

Admissions Policy



Lever House Primary School

2025 - 2026

Introduction

- The governing body of Lever House Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. Lancashire County Council is the admissions authority for community schools like ours. The over-arching policy is a county admissions policy for community schools: [link on our website](#). The admission arrangements were considered and determined by the cabinet member.

Aims and objectives

- We are an inclusive school that welcomes children from all backgrounds and abilities.
- All applications will be treated on merit and in a sensitive manner.
- The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

How parents can apply for their child to be admitted to our school

As Lever House Primary School is a community school, the school determines the admission arrangements in agreement with the LA. The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.

The LA publishes an online admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express three

preferences for different schools of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Applications can be made online via the Lancashire CC website. The authority notifies parents about the school place as soon as all the applications

have been considered. This is normally around April.

In this area, children enter school **in the academic year they become five**. There is one admissions date per year, early in September (i.e. at the start of the school year).

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

1. Looked after children and those who have been previously looked after
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
3. Children with older brothers and sisters attending the school when the younger child will start, (see note (iii) below), then
4. Remaining places are allocated according to where a child lives. Those living nearest to the preferred school by a straight line (radial) measure will have priority

Admission appeals

If we or the Lancashire Local Authority do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents

who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school.

The standard number

- The standard number is the number of children the school can accommodate. The standard number for our school is **45**

Review

- This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.