



Admissions to Lancashire Primary Schools

Information for Parents 2019-20

APPLY ONLINE at www.lancashire.gov.uk/schools

APPLY ONLINE

www.lancashire.gov.uk/schools

- It's quick, easy and secure.
- You must resubmit your application if you access it for any reason.
- 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 Tuesday 15 January 2019

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. Make sure that you'll be using this email on 16 April 2019.

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.

Most Voluntary Aided and Foundation schools and some Academies and Free Schools also ask that you complete a supplementary form. These are available from schools and the Lancashire County Council's admissions system website. For each school that is a preference on your online application, you will need to contact the school direct to obtain a copy of their supplementary information form.

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 must 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 2019. 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.

All Lancashire schools and academies have equal preference admission policies. There are different admission arrangements and these are either described here or you are advised how to obtain more information.

Each school and academy produces its own prospectus which gives details such as the curriculum, activities and facilities. For 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 schools 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.

You are also advised to read the information provided on eligibility for home to school transport in section 2L, since this may be an important aspect to consider when expressing your preferences.

The staff who work in the Area Education Offices are there to help you with the application process. Should you have any queries or concerns about school admissions, you can contact them on the telephone numbers shown below.



Yours sincerely

Amanda Hatton
Director of Children's Services

Further information is available from your Area Education Office:

<p>NORTH AREA Lancaster, Morecambe, Wyre and Fylde</p>	<p>SOUTH AREA Preston, South Ribble, West Lancashire and Chorley</p>	<p>EAST AREA Hyndburn, Ribble Valley, Burnley, Pendle and Rossendale</p>
<p>☎ (01524) 581148</p> <p>Pupil Access Team North White Cross Neighbourhood Centre Mill 14 Quarry Road Lancaster LA1 3SE</p>	<p>☎ (01772) 532191 ☎ (01772) 532189</p> <p>Pupil Access Team South Level 1, Christ Church Precinct County Hall Preston PR1 8XJ</p>	<p>Hyndburn ☎ (01254) 220717 Ribble Valley ☎ (01254) 220614 Burnley ☎ (01254) 220708 & 220710 Nelson ☎ (01254) 220709 & 220715 Rossendale ☎ (01254) 220711</p> <p>Pupil Access Team East Area Education Office (East) 44 Union Street Accrington BB5 1PL</p>

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 એરિયા 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 ऐज्यूकेशन 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 ਸਫੇ 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 Tuesday 15 January 2019

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 website www.lancashire.gov.uk (see page 5 and Section 2A).

You must complete and return your application **by Tuesday 15 January 2019**. (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 2019 (see section 2G).

In January and February 2019, 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 Tuesday 16 April 2019.

We will send all offers to parents on behalf of all maintained primary schools in Lancashire including Voluntary Aided, Foundation, Free Schools 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).

When will I hear the outcome of my application?

If you applied online, you can log back into your application on 16 April 2019 to find out the school we have offered your child.

You should also receive an automated email alert on 16 April.

If you do not receive an email alert, this could be due to a change in email address. Alternatively, your mail server has delayed the delivery of the email or sent it to your spam or junk mail folder.

You can log into the online application system without having received an alert.

If you applied on time using a paper form we will post you an offer letter by second class post on 16 April 2019.

Unfortunately, offer information cannot be given out by phone.



APPLY ONLINE

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 on the closing date.

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**. Please print a copy for your records.

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 should 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 please apply online at www.lancashire.gov.uk/schools Always remember to re submit the form whenever it is viewed. 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 or special schools. This includes Community and Voluntary Controlled Schools, Voluntary Aided (Church) Schools, Foundation, Free Schools, 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.

You should send your completed supplementary form direct to the relevant school by 15 January 2019. (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).

Please print a copy of the confirmation email for your records.

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 are strongly advised to make an application at the normal time and 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 should 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 should 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. (SIF) 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 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 preferences 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 schools is given in the area supplement on the LCC website. 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?

You may apply at any time between 1 September 2018 and 15 January 2019. If you have made contact with schools 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 do this by applying online. (There is a paper form if making an online application 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.

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 2018 to 16 April 2019). The online system will go live from 9am Monday 3 September

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 AT THE SCHOOL.

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 statements;
- 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 General Data Protection Regulations 2018 [GDPR] 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 2019. 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 agreed. Individual Admissions Authorities will decide in relation to re-appeal requests.

Please note: If your child has a Statement for Special Educational Needs (SEN) or an Education, Health and Care Plan (EHC), arrangements for appeal are different. You will be provided with details by the information, Advice & Support Team.

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 2019 individual admission authorities must keep a waiting list for one full 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?

Yes. An infant class should have no more than 30 pupils per single qualified teacher for all ordinary teaching sessions. 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 by the preferred school. For Years 1 to 6 you must not use the online system – this is only for reception applications for September 2019.

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. How do infant school to junior school transfers work (Year 2 to Year 3)?

In Lancashire there are 5 infant and 5 junior primary schools. These are separate establishments but are closely linked. These are:-

- Ribbleton Avenue Infants and Ribbleton Avenue Juniors (Preston)
- Leyland Methodist Infants and Leyland Methodist Juniors (South Ribble)
- Leyland St Andrew's CE Infants and Woodlea Juniors (South Ribble)
- Rosegrove Infants and Lowerhouse Juniors (Burnley)
- Whitefield Infants and Lomeshaye Juniors (Pendle)

If the junior school is able to admit all Year 3 applicants then this will be arranged locally and will automatically happen each September. If however there are more applicants for Year 3 than available places (and anybody may apply for a Year 3 place – including new to area families); then a formal admission round will take place using the determined admission criteria (see page 12).

For these pairs of schools the sibling criterion will be applied across the full age range – reception to Year 5 for reception and Year 3 admissions and reception to Year 6 for in year requests.

20. 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 21.)

21. 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).

22. 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.

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

An admission number will be published showing the maximum number of pupils that the school will admit in the Autumn Term 2019. Parents will be asked to express preferences for three primary schools. Published criteria are used to decide which children should be offered the available places. In primary schools an equal preference scheme has been introduced to comply with the Schools Admission Code, whereby three parental preferences are given equal status to the preference and will be considered equally against the admissions criteria. If a school is oversubscribed, the following criteria will be applied in priority order:

When a school is oversubscribed on parental preferences, then the following priorities apply in order:

- 1. Looked after children and those who have been previously looked after, (see note x below), then**
- 2. Children for whom the Local Authority accepts that there are exceptional medical social or welfare reasons which are directly relevant to the school concerned (see note (i) below, then**
- 3. Children with older brothers and sisters attending the school when the younger child will start, (see note (iii) 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 (IV) and (V) below.**

Notes

- (i) The medical, social and welfare criterion will consider issues relevant to the child and/or the family. This category may include children without a statement who have special needs.
- (ii) As required by law, all children with a Statement of Special Educational Needs/EHC naming a school will be admitted before the application of the over-subscription criteria. Children who have a statement for special needs have their applications considered separately.
- (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 (radial) measure. If the Local Authority is unable to distinguish between applicants using the published criteria (eg same block of flats) places will be offered via a random draw.
The distance measure is a straight line (radial) measure centre of building to centre of building.
- (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 admissions process, (including after a child has accessed a school place).
- (vi) The Local Authority will keep waiting lists for all Lancashire primary schools until 31 August 2019. These are kept in priority order using the school's published admission criteria.

From 1 September 2019, for one school term only, waiting lists will be retained by individual admission authorities (the Local authority for community and voluntary controlled schools and individual voluntary aided and trust schools will each retain their own list).

- (vii) 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.
- (viii) Applications for school places which are received late will not necessarily be dealt with at the same time as those received by the set deadline. The reasons for a late application may be requested and where these are not exceptional the relevant admission criteria will be initially applied to all others received on time. The late application will be dealt with after this process.

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

- a) if the number of preferences received for the school is below the published admission number or:
- b) there are extenuating circumstances justifying a late application.

These may include:

- a) parents moving into the County after the closing date;
 - b) parent/carer illness which required hospitalisation for the major part of the period between the publication of the composite prospectus and the closing date for applications.
- (ix) 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).
 - (x) 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 residence order or special guardianship order).

A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption(2) child arrangements order (residency order) (3) or special guardianship order (4) .

(1) A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school

(2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

(3) Under the provisions of s.12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

(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).

This includes children who are legally adopted from overseas. Relevant, legal documents must be provided to evidence the adoption.

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 schools 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.

Shared Care Arrangements

When 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 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.

Where shared care arrangements are in place it may be necessary to establish the permanent home address for the child. In certain circumstances parent/carers will be asked to write to the LA stating the number of days each week the child spends with them. The LA may ask for evidence of which parent/carer was in receipt of child benefit at the point of application. If the parent/carer is not in receipt of child benefit, the LA will ask for proof of benefit award notices; Tax Credit Award notices and child's registered address with the GP at the point of application. If the child's home address cannot be verified the LA reserve the right to request further documentary evidence to support any claim of permanent home address.

In cases where parents are separated and both have retained joint responsibility, an application form will be accepted from the one parent who is in receipt of the child benefit and with whom the child primarily resides. The Local Authority has an obligation to process an application form that has been submitted and signed by a parent with parental responsibility. The Local Authority cannot release information or intervene where disputes or disagreements arise between parents in relation to any proposed or submitted application for a school place.

Where shared care arrangements are in place and parents/carers of the child submit two separate applications for different schools, the LA requires parents resolve matters between themselves, taking legal advice if

necessary, and inform the LA which application should be processed. The LA will not become involved in private disputes.

We can only process applications from one address. If your child lives at another address from you or with another parent/carer from Monday to Friday, please provide the Parental Responsibility Order or Residence Order for the person the child lives with.

Further evidence can include:

- A copy of the court order;
- A letter from a solicitor setting out the arrangements;
- A joint statutory declaration (prepared by a Commissioner for Oath);
- A tax credit award notice (TC602) for current year.

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 Tuesday 15 January 2019 or have forgotten to apply, you will be considered as a late applicant unless there are mitigating circumstances. The Area Education Office (see page 1) will be able to advise on the application process.

D. What if you are moving house?

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

If you make a permanent house move after applying, but before allocation procedures have been undertaken, you must contact the Area Education Office. You would be able to change your preferences if you are changing address to a more distant property and the allocation will be based on the new address.

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

If you are moving to another area of Lancashire, details of schools in the area can be obtained from any Area Education Office. *See contact details on page 1.* Admission authorities will check address details and may randomly sample applications.

You should 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 2018 to 16 April 2019).

Places offered for Lancashire schools may be subsequently withdrawn where misleading or 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 School.

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 on Mid Year Appeals in Section 3.)

F. What if you apply late? (See C above)

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 Tuesday 15 January 2019.

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 Local Authorities so that cross-border applications can be monitored and processed.

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 for this to be considered.

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. This will usually be mid-February for secondary admissions and the end of March for primary admissions.

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 (see also Section 4F)

Parents should 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 to note 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

Section 3: The Appeals System

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

If you wish to appeal against the refusal of a place at a **Community or Voluntary Controlled School**, you will need to complete the form that will be sent to you by 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 School, Foundation School, Academy or Free School**, you can appeal against the decision of the Governing Body. They will provide you with details of how to appeal. **You must return the appeal form to the school not to the Area Education Office.**

Most 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, if you wish, to support your case. An Independent Admission Appeal Panel will come to a decision after considering all of your circumstances as well as the difficulties the school would experience in taking further pupils. **If your child has a Statement for SEN, procedures differ; the information Advice & Support Team at the Area Education Office can assist with the details/information.**

Hearings will take place during the Summer Term for appeals which are submitted by the required deadline date. You will receive approximately two weeks' notice of the date of your hearing. The case papers will be sent to you approximately one week beforehand (both the LA/school case and your own papers). You are able to take a friend or representative with you to your hearing.

Do remember that even if you don't appeal, you can still ask for your child's name to stay on the waiting list. If a place becomes available and your child has greatest priority, you will be contacted with an offer for that place.

Before deciding 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 procedures.

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 your Area Pupil Access Team. The defined protected characteristics are disability, race, gender, religion or belief, age, sexual orientation, gender re-assignment, pregnancy or maternity and civil partnership status.

Mid-year appeals

If you move into an area or seek to transfer your child, you also have the right of appeal if the school of your preference is oversubscribed. During the school year, appeal hearings take place every month to six weeks. Your appeal will be scheduled for the next set of hearings, as 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 receive an alternative offer.

If you are seeking to transfer your child, most Lancashire schools and academies operate a first day of next term transfer protocol. You are advised to seek advice from the Area Education Office.

Oversubscribed year groups

Parents may occasionally go to appeal and notice that some year groups which they prefer are already over the published admission number. In the main this will be due to previously successful parental appeals. Schools and academies must also admit children where a Statement for Special Educational Needs names the school/academy. In addition a small number of places may be allocated under Fair Access Protocols. These operate outside of the admissions and appeals processes (even where year groups are already full).

Appeals – General

Parents are entitled to appeal for any school or academy which is already full in the required year groups. (Not just those which were their original preferences.) The council has hot spot areas for school places and appeals. The school place provision strategy identifies these places in Lancashire and can be found on our website www.lancashire.gov.uk search 'school place provision strategy'.

If an appeal has already been unsuccessful, admission authorities will not normally accept a second appeal request for a place in the same year group. An exception is made only where there have been relevant, significant and material changes to the family's circumstances since the original appeal hearing. Individual Admission Authorities will decide whether or not to allow any re-appeal requests.

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.

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

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.

B. Valid (legal) offers for places

For all publicly funded primary schools and academies, 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 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, brought about by the Child and Families Bill, were 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. 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 search 'Free School Meals'.

F. HOME TO SCHOOL TRANSPORT

In September 2019, free school transport will be provided as follows:

General Policy

To qualify for free home to school transport, children of compulsory school age are required to attend the nearest suitable school, where the home to school distance (based on the child's address) using the shortest route is over 2 miles for children up to the age of 8 years. At the start of the academic year, after the child's 8th birthday, a reassessment will take place as children 8 years and over will only qualify for transport assistance if the shortest route is over 3 miles.

For Lancashire Families, schools considered when assessing eligibility for transport will include all Lancashire schools, even if you don't reside in their GPA, and schools in other Local Authorities.

For those pupils attending faith schools, the Council previously granted partial assistance with travel costs if the pupil attended the nearest school of their faith. From September 2018 transport assistance will **only be** available if a pupil attends their nearest school or academy and meets the distance criteria. The parental contribution for 2018/19 is £615.00.

Please note; if parents decide to send their child to a school that is not their nearest suitable school, then they will be responsible for the cost of transporting their child to that school/academy.

The basis for payment of travelling expenses

From September 2018, the County Council removed the discretionary element of the Home to School Transport policy and so there is no longer any denominational transport assistance available for new pupils starting at either primary or secondary schools in September 2019, unless the family meet the low income criteria (see below).

(Transport Assistance will still be provided for existing pupils as it has been agreed that the changes in policy are phased-in so that children who started school under one set of transport arrangements continue to benefit from them until they either conclude their education at the school, choose to move to another school or move home address.)

National Extended Rights Policy (Low Income)

If your child does not qualify for transport under the general policy (above), a national policy provides extended rights to children who are eligible for free school meals or whose parents receive the maximum level of Working Tax Credit (WTC) i.e. reduction due to your income must be £0.00 on your award notice. This policy provides transport for:

Primary Children – age 8 but under 11 years, transport will be provided to the nearest suitable school where that school is more than 2 miles from the child's home.

Secondary Children – transport to one of the 3 nearest suitable qualifying schools where the school is more than 2 but less than 6 miles from the child's home OR transport to the nearest suitable secondary school preferred because of your religion or belief for children whose parents adhere to that particular faith, if the school is between 2 and 15 miles from home.

Unsuitable Routes

We **may** have a duty to provide free travel where the walking route has been assessed as unsuitable by us. We have an agreed policy on the criteria used when assessing whether a route is suitable. If a route can be made suitable, or an alternative suitable walking route can be identified and transport had been provided, this may then be removed.

Exceptional Circumstances

It may be that you believe your child should be considered for transport due to exceptional circumstances. If you are applying on the basis of exceptional circumstances, please contact your Area Pupil Access Team.

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

- **Siblings** – travelling expenses are not paid simply so that a child may go to the same school as a sibling.
- **Family Associations** – Family associations with a school are not grounds for the payment of travelling expenses.
- **Single Sex or Mixed Schools** – Preference for a single sex school, or for a mixed school is not normally sufficient on its own for the chosen school to be considered as the nearest suitable school for payment of travelling expenses.
- **Selection Tests** – The passing of an entrance examination for a school is not regarded on its own as a valid claim for travelling expenses.

Suitable schools

When assessing eligibility the County Council considers whether the nearest qualifying school has places available and provides education appropriate to the age, ability and aptitudes of your child and any Special Educational Needs your child may have.

Concessionary Travel

If your child is not eligible for free travel you may be able to purchase a season ticket if there are spare places on a school transport service. Please contact the School Traveline for advice on 0300 123 6738.

In some cases it may be more cost effective for your child to travel on a public bus service and purchase a discounted period travel ticket direct from the bus operator.

You are strongly advised to visit our website for up to date information on the provision of any home to school transport or contact the Area Pupil Access Team (see contact details on page 1 for your nearest office).

For full details of the policy and general principles applying to free school transport please see our website www.lancashire.gov.uk/schools

If the cost of getting your child from home to school and back is a consideration or concern in making your school preferences, please check the Home to School Transport Policy carefully or discuss your child's possible entitlement with the Area Pupil Access Team.

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. 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 Officer

Lancashire County Council, as the Data Controller, processes personal data in accordance with the General Data Protection Regulations 2018.

The information you provide on your application form is used by Lancashire County Council (as the Admission Authority for Community and Voluntary Controlled Schools) and Governors (as the Admission Authorities 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.

If you need to contact the Data Protection Officer, please write to: Mr Paul Bond, Data Protection Officer, Lancashire County Council, PO Box 78, County Hall, Preston, Lancashire PR1 8XJ

Email: dpo@lancashire.gov.uk

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 School Planning Team (Parental Representations), Lancashire County Council, 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 (www.lancashire.gov.uk/SEND - 01772 532509). 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)

Section 5: Useful contacts & websites

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

Other nearby Authorities:

Blackburn with Darwen Borough Council Tel: 01254 666605 www.blackburn.gov.uk	Knowsley Council 0151 443 5142 / 3373 www.knowsley.gov.uk
Blackpool Council Tel: 01253 476637 / 476829 www.blackpool.gov.uk	North Yorkshire County Council Tel: 01609 533679 www.northyorks.gov.uk
Bolton Council Tel: 01204 332144 / 332137 www.bolton.gov.uk	Rochdale Borough Council Tel: 01706 925982 www.rochdale.gov.uk
Bradford Metropolitan District Council Tel: 01274 439200 www.bradford.gov.uk	Sefton Council Tel: 0151 9343291/3490 www.sefton.gov.uk
Bury Council Tel: 0161 253 6474 www.bury.gov.uk	St. Helens Council Tel: 01744 671030/671029 www.sthelens.gov.uk
Calderdale Council Tel: 01422 392617 www.calderdale.gov.uk	Wigan Council Tel: 01942 489013 www.wigan.gov.uk
Cumbria County Council Tel: 01228 221582 www.cumbria.gov.uk	

Lancashire County Council online admissions application system. <i>This site includes links to information about school admissions, including:</i> <ul style="list-style-type: none"> • How to apply for a school place • Research schools in your area • Home to school transport • Free school meals and pupil premium • School admission policies • Appeals • Term dates and holidays 	www.lancashire.gov.uk/schools
Department for Education	www.gov.uk/dfes
Advice on Special Educational Needs	www.lancashire.gov.uk/SEND
OFSTED inspection reports	www.ofsted.gov.uk
Information on school performance	www.education.gov.uk/schools/performance
ACE Education Advice and Training	www.ace-ed.org.uk
More information about school admissions and appeals can be found at: www.direct.gov.uk	

Section 6: Glossary

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. (Please see Section 3.)

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 Lancashire Schools.

Children in Public Care & Previously Looked After Children

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 schools, independent of the local authority. 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 (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

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 / EHC Plan

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.

PRIVACY NOTICE

Pupil Access Team

- Part of the School Improvement Service

We are the Team within LCC which co-ordinates school admissions on behalf of the Department of Education (DfE) in accordance with the School Admissions Code which is the statutory Code of Practice.

On behalf of LCC, we are the admission authority for community and voluntary controlled schools. [For all other schools the Governing Body is the admissions authority. This includes Voluntary Aided Schools, Voluntary Controlled Schools, Foundation Schools, and Academies].

We also deal with Home to School Transport; Free School Meals; Welfare Benefits and Appeals.

Why is this information stored and how is it used?

Lancashire County Council (LCC) collects and processes personal data relating to children and families which have requested our assistance with a service. The information given will assist us to provide the service requested.

Information Collected

Pupil Access Team collects the following information in order to manage and facilitate the service.

- Child's Name
- Date of Birth
- Contact Number
- Address
- Email
- Gender
- Current School
- Parent Guardian details
- Council Tax Area
- Details of siblings at current school
- Known to an Education Psychologist
- Disability
- Known to a local authority
- Adoption status
- Social Care status
- Social worker data
- Fostering arrangement

How will the information be shared with schools?

The information will be shared with the schools you've selected as a preference. It will be made available to them through the Schools Portal, on excel spreadsheets and on our database which is called IMPULSE.

What are the legal gateways being used to share the information?

General Data Protection Regulation (GDPR)

Article 9 GDPR – Processing of special categories of personal data

Relevant Legislation that supports the admissions authority processing:

- School Standards and Framework Act 1998:
 - a) The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012;
 - b) The School Admissions (Infant Class Sizes) (England) Regulations 2012;
 - c) The School Admissions (Appeals) (England) Regulations 2012; and
 - d) The School Information (England) Regulations 2008
- Equality Act 2010
- Human Rights Act 1998

How the information will be used

Your information will be used to:

- To ensure children receive a place at school
- To ensure you are considered for the services requested.

What is personal and sensitive information?

Personal information is:

- Information/Data which relates to a living, individual who can be identified from the data or other data/information that Lancashire County Council holds
- This could be single elements or a combination e.g. names, addresses, occupation, date of birth etc. it could also include opinions about them and intentions towards them.

Sensitive Personal Information/Data is:

- Physical or mental health, racial or ethnic origin, political opinions, trade union membership, sexual life, criminal allegations or record.

Further Information

If you would like more information concerning the Pupil Access Team's processes then email pupilaccess.central@lancashire.gov.uk

Your rights

If you would like to request a copy of the information Lancashire County Council holds on you then please make your request in writing to the Information Governance team.

If at any point you believe the information we process on you is incorrect you can request to see this information and even have it corrected or deleted. Where possible we will seek to comply with your request but we may need to hold or process information in connection with one or more of the Council's legal functions.

You have the right to opt out of Lancashire County Council receiving or holding your personal identifiable information. There are occasions where service providers will have a legal duty to share information, for example for safeguarding or criminal issues. The process for opting out will depend on the specific data and what programme it relates to.

If you wish to raise a complaint on how we have handled your personal data, you can contact the Information Governance team who will investigate the matter. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office ([external link](#)).

Data Protection Officer

If you need to contact the Data Protection Officer their details are:

Paul Bond
Data Protection Officer
Lancashire County Council
PO Box 78
County Hall
Preston
PR1 8XJ
Email: dpo@lancashire.gov.uk

Data Controller

Lancashire County Council is a registered data controller with the Information Commissioner's Office. You can search the register of data controllers ([external link](#)) to find out more about:

- Reasons/purposes for which we process information
- Type/classes of information we process
- Who we process information about
- Who we may share information with

For more details about data protection please refer to the Information Commissioner's Office website ([external link](#)).

Timetable for Lancashire Primary Admissions 2019/20

The arrangements for the transfer of pupils to primary schools in September 2019 will, as far as possible, conform to the following timetable.

Monday 3 September 2018 (from 9am)	The on-line system goes live at www.lancashire.gov.uk/schools (Please remember to press the 'submit' button every time you leave the online system)
Tuesday 15 January 2019	National closing date for applications (statutory).
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.	
Tuesday 16 April 2019	Offers issued to parents*
Friday 26 April 2019	Return of request for appeal forms/place on reserve (waiting) list(s).
Week commencing 6 May 2019	Distribution to parents of appeal forms.
Friday 17 May 2019	Appeal deadline** 1st round of hearings.
By Friday 12 July 2019	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.

The closing date for application is Tuesday 15 January 2019.



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 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.**