



Partner of Everyone Matters Schools Trust

Admissions Policy 2026 - 2027

Up Holland High School

Guidance Owner	Headteacher
Scope of the Policy	Up Holland High School
Written/Implementation:	September 26 intake onwards
Next review due	September 26
Summary of key changes	

1. INTRODUCTION

- 1.1 Up Holland High School converted from a Community School to become an Academy, within the Everyone Matters Trust.
- 1.2 The key values of Everyone Matters Trust and Up Holland High School are:
- Dedication to Excellence
 - Excellence of Care, Excellence of Experience and Excellence of Outcome;
 - Our Trust Ethos of 'Everyone Matters, Everyone Helps and Everyone Succeeds' applies to everyone in our Trust community.
- 1.3 The Local Governing Body of Up Holland High is responsible for determining the policy relating to the admission of pupils to the school, overseen by the trust board. It is guided in that responsibility by the requirements of the law.
- 1.4 Having consulted with the Local Authority and others in accordance with the requirements of the law, the Local Governing has published its admissions limit at 185 pupils for the school year commencing September 2026.
- 1.5 Applications for a place in year 7 in September 2026 should be made on the applicant's home local authority common application form. Copies of Lancashire's Secondary Education Information for Parents Booklet may be viewed and applications made on-line via Lancashire Council's website from September 2025.
- 1.6 The closing date for applications is 31 October 2025.
- 1.7 Decision email/letters will be sent to parents by the Local Authority in the spring of 2026.
- 1.8 Date to be confirmed each year.
- 1.9 The Trust Board and school governing board has delegated responsibility for determining admissions to Lancashire Local Authority, which will consider all applications made in accordance with the oversubscription criteria, without reference to the ability or aptitude of the child.

2. LATE APPLICATIONS

- 2.1 Applications submitted after the closing date will only be considered alongside those who applied on time when they are received before the allocation procedures begin. However, as this date cannot be predicted, parents have no guarantee that any application received after the closing date will be included.

3. ENTRY CRITERIA

- 3.1 Where the number of applications for admission is greater than the published admission number, applications will be considered against the oversubscription criteria set out below. After the admission of pupils with Education, Health and Care Plans, where Up Holland High School is named on the Plan, the criteria will be applied in the following order:
1. Looked after children and children who were previously looked after but then became subject to adoption, a child arrangements order, or special guardianship order.' This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted;

2. Children who have a brother or sister at the school at the time of likely admission. The brother or sister must be on the school roll in Years 7 — 11. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or a child of the parent/ carer/ partner, and in every case, who is living at the same address and is part of the same family unit;
3. Children of staff at the school in either of the following circumstances:
 - the member of staff is employed by the trust and assigned at the school for two or more years at the time at which the application for admission to the school is made and/or
 - the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Other children.

4. TIE BREAK

4.1 In the event of any over-subscription in the number of applications made under any of the categories above the school will offer places first to children whose family home is nearest the school.

4.2 The measurement shall be done by the Local Authority in a straight line using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the school.

4.3 Where the tie break does not distinguish between applicants e.g children living in the same block of flats random allocation will be used. This will be done by drawing lots and supervised by someone independent of the school.

4.4 Special Conditions for Twins (etc.)

Where the final place in a year group is offered to one of twins (or triplets etc) the Local Authority will not apply the tie break as it will admit the other twin etc too, even if that means going above the admission number.

5. DEFINITIONS

Looked after Child

5.1 A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

- 5.2. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Home Address

- 5.3 This is the confirmed address (before allocation procedures begin) where the child and parent, or person with parental responsibility, normally live.
- 5.4 The school will use the address of the parent who is in receipt of Child Benefit for this. If parents are separated and the child spends time at each parent's address, the address which receives Child Benefit will normally be used, but the school reserves the right to request other proofs as fit the individual circumstances.
- 5.5 It may be necessary to carry out checks to confirm that addresses given are genuine. Parents may, therefore, be asked to produce documentary evidence of their child's home address e.g. Council Tax or utility bills.
- 5.6 Any subsequent change to a child's home address must be notified to the Admissions Section of the Local Authority.

6. FALSE INFORMATION

- 6.1 Where the school discovers that a child has been awarded a place as a result of any false information, it will withdraw the offer and the child will lose the place.

7. WAITING LIST

- 7.1 During the normal admissions round, if a place is refused because the School is oversubscribed your child's name will automatically be placed on the waiting list.
- 7.2 The waiting list will be kept in priority order according to the oversubscription criteria and not on the date on which applications were made.
- 7.3 Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with the Authority's Fair Access Protocol will take precedence over those on the waiting list.
- 7.4 The waiting list will close at the end of the autumn term for the September 2026 year 7 intake.

8. IN-YEAR FAIR ACCESS PROTOCOL

- 8.1 The school has a duty under the school's funding agreement to participate in the Local In - Year Protocol. For that reason, admission appeal panels will not view the fact that Up Holland High School is obliged to admit over its admission number as an indication that it can do so for all in year transfers without causing prejudice to the efficient provision of education or efficient use of resources.

9. IN YEAR TRANSFERS

- 9.1 Applications for a place in Year 7 after the waiting list has closed or Years 8-11 should be made on the Local Authority's year common application form. The application will then be processed in accordance with the school's in year co-ordinated admissions scheme.

9.2 Parents will normally receive a written response to their application within ten school days.

10. APPEAL PROCEDURE

10.1 Where parents are unsuccessful in applying for a place at Up Holland High School, the decision letter will give reasons why the application was refused and notify of the right of appeal, including details of how, and to whom, to make an appeal and where to obtain further information.

