



Pendle Education Trust



Castercliff Primary Academy

Policy/Procedure/Guideline Review

Policy/Procedure/Guideline:	Castercliff Admissions Arrangements for 2026-2027
Senior Manager Responsible:	M Sherwin
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1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

Looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Previously looked after children are children who were looked after, but ceased to be so because they:



- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

Twins or multiple birth children are children who were part of a birth of more than one baby from one single pregnancy.

Deferred entry/part time provision can be applied for until a child reaches compulsory school age, if it best suits the need of the child. 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 start of the term 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 until the beginning of the Easter term.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in [School admissions - Lancashire County Council](#)). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.



6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 60 pupils for Reception intakes.

6.2 Oversubscription criteria

All children whose education, health and care plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school. Looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted
2. Priority will next be given to children on the basis of psychological, social or medical need. For whom the trust accepts where professional evidence indicates that there are particular psychological, medical or social needs of the applicant should explain why the school is the most suitable or the only school capable of meeting all of their needs and the difficulties that would arise were the child to have to attend a different school. This evidence must be substantiated by at least two relevant qualified professionals who are currently providing direct care/support/treatment to the child on an ongoing basis in their professional capacity, according to the stated medical, psychological or social need e.g. a child or educational psychologist, a child psychiatrist, a general practitioner, an orthopedic consultant or social worker. Evidence from non-specialist teachers or professionals not qualified in the relevant area would not normally be deemed admissible without compelling supplementary documentation. Supporting evidence to substantiate that the child has an exceptional medical, psychological or social need must be less than six months old and be provided at the time of application in a written format.
3. Priority will next be given to children of staff employed at the academy, in either of the following circumstances:
 - a) The member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made, or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortageThe above criteria applies to both teaching and support staff.
4. Children living within the school's geographical priority area with older brothers or sisters attending the school when the younger child will start or have younger siblings attending Primary school within the trust (see note iii below), then
5. Children living within the school's geographical priority area, then
6. Children living outside the school's geographical priority area with older brothers or sisters still attending the school when the younger child will start (See note (iii) below), then
7. Children living outside the school's geographical priority area (see note (iv) below).

GEOGRAPHICAL PRIORITY AREA



This area includes:

- The administrative district in which the school is situated which includes Colne and Nelson.

Notes

- (i) The medical, social and welfare criterion will consider issues relevant to the child and/or the family. This category may include children without a statement who have special needs.
- (ii) All children whose Education Health Care plan names the School must be admitted.
- (iii) 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).
- (iv) The distance criterion which will be used as the tie breaker if there is oversubscription within any of the admission criteria is a straight line measurement (radial) between the applicant's home address points and the address point of the school (co-ordinates provided by ordnance survey data). If the Trust are unable to distinguish between applicants using the published criteria (eg twins or same block of flats) places will be offered via a random draw.
- (v) 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 admission process, (including after a child has accessed a school place).
- (vi) Our Waiting List is compiled in accordance with our Admissions Criteria. Parents of children who are not admitted can request to have their names placed on the waiting list. Late applications for the school will be slotted into the order according to the extent to which they meet the criteria. This waiting list will operate until 31 December 2024.
- (vii) Applications for school places which are received late will not necessarily be dealt with at the same time as those received by the set deadline. The reasons for a late application may be requested and where these are not exceptional the relevant admission criteria will be initially applied to all others received on time. The late application will be dealt with after this process.
- (viii) 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). Proof of residence may be requested at any time throughout the admissions process.
- (ix) the highest priority must be given to looked after children and children who were looked after, but ceased to be so because they were adopted² (or became subject to a residence order³ or special guardianship order⁴). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

² Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).

³ Under the terms of the Children Act 1989. See section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

⁴ See section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

6.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to



decide between applicants. Priority will be given to children who live closest to the school. The distance measure is a straight line measurement (radial) between the applicant's home address points and the address point of the school (co-ordinates provided by Ordnance Survey data). A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

6.4 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EDUCATION HEALTH CARE plans listing the school.

6.5 Fair Access Protocol

We participate in Lancashire's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

7. In-year admissions

In-year admission is the process of applying for a school place during the school year. Any applications for the intake made after the start of the autumn term will be treated as an in-year application.

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose Education Health Care plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

The in-year admission process is managed by the school. Parents are required to complete the in-year application form, which is available from the school website.

[Admissions | Castercliff Primary Academy](#)

Applications for in-year admissions should be sent to the following address:

contact@castercliffprimaryacademy.co.uk

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

8. Appeals



If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. Parents will have the opportunity to submit their case to the panel in writing and to attend in order to present their case. Lancashire County Council administers the appeals process on behalf of the school. Parents can complete the school's [Appeal for a school place - Lancashire County Council](#) on Lancashire County Council's website.

You can find details of the school's appeals timetable on the following webpage:

<https://www.castercliffprimaryacademy.co.uk/appeals/586.html>

9. Monitoring arrangements

This policy will be reviewed by the local academy council and approved by the academy trust every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the academy trust will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

