

**SCHOOL  
ADMISSIONS  
SECONDARY**

Admissions to Lancashire  
Secondary Schools  
Information for Parents  
2020-21

APPLY ONLINE

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



# Admissions to Lancashire Secondary Schools Information for Parents 2020-21

## APPLY ONLINE

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

- It's quick, easy and secure.
- Don't forget to 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 resources.
- 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 Thursday 31 October 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 the email address you use will be accessible on 2 March 2020.

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 these schools directly and one form should be completed for each school.

**Once you have submitted your application you will receive an email acknowledgement. If you log back in to the system during the application period, don't forget to re-submit your application, even if you have not made any changes. You will receive an email confirming the re-submitted application each time you do this.**

Please apply online by  
Thursday 31 October 2019



## Dear Parents

This information is for parents whose children transfer to secondary schools and academies in September 2020. It answers the questions parents usually ask.

Parents can apply online for Lancashire places at: [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)

All Lancashire secondary schools and academies have equal preference admission policies. Different arrangements exist for some and these are either described here or you are told how to obtain more information.

Each school and academy produces its own prospectus which gives details such as the curriculum, activities, facilities, examination results and information about last year's admissions. The prospectus for a church school will also tell you about the religious life of the school. Each holds an open day/evening. Details are given in the local press or can be obtained from the Area Education Office (details below). It is a good idea for parents to visit schools and academies before applying for places.

Offers will be issued on Monday 2 March 2020. Most parents are offered a place at one of their preferred options. If this is not possible, you will receive advice about waiting (reserve) lists and the appeals process.

You are also advised to read the information provided on eligibility for home to school transport in section 1 (18) and section 4 (E), 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.



Edwina Grant OBE  
Executive Director for Education and Children's Services

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

<b>NORTH AREA</b> Lancaster, Morecambe, Wyre and Fylde	<b>SOUTH AREA</b> Preston, South Ribble, West Lancashire and Chorley	<b>EAST AREA</b> Hyndburn, Ribble Valley, Burnley, Pendle and Rossendale
☎ (01524) 581148	☎ (01772) 532109	☎ (01254) 220747
Area Education Office (North) White Cross Neighbourhood Centre Quarry Road Lancaster LA1 3SE	Area Education Office (South) Level 2, Room C37, County Hall Preston PR1 0LD	Area Education Office (East) 44 Union Street Accrington BB5 1PL

## Where to find help with translations

The information contained in this booklet is important. It concerns your child's education. If you need help or advice on any matter relating to school admissions, 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 બાળકના શિક્ષણ અંગે જણાવેલું છે. સ્કૂલમાં પ્રવેશ મેળવવાં બાબતે તેમજ આ માહિતીનાં અનુવાદ માટે આપને સહાય અથવા સલાહની જરૂર હોય તો કૃપા કરી, પાના નંબર ૧ માં આપેલ યાદીમાંથી, આપના એરીયા એજ્યુકેશન ઓફિસનો સંપર્ક સાધો.

### HINDI

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

### POLISH

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

### PUNJABI

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

### URDU

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

# Contents

	Page
<b>Where to find help with translations</b>	<b>2</b>
<b>Apply online &amp; information about Supplementary Information Forms (SIFs)</b>	<b>4</b>
<b>Introduction</b>	<b>5</b>
<b>When will I hear the outcome of my application?</b>	<b>6</b>
<b>Section 1: Parents' questions</b> <i>This section answers the questions most frequently asked by parents.</i>	<b>7</b>
<b>Admission criteria (rules) for community and voluntary controlled secondary schools</b>	<b>11</b>
<b>Section 2: Applying for places and further information about the Co-ordinated scheme</b> <i>Notes and further information to help you complete your application.</i>	<b>13</b>
<b>Section 3: The Appeals system</b> <i>Your right to appeal if your child is refused a place at your preferred school.</i>	<b>16</b>
<b>Section 4: Further information, including transport</b> <i>Applying for a place in a school outside Lancashire; transport; Education, Health and Care Plan; and other information.</i>	<b>17</b>
<b>Glossary</b> <i>An explanation of the educational terms used in this booklet.</i>	<b>20</b>
<b>Children with an Education, Health and Care Plan</b>	<b>21</b>
<b>Sixth Form applications</b>	<b>21</b>
<b>Useful contacts &amp; websites</b> <i>Addresses and telephone numbers for neighbouring Authorities and other sources of information.</i>	<b>22</b>
<b>Privacy Notice</b>	<b>23</b>
<b>Timetable for admission to Lancashire Secondary Schools 2020/21</b>	<b>Inside back cover</b>
<b>Sustainable travel</b>	<b>Back cover</b>

The information in this booklet is correct at the time of printing but may change subsequently.

**If you are resident in Lancashire you can apply online for your preferred secondary schools (even if any of these are outside of the County).**



## APPLY ONLINE

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

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

### SUPPLEMENTARY INFORMATION FORMS

Voluntary Aided (Church) Schools and Foundation Schools and Academies / Free Schools normally require a supplementary information form (SIF) to be completed. (The SIF is in addition to the online application and requests additional information that is used by the governing body of the school to apply their oversubscription criteria when allocating places.)

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.

You should then send your completed supplementary information form direct to the relevant school by the closing date of 31 October 2019.

### 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).**

## Introduction

The aim of Lancashire's Co-ordinated Scheme is to ensure that all parents are given a single offer of a secondary place (issued on the same day).

Every parent will be asked to express their three secondary school preferences online. All preferences are included on one application which saves parents applying separately to a variety of different schools and academies.

<p>For parents living <b>within Lancashire</b> who would like a Lancashire school or academy</p>	<p>You must complete and return your application form by Wednesday 31 October 2019. (See page 15 regarding late applications.)</p>
<p>For parents living <b>outside Lancashire</b> who would like a Lancashire school or academy</p>	<p><b>If you live outside the borders of Lancashire within another Authority's boundary, e.g. Blackpool, Sefton, North Yorkshire, you must approach the Education Office in your home Authority and use their application process.</b></p> <p>You can name Lancashire schools as preferences on another Authority's application. Your home Authority will then process your application. Contact details for neighbouring Authorities are included at the back of this booklet (page 22).</p> <p>Late applications will usually be dealt with after those received by the set closing date.</p>
<p>For parents living <b>inside Lancashire</b> who would like to access a secondary place within <b>another Authority</b></p>	<p>If you live in Lancashire, but would like to express a preference for a secondary place within a neighbouring Authority, please apply online on the Lancashire County Council system. You can name schools in other Authorities on the Lancashire form. Lancashire County Council will process your application because you are a Lancashire resident.</p>

Applications made online are submitted direct to Lancashire Authority and parents may make changes (and have each change receipted by email) up to the closing date of Thursday 31 October 2019. **If you revisit an acknowledged online application and make any changes at all (even very minor ones) then you must re-submit.**

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

**PLEASE NOTE THAT NORMALLY PREFERENCES CANNOT BE CHANGED AFTER THE CLOSING DATE OF 31 OCTOBER 2019, UNLESS THERE HAS BEEN A SIGNIFICANT CHANGE IN CIRCUMSTANCES (SEE SECTION 2K).**

The online system asks you to select your three preferences and rank them in priority order. Before you make your selection you are advised to attend school/academy open days and evenings.

**You are strongly encouraged to use all three of your preferences.** If you are in any doubt please speak with your child's class teacher or staff at your Area Education Office (see page 1).

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 for that school means that it is likely that a place will be offered. This is especially important in areas where demand for places is high or is increasing and can help to ensure that you will be offered a local option.

During the Spring term, the allocation process will take place. There will be over 13,000 applications to consider and thorough checks are put in place.

If there is a query about your application, the Area Pupil Access Office or the relevant school or academy will contact you. Addresses, for example, are cross-checked with those supplied by your child's primary school or academy. If there is a discrepancy, you will need to provide evidence of your address before an offer can be made. These checks are to make sure that places are allocated fairly and correctly in line with guidance from the Department for Education (DfE) and the Office of the Schools' Adjudicator (OSA) (see Section 2, part H of this booklet).

It is understood that the admissions process can be very stressful for both parents and children. We will do all we can to ensure that the process is carried out fairly and consistently. Most Lancashire parents do receive an offer for one of their three secondary preferences.

Offers will be issued on **Monday 2 March 2020** which is the National Offer Date for secondary applications.

Lancashire County Council will send all offers to Lancashire parents, including Voluntary Aided Schools, Foundation Schools, Academies and schools in neighbouring authorities. If you receive an offer from another local authority or school/academy, please contact the Area Education Office immediately. The Co-ordinated Scheme means that the only legally valid offer is that made by the home Local Authority, and other offers will not be valid.

Please read the rest of this booklet carefully, as it offers help, advice and guidance on identifying your preferred options for your child/children.

### **When will I hear the outcome of my application?**

If you applied online, you can log back into your application on 2 March 2020 to find out the school we have offered your child.

You should also receive an automated email alert on 2 March confirming your school offer.

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 2 March 2020.

Unfortunately, offer information cannot be given out by phone.



## Section 1: Parents' questions

### 1. How do arrangements differ between establishments?

There are several types of publicly funded schools and academies. They have different admission arrangements.

- **Community and Voluntary Controlled Schools** - for these schools Lancashire County Council is the admission authority, sets the admissions policy and allocates places.
- **Voluntary Aided and Foundation Schools** - these are Lancashire maintained schools where it is the Governors who are the admission authority. The Governors set the admission policy and decide which children to admit.
- **Academies (and Free Schools)** - these are independent state schools not maintained by the local authority. It is the governing body who are the admissions authority, set the admissions policy and decide which children to admit. Admissions are however co-ordinated by the County Council. Free Schools may be exempt from co-ordination in the first year that they open.

Most secondary schools in Lancashire are comprehensive, but there are a small number of schools which select pupils and applicants must firstly take an entrance examination. Most schools cater for pupils aged 11 - 16 and some have sixth forms where pupils can continue their education until 18+.

A summary of the admission policy for each Voluntary Aided, Foundation, Free School and Academy is provided in the area supplement with this booklet. The detailed policy for each of these is described in the school's prospectus.

### 2. Can I apply online for all of these?

If you live in Lancashire the online system may be used to apply for places at 11-18 secondary schools and academies in Lancashire. You can identify out of county preferences on your application. If you live outside Lancashire, you must follow the application process of your home Authority to apply for Lancashire options. If you use Lancashire's online system to apply for a place, ensure that your mail box has enough spare capacity to receive an email acknowledgement of receipt of your application.

(There is a paper form if you are not able to make an online application – please contact the Area Education Office – see page 1).

Some church schools or academies may also require applicants to complete a supplementary form. This allows your application to be considered against any religious criteria which are used in its admission policy. Arrangements relating to the supplementary form will vary between church schools and you should contact each directly if you require further information about their form.

### 3. Who is due to transfer to secondary school in September 2020?

Children born between 1 September 2008 and 31 August 2009 inclusive will normally transfer from primary to secondary school in September 2020. Only in the most exceptional circumstances, strongly supported by the primary and secondary school Headteachers concerned, will children born out of year group be allowed to transfer a year early.

Applications for exceptional early transfer must be submitted **before December 2019** to the Area Education Office in writing for the attention of the Area Pupil Access Officer.

### 4. How do I express my preferences?

If you are a Lancashire resident you can apply using the online application system. You can name up to three preferences, in priority order, and give reasons, if you wish. **You are strongly advised to use all three preferences and to name different schools or academies. Each of the three preferences will be considered equally.**

Each preference is considered equally. If you name the same school or academy two or three times this will only limit your chances of receiving a place. See Section 2 of this booklet about filling in the form. The online system will not accept duplicate preferences.

You should name your three preferences in priority order. Your application for a place at each will then be considered separately and equally in order to decide the pupil's priority for a place within the relevant published admission criteria.

Where more than one secondary offer is possible, the order of priority as stated on your application will be considered. The highest named preference at which there is an available place, will be the single offer.

Priority order is only used in a tie break situation and not for initial allocations.

## 5. Revisiting an online application

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 into 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).**

## 6. What are my chances of obtaining my preferred school or academy?

The Local Authority and School/Academy Governing Bodies will make every effort to meet your preferences. Unfortunately however where there are more applications than there are available places then some parents and children will be disappointed.

The area supplement does give background information about how many people have applied previously and about allocations. The pattern of intake can vary year on year.

Parents can seek information and advice from Area Education Offices and Headteachers.

## 7. How are places allocated?

For Community and Voluntary Controlled Schools, the criteria used to allocate places are described on page 12 and in the area supplement given with this booklet. For Voluntary Aided Schools, Foundation Schools, Free Schools and Academies, a **summary** of the admissions policy is described on the County Council webpages.

**Full details of the admissions criteria for Voluntary Aided Schools, Foundation Schools, Free Schools and Academies are available in each prospectus (obtainable from the school or academy). It is strongly advised that you obtain copies.**

Each school has an admission number showing the maximum number of pupils that will be admitted. DfE guidance allows published admission numbers to be exceeded under Fair Access Protocols (which have been agreed for all Lancashire secondary schools). (See Section 3 - Oversubscribed Year Groups.)

The School Admissions Code allows individual admission authorities to exceed their published admission number if they inform the local Authority in time for effective co-ordination to occur.

## 8. What happens if I am not offered a place at my preferred option?

Where a place cannot be offered at the school or academy to which you gave the highest priority on your application, you will receive an alternative school offer. This may be one of your preferred options and therefore you may be happy to accept the offer made.

For a small number of parents the initial offer may not be for one of their preferences.

In either case you will be given the opportunity to put your child's name on the reserve (waiting) lists of any other establishment and to appeal for places at any school.

*Where a place has been refused at appeal, a re-appeal request for the same school in the same year group will only be considered if there has been a relevant, significant and material change in the family's circumstances since the original appeal hearing (which was not known at the time of the original hearing).*

## 9. Are waiting lists kept?

Yes. A place will be offered if one later becomes available. The list is kept in priority order using the admission criteria. The list may change as children move into and out of the area or accept alternative places. If a place becomes available and you are top of the list, you will be offered a place whether or not you have appealed (see question 10 below). If you want to know your approximate position on the reserve list, contact your Area Education Office (see page 1).

Lists will be kept at Area Education Offices until the end of August immediately prior to schools starting. After 31 August 2020 individual admission authorities must keep a waiting list for one term into the new school year. Parents who want a pupil's name to remain on the waiting list for a voluntary aided or foundation school, free school or academy must contact them direct early in the new school year to confirm that this is the case. Places are only offered from reserve (waiting) lists where the allocated number of children falls below the admission number for the year group.

## 10. Can I appeal against the refusal of a place at the preferred option?

All admissions authorities will do everything possible to meet your preferences before an appeal becomes necessary. You will be informed about other available places. It would be helpful if you visited the offered school or academy. If you are still unhappy you have the right to appeal to an Independent Admission Appeal

Panel whose members played no part in the original allocation of places. Appeal details will be given in the letter which offers you a place. If you have been refused a place at more than one establishment, you can appeal against the decision in each case.

Note: If your child has an Education, Health and Care Plan (EHCP) arrangements are different for appealing against a place not being offered. You should contact the information, Advice & Support Team at the Area Education Offices for further information. (0300 123 6706 [www.lancashire.gov.uk/SEND](http://www.lancashire.gov.uk/SEND))

### 11. Where can I get more advice about how appeals work?

Contact the Area Education Office - see page 1 of this booklet.

### 12. What if I am 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. We can't accept a temporary address if you still possess a property that was previously used as a home address.**

If you are moving to another area of Lancashire, details of schools in the area can be obtained from any Area Education Office. 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 2019 to 1 March 2020). No address changes can be accepted after 13 January 2020.

Places offered for Lancashire schools may be subsequently withdrawn where misleading or inaccurate information has been discovered (see Section 2 paragraphs A and H).

### 13. Shared Parenting and Residence

Some children live with one parent part of the week and another for the rest. 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.

### 14. 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.

### 15. What if I am new to the area or want to transfer my child?

If you are seeking a place because you are moving into the area or wish to transfer your child, other than at the beginning of Year 7, procedures are slightly different.

For places in Years 8 to 11 you should apply directly to the headteacher requesting a place. On occasions parents may be referred to the Area Education Office (see page 1) who can also assist if you are unsure about available places. You may be required to complete an in-year admission application form.

Most Lancashire schools and academies operate a first day of term protocol. Where 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).

**Please note: Children will not normally be able to start at a new Community or Voluntary Controlled School other than at the beginning of a term unless they have moved into the area, or there are exceptional circumstances.**

### 16. Can I change my secondary preferences?

Up to the closing date of Thursday 31 October 2019 applicants are able to change their preferences or the priority order of these as often as they wish (this is until 11.59 pm on that date). Amended applications must be re-submitted.

After the closing date it is however, not usually possible for changes to be permitted. Individual Admission Authorities will consider requests for changes.

### 17. Who makes valid (legal) offers for places?

For Lancashire secondary schools, the only legally valid offers for 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 secondary place.

Any other offers for a Lancashire secondary place – verbal, email or in writing – are invalid and do not apply. Secondary offers from any school or 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.

### 18. What are the arrangements for free home to school transport?

**Please see Section 4E of this booklet for a summary of the County Council's home to school transport policy, contact your Area Education Office or visit [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)**

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

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

- eligibility is assessed using walking routes as accepted by the Local Authority (home address to school / academy)
- the nearest suitable school with a place is also taken into account (at which a place could have been allocated.)
- 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 and districts.
- For information about transport to denominational (faith) schools and academies please see Section 4E - paragraph 2. **There have been significant changes to the Local Authority's Home to School Transport policy for new pupils starting at primary and secondary schools from September 2018.**
- For Lancashire's selective grammar schools (academies) transport assistance is only available where the school / academy is nearest to a home address and the relevant distance criterion is met.

**If your child is not entitled to free school transport to school and you wish your child to travel on school buses you can normally do so on payment of a daily fare. For further information, please see [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools) or contact the School Transport Traveline Service on 0300 123 6738.**

## Admissions criteria (rules) for who is given priority for places in community & voluntary controlled secondary schools

An admission number will be published showing the maximum number of pupils that the school will admit in the Autumn Term 2020. Parents are given the opportunity to express three preferences for a secondary school. Published criteria are used to decide which children should be offered the available places. In secondary schools an equal preference system operates, whereby the three parental preferences are given equal status. Each preference will be considered equally against the admissions criteria.

### **When a secondary school is oversubscribed 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 living within the school's geographical priority area with older brothers or sisters attending the school when the younger child will start, (see note iii below).**
- 4. Children living within the school's geographical priority area, then**
- 5. Children living outside the school's geographical priority area with older brothers or sisters still attending the school when the younger child will start (See note (iii) below) then**
- 6. Children living outside the school's geographical priority area (see note (iv) 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 an Education, Health and Care Plan 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). The priority does not apply to siblings whose brothers and sisters transferred into a sixth form at 16+.
- (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 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.
- (v) A child's permanent address is the one where he/she normally lives and sleeps and goes to school from. Proof of residence may be requested at any time throughout the admission process, (including after a child has accessed a school place). Addresses of relatives and friends must NOT be used neither should addresses of any other properties owned by applicants.
- (vi) The Local Authority will keep waiting lists for all Lancashire schools until 31 August 2020. These are kept in priority order using the school's published admission criteria. From 1 September 2020 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). Proof of residence may be requested at any time throughout the admissions process.
- (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 child arrangements order (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 Authority has a duty to co-ordinate admission arrangements for all Lancashire maintained schools. The Authority will ensure that all Lancashire parents whose children are transferring to Year 7 classes receive the offer of one secondary school place on the agreed date.**

## Section 2: Applying for secondary places and further information regarding the Secondary Co-ordinated scheme

### Points to remember.

*Before filling in the admissions application form, please read the following notes.*

#### A. All Lancashire residents can apply online at [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)

Please ensure the information you put on your application is accurate. **The Authority can withdraw places if it is proved that 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 the second parent, only one address can be used for your application. This will be where the child wakes up for the majority of Monday to Friday mornings. Evidence of the claimed address may be required. If the situation is unclear, please contact your Area Education Office for advice **before completing your application.**

#### B. Parents who live outside of Lancashire must complete their home Authority's form to request places in Lancashire.

If you are considering applying to a Voluntary Aided School, Foundation School, Free School or Academy, you must check the admission criteria. There will be a supplementary application form to be completed if you want your application to be considered against denominational criteria. Please contact individual schools and academies for details.

#### C. For any application you are advised to note whether there have been more applicants than places in previous years.

Information regarding the number of applications received for each school last year is given in the area supplement accompanying this booklet. Please remember, however, that the preferences which are expressed by parents will differ from year to year.

#### D. Please note that all secondary preferences will be treated equally. You are strongly urged therefore to use all three of your preferences and to name three different options on your application (in priority order).

This will maximise the chances that you will get one of your preferences.

#### E. Do not repeat the name of one school or academy three times. This does not improve your chances of getting a place.

What it does mean is that, if you don't obtain a place at that option, we do not know which others are of interest to you. You may lose priority for another where you might otherwise have had a good chance of obtaining a place.

*For the same reason, do not leave the preferences blank. The online application process will not accept repeat preferences.*

#### F. If there are exceptional medical, social or welfare reasons associated with your child and/or family which support admission you must indicate this on your application.

These may include serious medical or psychological needs or disabilities which make travel more difficult. These must demonstrate that only a specific school or academy can cater for the child's needs.

**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 professional evidence will be required. This may be from whatever source(s) you feel are most appropriate. Examples of providers of evidence are doctors, health visitors, social workers. Only exceptional reasons directly 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 Body. This will involve considering all statements and evidence provided by parents. It may also be necessary to contact parents and third parties (with parental consent) 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 admission criteria for your preferences. Where this criterion is applied it does not confer any rights to assistance with home to school transport support.

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.

- G. Please ensure you submit your application by Thursday 31 October 2019 at the latest.**
- H. We will investigate any apparent or alleged inaccuracies which come to light at any time during the school admissions allocation process. We will also randomly audit the 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 A SCHOOL.**

In relation to the checking of addresses, the process may involve:

- parents being contacted directly, both verbally and in writing;
- cross-checks with the child's previous primary school about changes in address;
- a request for written evidence of property purchase;
- a request for written evidence of the sale of a previous property;
- a request to provide current utility bills;
- a request to provide current benefits 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 (GDPR) 2018 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 school places are allocated legally and accurately to all children and that allocations are not based on inaccurate or misleading information. The Local Authority will, where necessary, seek data from other organisations in order to verify the accuracy of applications.***

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

It is important to ensure that the admission process is applied accurately and fairly. Where any child is allocated a place based upon false or misleading information, another child who would have higher priority for a place could be disadvantaged.

### **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 a school admission application. This will normally be the one where the child wakes up for the majority of school days (Monday to Friday). Proof of residence may be requested at any time throughout the admissions process.

In the cases where a child lives with parents who have shared responsibility and the child's time is split between two homes, the address of the parent who receives child benefit will normally be used. The Local Authority (LA) reserves the right to request further proof, in order to establish the home address, as fit the individual circumstances.

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.



The relevant address is that at which the child resides and will travel to/from school. Addresses of relatives and friends must not be used and neither should addresses of any other properties owned by applicants. We will investigate all applications which show a change in address prior to or during the admissions process. You are urged to contact the Area Education Office to discuss matters if you require clarification.

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

- I. **Late applications may not be considered at the same time as those received by the set closing date.** Individual Admission Authorities will decide whether to include these in the admissions process. You may be asked to provide evidence of the reason(s) for a late application.
- J. **Where a single place remains and the application being considered is for twins (etc), the Admission Authority will exercise flexibility wherever possible.** If places for both (all) children cannot be offered, the family will be advised accordingly. Where only a single place can be allocated a random draw will decide which child receives the offer. This also applies to siblings who are in the same year group.
- K. **The co-ordinated admission scheme does not normally allow applicants to change their school preferences (or the priority order of their preferences) after the closing date.** In limited and exceptional cases, and where there have been substantial changes to an applicant's circumstances, individual Admissions Authorities may consider requests for changes. No changes will be possible after 13 February 2020.
- L. Some applicants live in flats or the same building. 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.

## Section 3: The appeals system

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

If you wish to appeal to the County Council against the refusal of a place at a **Community or Voluntary Controlled School**, you will need to complete the form 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 or EHC plan procedures differ; the Inclusion Service at the Area Education Office can assist with the details/information. The Information Advice & Support Team may be contacted on 0300 123 6706.** 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 be placed 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 an 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 or EHC plan 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.) In times of rising pupil numbers, there will inevitably be an increase in the number of children unable to secure a place at their preferred school. Before completing your application form for a school place, it may be useful to refer to The School Place Provision Strategy which shows which areas of Lancashire may be experiencing growth in pupil numbers ([www.lancashire.gov.uk](http://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 outside of Lancashire

You may ask for a place for your child outside of Lancashire. This may interest you particularly if you live near a boundary with another Authority. Full information about admission arrangements in other areas can be obtained from the Education Office of the appropriate Authority. (See addresses and telephone numbers on page 22.)

Other Authorities may have different policies and timetables for allocating places. It is important to check carefully how their procedures may affect you.

Lancashire County Council will assist with the transport costs outside Lancashire where the school is the nearest suitable school or academy and is three miles or more from your home by the route accepted by the County Council.

### B. Children with an Education, Health and Care Plan (EHC plan)

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, started to be introduced.

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.

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 EHC plan. The County Council takes into account the views of parents or guardians and children or young people themselves before naming a school on the statement or EHC plan, however it is the policy of the County Council to provide for pupils with special educational needs in mainstream local authority schools wherever it is possible to do so. 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.

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.

### C. Education Benefits

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

### D. Public Examinations

Details of the public examinations available at each school are provided in the prospectus which can be obtained directly from schools.

## E. HOME TO SCHOOL TRANSPORT

In September 2020, 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 8<sup>th</sup> 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

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 2020, 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.

### F. 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](http://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 at the Area Education Office. Information on an individual school's policies may be obtained from the school.

### H. Information Available from Schools and Academies

The Governing Body of each school publishes annually a prospectus providing valuable information. The information in the prospectus includes their policies 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 Ofsted inspection of the school is also provided.

For those Lancashire maintained 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.

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 addressed. Serious weakness should be removed within one year.

### I. Parental Representations about Provision

Lancashire County Council is committed to working with the people of Lancashire to plan and ensure the delivery of local services. We are responsible for ensuring the supply of sufficient and suitable school places and promoting high standards in schools. We seek 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 and Academies, 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.

## J. Data Protection Officer

Lancashire County Council, as the Data Controller, processes personal data in accordance with the GDPR 2018. The information you provide on your application form will be used by the Directorate for Children and Young People (as the Admissions Authority for Community and Voluntary Controlled Schools) and Governors (as the Admissions Authority for Voluntary Aided and Foundation, Academy or Free Schools 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](mailto:dpo@lancashire.gov.uk)**

## Glossary

### Academies and Free Schools

These are independently managed state schools which are funded direct from central government rather than the Local Authority. The governors decide which children are offered places and are responsible for organising the appeal process.

### Admissions 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 and Foundation Schools, Free Schools and Academies, it is the Governing Body.

### Admission number

The maximum number of places available at the school for pupils in Year 7. Also described as "the number of places available" or "published admission number (PAN)".

### Admission policy (criteria)

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

### Appeal

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

### Appeal Panel

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

### Area Pupil Access Officer

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

### Children in Public Care / Children Looked After

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.

### Local Authority/Authority/LA

This generally refers to the County Council.

### Oversubscribed

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

### Online admissions

If you have internet access and an email address at home, you can apply online at: [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)  
You can also access the online system at libraries.

### Comprehensive

A secondary school which takes pupils of all abilities.

### Feeder schools

Some Voluntary Aided High Schools and Academies have specific named primary schools from which they normally admit pupils.

### Foundation Schools

These are Local Authority maintained schools which are supported by a charitable trust. The governors decide which children are offered places and are responsible for organising the appeal process.

### 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

Although these schools are usually linked to a religious denomination and have a religious character, the County Council is the admissions authority, offering school places and organising appeals.

## Children with an Education, Health Care Plan

Secondary school/academy admission arrangements are different for pupils with EHCPs.

**Parents must still complete Lancashire's admission application.**

**Apply online at [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)**

Parents of pupils with statements have the right to express three secondary preferences. Lancashire residents must include all of their preferences, including those for out of area secondary schools, on their application.

Applications for children with EHCPs are considered early in the process for allocating places. The County Council will consult with schools, academies, neighbouring authorities and other professionals as necessary in relation to each application.

The County Council will consider whether there are specific reasons why a pupil should attend a preferred school or academy (reasons associated with the pupil which demonstrate that only a particular school can effectively meet the pupil's needs). If this is the case then a school can be named in the pupil's statement, EHCP and a place will be allocated at the named establishment.

Where it is considered that there are no specific reasons for a pupil to attend a particular school or academy then the published admission arrangements will be applied in relation to the three equal preferences expressed by parents.

There may however be negotiation with particular schools or academies where exceptional circumstances are identified and if the relevant determined admission arrangements allow this to happen.

**The parents of all pupils with statements / EHCP will receive confirmation of their offer prior to the national 1st March offer date (offers for pupils with statements will be confirmed in mid-February each year).**

The process for considering secondary transfers for pupils who have a statement / EHCP begins at each pupil's Year 5 review. Parents will be required to apply for secondary places during September and early October (**closing date 31 October 2019 for September 2020 secondary transfers**). Area Inclusion Service will receive a copy of each application for individual consideration and there may be liaison with parents throughout the process. The Information Advice & Support Team may be contacted on 0300 123 6706.

## Sixth form applications

A number of Lancashire maintained schools and academies offer Sixth Form provision. Pupils already on roll at a particular school or academy may transfer direct into the same establishment's Sixth Form. Other applicants may be required to apply.

Each establishment has its own admission arrangements and manages its own Sixth Form intake each September.

Details are available at [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools) (search 'Sixth Form')  
This link includes contact details and links to websites for these schools and academies.

Full details are available from individual schools and academies.

## Useful contacts & websites

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

### School Admission Teams at nearby Authorities:

<b>Blackburn with Darwen Borough Council</b> Tel: 01254 666605 <a href="http://www.blackburn.gov.uk">www.blackburn.gov.uk</a>	<b>Knowsley Council</b> 0151 443 5142 / 3373 <a href="http://www.knowsley.gov.uk">www.knowsley.gov.uk</a>
<b>Blackpool Council</b> Tel: 01253 476637 / 476829 <a href="http://www.blackpool.gov.uk">www.blackpool.gov.uk</a>	<b>North Yorkshire County Council</b> Tel: 01609 533679 <a href="http://www.northyorks.gov.uk">www.northyorks.gov.uk</a>
<b>Bolton Council</b> Tel: 01204 332144 / 332137 <a href="http://www.bolton.gov.uk">www.bolton.gov.uk</a>	<b>Rochdale Borough Council</b> Tel: 01706 925982 <a href="http://www.rochdale.gov.uk">www.rochdale.gov.uk</a>
<b>Bradford Metropolitan District Council</b> Tel: 01274 439200 <a href="http://www.bradford.gov.uk">www.bradford.gov.uk</a>	<b>Sefton Council</b> Tel: 0151 9343291 / 3490 <a href="http://www.sefton.gov.uk">www.sefton.gov.uk</a>
<b>Bury Council</b> Tel: 0161 253 6474 <a href="http://www.bury.gov.uk">www.bury.gov.uk</a>	<b>St. Helens Council</b> Tel: 01744 671030 / 671029 <a href="http://www.sthelens.gov.uk">www.sthelens.gov.uk</a>
<b>Calderdale Council</b> Tel: 01422 392617 <a href="http://www.calderdale.gov.uk">www.calderdale.gov.uk</a>	<b>Wigan Council</b> Tel: 01942 489013 <a href="http://www.wigan.gov.uk">www.wigan.gov.uk</a>
<b>Cumbria County Council</b> Tel: 01228 221582 <a href="http://www.cumbria.gov.uk">www.cumbria.gov.uk</a>	<b>Salford City Council</b> Tel: 0161 778 0418 <a href="http://www.salford.gov.uk">www.salford.gov.uk</a>

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



## 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 schools. 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](mailto: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 is 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](mailto: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 Secondary Admissions 2020/21

The arrangements for the transfer of pupils to secondary schools in September 2020 will, as far as possible, conform to the following timetable.

<b>Monday 2 September 2019</b>	<b>Apply from this date at <a href="http://www.lancashire.gov.uk/schools">www.lancashire.gov.uk/schools</a> (Please remember to press the 'submit' button every time you leave the online system)</b>
<b>Thursday 31 October 2019</b>	<b>National closing date for secondary applications (statutory).</b>
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. We will liaise and exchange information with all other admission authorities including neighbouring local authorities. The allocation and offer of a secondary school place is finalised.	
<b>Monday 2 March 2020</b>	Offers issued to parents*
<b>Friday 6 March 2020</b>	Deadline for requesting: <ul style="list-style-type: none"> <li>• an appeal</li> <li>• a place on the reserve (waiting) list(s)</li> </ul>
<b>Week commencing 9 March 2020</b>	Distribute appeal forms to parents
<b>Friday 27 March 2020</b>	Appeal deadline** 1st round of hearings.
<b>By Friday 26 June 2020</b>	Appeals submitted by the deadline heard by an independent appeal panel

**\* If you are not happy with an initial offer the appeals period 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 we receive after the deadline will be slotted into the schedule where possible. We cannot guarantee this however, 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 applications is Thursday 31 October 2019.**



# *How will your child travel to school?*

**Your children are likely to be 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 young people would like to choose more environmentally friendly ways of travelling to school such as walking, cycling and public transport.

Young people who do this not only show they care for the environment but they can also improve their fitness levels, feeling of well-being and independence.

We work with schools across Lancashire to help them promote sustainable travel and reduce congestion.

Search 'school transport' at [www.lancashire.gov.uk](http://www.lancashire.gov.uk) and view our Sustainable Modes of Travel (SMOT) Strategy to see how Lancashire County Council are working to encourage active and sustainable travel to school.

For further support and advice to help you make an informed choice about how you travel to school, contact the Safe and Healthy Travel Team at: [safetravelteam@lancashire.gov.uk](mailto:safetravelteam@lancashire.gov.uk)

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