



## Lea Community Primary School Admissions Policy for September 2025

### Admission Procedures for September 2025 Admissions

Applications for admission to the school for September 2025 should be made on line through Lancashire County Council's website:

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

Paper application forms can also be downloaded from the website. Applications should be made between September 2024 and January 2025. It is not normally possible to change the order of your preferences for schools after the closing date.

Parents will be informed by Lancashire County Council whether or not their child has been allocated a place during April 2025. Parents of children not admitted will be informed of the reason and offered an alternative school place by the Authority.

Parents are 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 and will be considered equally against the admissions criteria.

For further information please visit the 'Apply for a School Place' section on Lancashire County Council's website <https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/apply-online-for-a-school-place/>

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- 1. Looked after children and those who have been previously looked after, 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, then**
- 3. Children with older brothers and sisters attending the school when the younger child will start, 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.**

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 (e.g. twins or 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.

### Waiting Lists

When there are more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list, managed by Lancashire County Council.

The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria.

### **Appeals**

We know that it can be very upsetting for you and your child if you have not got a place at the school, should you wish to appeal the decision please visit <https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/school-appeals/> 'School Appeals' section where you will find information that explains the appeals process.

### **In Year Admissions**

If you are looking to move schools within the school year please visit <https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/changing-schools-during-the-school-year/> 'In Year Admissions' section where you will find information that explains the process of changing schools during the school year.

**Reviewed: Summer 2024**

**Next Review Date: Summer 2025**