any way, influence the allocation of a school place for your child.

You may also submit any comments about the admissions process to us at:  
[pupilaccess.comments@lancashire.gov.uk](mailto:pupilaccess.comments@lancashire.gov.uk).

1. Have you seen a poster displayed reminding parents to apply for a school place? Yes  No

If **YES**, where did you see it? \_\_\_\_\_

2. Where did you obtain the admissions information?
- from the local authority website
  - from a school newsletter
  - from a flyer
  - from a poster
  - through school
  - from an Education Office
  - from another place (Please say where) \_\_\_\_\_

3. Did you find this information:  
very helpful?  helpful?  satisfactory?  unsatisfactory?

4. Do you have any suggestions for improvement or additional information you would like to see included?

5. How would you describe filling in the application?  
Easy  Not easy or difficult  Difficult  Very difficult

6. Do you have any suggestions for improving the application form?

7. Have you visited our A-Z index entry on the County Council's website? Yes  No

7.1 Have you accessed the admissions booklet on-line? Yes  No

7.2 If you accessed the booklet on-line, how did you find access/use?  
Very Easy  Quite Easy  Difficult  Very Difficult

7.3 If you did not use the on-line form, why did you decide not to use it?

7.4 If you used the on-line form, how easy did you find access/use?  
Very Easy  Quite Easy  Difficult  Very Difficult

7.5 Do you have any comments about on-line information and application?

**About you .....**

**Are you:** Male?  Female?

**Age:** Under 21  21-30  31-40  41-50  50+

**Ethnic Origin:**

White, British  White and Black Caribbean  Indian  Black, Caribbean

White, Irish  White and Black African  Pakistani  Black, African

White, Traveller of Irish Heritage  White and Asian  Bangladeshi  Black, Other

White, Other  Any other mixed background  Other Asian background  Chinese

White Gypsy/Roma  Other ethnic background

**Thank you for taking the time to complete our survey.**

Please return it to:

**The Pupil Access Team**

**Children's Services, School Improvement,  
Room B28, PO Box 100, County Hall, Preston PR1 0LD**

Please submit your  
completed application by  
**Friday**  
**15 January 2016**

## **Confirmation of Offers**

For September 2016, offers will be confirmed online only for all those who apply on Lancashire's online system (this was around 95% of applicants for the previous year). For those who do not receive a first preference offer, links to reserve list and appeal forms will be available.

Lancashire's online system will go live on the morning of **16 April 2016** to allow online applicants to view their school offer. Please be patient as around 13,000 applicants may be trying to access information.

Letters will be issued by second class post on 15 April 2016 to any applicants who submit a paper form.



# How will your child travel to school?

Young people today are very aware of the effects of climate change and the need for us all to adopt a responsible attitude to protect the planet for future generations.

Many pupils would like to **walk, cycle or use public transport** to school and those who already do not only show that they care for the environment, they can also improve their fitness, feeling of well-being and sense of independence. However, it may be difficult for parents and pupils to make informed choices about how they travel to school unless relevant information is presented in a clear format.

Lancashire County Council is committed to a strategy to provide relevant information to support and promote healthier ways of travelling to and from school, reducing the number of car trips used on the school journey.

Throughout Lancashire, pupils and their parents are being encouraged to choose healthier, more active travel to school. School Travel Plans set out the actions that individual schools are taking in this regard, and approved Plans can be viewed on the County Council's website [www.lancashire.gov.uk](http://www.lancashire.gov.uk) select S for School Travel in the A-Z.

The website also includes a summary of the Council's Sustainable Travel Strategy and further information about school travel throughout the county.

**Our travel choices affect ourselves and others.  
Think about sustainable travel when selecting your school.**