LOSTOCK HALL PRIMARY SCHOOL

**ADMISSIONS POLICY FOR 2027/2028**

**ADMISSIONS POLICY**: As an Academy, Lostock Hall Primary School is fully responsible for its own admissions, within national law on admissions. Where possible we do seek to work closely with Cheshire East School Admissions and co-ordinate key elements of admissions procedure and policy.

**CHILDREN WITH EDUCATION HEALTH CARE PLANS:** The Children and Families Act 2014 requires the governing bodies of all maintained schools to admit a child with an Education Health Care Plan that names their school.

**PUBLISHED ADMISSION NUMBER**: Our agreed published admission number (PAN) is 30.

**OVERSUBSCRIPTION CRITERIA**: Where more applications are received than there are places available (PAN), after Children with Education Health Care Plans, priority for admission will be based on the Lostock Hall Primary School published oversubscription criteria as follows:

Please see, School Admissions Code 2021

https://www.gov.uk/government/publications/school-admissions-code--2

i) **'Cared for Children/Previously cared for children from abroad'** and Children who were previously 'Cared for' - A 'cared for' child is a child who is in the care of a local authority or provided with accommodation by that local authority. Previously cared for children are children who were cared for, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who appear to (in the view of Cheshire East) have been in state care outside of England and ceased to be in state care as a result of being adopted

**ii)Siblings** - Pupils with brothers or sisters, step-brothers or step-sisters, foster brothers or foster sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school (in years Reception through to Year 5) and expected to continue at the school in the following school year. (i.e. at the time of admission).

**iii) Children resident within the designated catchment area of the school** - Children will be classed within this criterion if they and their parents/carers are resident within the area served by the school.

**iv) Children attending Lostock Hall Pre-School** - Children will be classed within this criterion if they are registered with and have been attending the Pre-School at Lostock Hall Primary School.

**v) Pupils living nearest to the school (Distance)** - Measured using an Ordnance Survey address-point system which measures straight line distances in miles from the address point of the school to the address point of the place of residence.

**Notes:** Where a school cannot accommodate all pupils qualifying under one of the criteria stated above, the next criteria will also be applied to determine priority for admission.

All applicants within each criterion will be put into a distance order with priority being given to those that live nearest to the school. Where it is identified that there are a limited number of places available, and the school cannot differentiate between the applications using the distance criterion, a random allocation tie-breaker will be applied. This may be required for example, where applicants reside in the same block of flats or are children of a multiple birth living at the same address.

In the case of previously cared for children admission authorities may request a copy of the adoption order, child arrangements order or special guardianship order and a written correspondence from the local authority that last cared for the child confirming that he or she was cared for immediately prior to that order being made.

Children will be considered as resident within the catchment area if they and their parents/carers are resident on the date published for the receipt of supporting documentation. Supporting information may be requested to verify the place of residence. For children of UK service personnel (UK Armed Forces) a Unit postal address or quartering area address will be accepted in advance of removal into the area, subject to official written confirmation of the address and relocation date. Preferences for the catchment area school for the confirmed address will be considered under 'Children resident within the designated catchment area of the school' criterion unless a higher criterion is applicable.

**CHILDREN OF MULTIPLE BIRTHS:**
In relation to children of multiple births, exceptionally it may be necessary to offer places over the published admission number to ensure that, as far as possible, siblings (i.e. twins, triplets or children from other multiple births) can attend school together.

**PARENTS and CARERS with SHARED RESPONSIBILITY for a CHILD:**
Where parents or carers have shared responsibility for a child the place of residency will be determined as the address where the child lives for the majority of the week (e.g. where the child wakes up between Monday to Friday). Full details must be submitted in writing to enable the school to determine which address will be used for the purpose of admission. A panel of school governors will consider the information provided. Where the school is unable to reach a decision based on the information received, e.g. where the child lives equally with both parents, the address provided for claiming Child Benefit and where appropriate, Child Tax Credits, will be applied to the admission application. In such circumstances, documentary evidence must be provided.

**MOVING HOUSE:**
Parents and carers must inform the school immediately of a change of address, even if details of a future change of residency were included on the application form. School will require supporting evidence to show that the place of residency has changed as follow:

- A letter from the solicitor confirming the completion date
- A signed rental agreement showing the start of the tenancy

In addition, the school may request further information including copies of council tax and utility bills. Other information may be required; such as evidence of disposal of previous property.

In respect of applications made as part of the normal admission round, (e.g. into the Reception class in a primary school in September for the first time) information and supporting evidence must be received by the dates set by the school which will match exactly the date set by Cheshire East. Satisfactory confirmation of residency at the property (as aforementioned) will result in the application being processed on the basis of the new address. Proof of residency received after the published dates will not be used to process the application, but will be used to send the decision letter/e-mail on the published offer date.

**WAITING LISTS:**
Waiting lists will only be held for the normal admission round (September admissions into the Reception class) and only until the end of the autumn term. They will be held in criteria order and not on a 'first come, first served' basis. Placing a child's name on a waiting list does not affect the statutory right of appeal. Waiting lists for Lostock Hall Primary School will consist of those children whose parents or carers have specifically requested in writing (including e-mail) that they remain on the waiting list, along with new applicants and those for whom an appeal application has been received.

**LATE APPLICATIONS – NORMAL ADMISSION ROUND ONLY:**
Late applications will be considered after all on-time applications unless the school considers that there are good reasons for the application being late, which must be stated at the time of application, e.g. exceptional medical reasons preventing an earlier application, late removal into the area. Supporting documentation must be provided by the cut-off date which is the same as that used by the Cheshire East Local Authority Co-ordination Scheme under Key Dates appendix

http://www.cheshireeast.gov.uk/schools/admissions/admission_arrangements/admission arrangements.aspx)

**APPEALS:** If you wish to appeal in relation to an admissions decision made by school, our policy and dates for appeals are on our web site www.lostockhall.com

Development and consultation process: Sep 2022
Reviewed and updated: 3 March 2026
Placed with CE admissions on: 6 March 2026