



## **Admissions Criteria (rules) for who is given priority for places in Community and 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); then**
- 4. Remaining places are allocated according to where a child lives. Those living nearest to the preferred school by a straight line (radial) measure will have priority, (see 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 2015. These are kept in priority order using the school's published admission criteria. From 1 September 2015 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.