



# ADMISSIONS POLICY

## 2027-28

### COLNE PARK HIGH SCHOOL

#### Document Control:

<b>This document has been approved for operation within:</b>	Apex Collaborative Trust		
<b>Status</b>	Statutory		
<b>Owner</b>	Head of Governance		
<b>Date effective from</b>	October 2025	<b>Date of next review</b>	October 2026
<b>Review period</b>	Annual	<b>Version</b>	2

Version	Changes identified

# **Park High School**

## **Admissions Policy 2027 – 2028**

**Park High School**  
**Venables Avenue**  
**Colne**  
**BB8 7DP**  
**01282 865200**

[www.park-high.co.uk](http://www.park-high.co.uk)

**This is an academy school part of Apex Collaborative Trust**  
**11-16 Mixed**  
**Headteacher: Mrs C Eulert**  
**Number on Roll: 1012**

Admission number for September 2027 **200**

### **SUMMARY OF POLICY**

Colne Park High is a school serving its local community. This is reflected in its admissions policy.

#### **Children will be admitted to the school in the following priority order:**

- a. Looked after children or children who have been previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted, then
- b. Children for whom the Board of Trustees accepts that there are exceptional medical, social or welfare reasons which are directly relevant to the school concerned, then
- c. Children living in the school's geographical priority area who will have a sibling [i] in attendance at the school at the time of transfer, then
- d. Children who have attended for the whole of Year 5 in a primary school that is part of Apex Collaborative Trust before the closing date for application, then
- e. Children of current employees of the trust who have had a permanent contract for at least two years prior to the admissions deadline (or with immediate effect if the member of staff is recruited to fill a post for which there is a demonstrable skills shortage) and for whom Park High School is the nearest of the current trust secondary schools by a straight line (radial) measure to where the child lives and, then
- f. Children living within the school's geographical priority area [ii], then
- g. Children living outside of the school's geographical priority area who will have a sibling in attendance at the school at the time of transfer, then
- h. Children living outside of the school's geographical priority area.

### ► **Notes**

(i) *Sibling 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).*

(ii) *Tie Break - 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 Board of Trustees 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 [home] to centre of building [school].*

### ► **Making an Application**

All admissions applications should be made via the Lancashire County Council website: [www.lancashire.gov.uk](http://www.lancashire.gov.uk) (search A-Z for 'school admissions'). Once on the site, families can access all the admissions information. The secondary closing date is 31<sup>st</sup> October 2026 with offers being sent out on 1st March 2027 (if the date falls on a weekend or a bank holiday, offers are sent out the next working day).

### ► **Address of pupil**

The address used on the school's admission form must be the current one at the time of application, i.e., the family's main residence. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where child wakes up for the majority of Monday to Friday mornings, if there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the child's address as the one claimed. Where there is dispute about the correct address to use, the Trustees reserve the right to make enquiries of any relevant third parties, e.g., the child's GP, Council Tax Office, Electoral Registration Officer, utilities provider. For children of UK Service personnel and other Crown Servants returning to the area, proof of the posting is all that is required.

### ► **Late Applications**

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.

### ► **Waiting Lists**

Where we have more applications, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. 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.

Thus, it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate until the 31<sup>st</sup> December in the normal year of admission.

#### ► **Non-routine or in-year admissions**

It sometimes happens that a child needs to change school other than at the “normal” time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school under these circumstances should apply by using the electronic in-year application form, found on the school’s website. If there is a place in the appropriate class, then the Trustees will arrange for the admission to take place. If there is no place, then the Board of Trustees will provide information about how to appeal against the refusal to parents.

#### ► **Appeals**

Where the Trustees are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admissions appeal panel, set up under the Schools Standards and Framework Act, 1998, as amended by the Education Act, 2002.

Parents should notify the Head of Governance at the trust by completing an appeal form accessed through Lancashire County Council’s website. Parents will have the opportunity to submit their case to the panel in writing and to attend in order to present their case. You will normally receive 14 days’ notice of the place and time of hearing.

Appeals received after the deadline will be slotted into the schedule, where this is possible. There is no guarantee that this will happen and late appeals may be heard after the stipulated date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venues and the number of appeals for each school (which will vary year on year).

Please note that this right of appeal against the Trustees’ decision does not prevent you from making an appeal in respect of any other school.

#### ► **Fraudulent applications**

Where the Board of Trustees discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the Board of Trustees is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

### ► Multiple Births

Where there are twins of multiple birth children wanting admission and it is not possible to offer a place to all of the children concerned or there is only one single place left within the admission number, then the Board of Trustees will exercise as much flexibility as possible. If places for both twins or all triplets, etc cannot be offered, the family will be advised accordingly. This may also apply to all siblings who are in the same year group. If it is not possible to offer a place to all of the children concerned or only a single place can be offered the place(s) will be offered via a random draw.

### **GEOGRAPHICAL PRIORITY AREA**

This area includes Foulridge, North Colne, Laneshaw Bridge and Trawden.

The above school's priority area is the south and east perimeter of the priority area is the border with Burnley, Calderdale, Bradford and North Yorkshire.

The perimeter runs up the centre of Back Lane and continues up the centre of Southfields Lane and Lenches Road as far as Colne Water. It follows the underside of Colne Water to Coal Pitt Lane and crosses Colne Water heading north up the centre of Carry Lane to the B6250, Keighley Road. It continues briefly west down the centre of the road and then turns north up the centre of the A56, Skipton Road. At the junction with Windsor Street it heads west along the centre of Windsor Street, North Valley Road and Vivary Way until adjacent to Hiers House Lane. The perimeter then heads north west up the centre of the lane and continues across Red Lane to Barnoldswick Road.

It follows the east side of the road and continues north east under Standing Stone Lane before heading north over the reservoir on the west side of High Lane. It then turns east under White House Farm and heads north on the west side of the lane leading to Mill Hill Bridge. It goes over the top of the lane and crosses the Leeds and Liverpool Canal between Mill Hill Bridge and Hatters Bridge and continues eastwards to the A56, Colne Road over Great Hague. The perimeter then heads briefly south and then east towards Kelbrook Wood before turning south briefly again and then going north east over the lanes leading to the North Yorkshire border. This area includes the parish of Foulridge.

**Parents should note that the school does have pupils on roll who live outside the stated priority area. Details of admissions are available from the school.**

### **TRANSPORT**

Pupils living in the above geographical priority areas may be entitled to travelling expenses to this school provided they reside three miles or more from the school, measured by the shortest walking route. If you are in doubt over the distance between your home and the school, please check with the Area Education Office.

If parents wish to check bus details these can be found on the Lancashire County Council website: <https://www.lancashire.gov.uk/children-education-families/schools/school-transport/school-bus-timetables/>



**Park High School  
Geographical Priority Area Map**

