

Saint Aidan's Church of England High School
Cartgate, Preesall, Poulton-le-Fylde, Lancashire, FY6 0NP



Proposed Admissions Policy
2026-2027 for Admissions in
September 2026

Saint Aidan's Church of England High School provides for a total of 840 students. The Governors draw attention to the fact that the school is a Church of England Voluntary Aided Comprehensive High School, and that the aim is to secure the admission of pupils regardless of ability. The Governing Board operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents/carers of the result. In the event that there are more applicants than places, after admitting all children with a Educational, Health and Care Plan naming the school, the Governing Board will allocate places using the criteria below, which are listed in order of priority. The number of places for the year 2026-2027, after consultation with the Local Authority (LA), the Blackburn Diocesan Board of Education and other admission authorities, will be a maximum of 168. The Governors will not place any restriction on children of normal age for Year 7 unless they are advised that the number of children for whom admission is sought is likely to exceed this number. (The normal age for Year 7 requires the child's date of birth to fall between 1st September 2014 and 31st August 2015).

MAKING AN APPLICATION:

Applications for admission to the school for September 2026 should be made to the Local Authority. For children living in Lancashire this should be done online by going to www.lancashire.gov.uk and searching for "School Admissions". This should be done between 1st September 2025 and 31st October 2025. It is not normally possible to change the order of your preferences for schools after the closing date.

Parents/Carers **must** complete the Local Authority application form. Parent/Carers who wish their application to Saint Aidan's Church of England High School to be considered against the faith criteria **should** also complete the supplementary form, which is available from school, [LINK](#) and return it by 31st October 2025. If the school is oversubscribed, a failure to complete the supplementary form and return it by the date specified may result in your application for a place in this school being considered against lower priority criteria as the Governing Board will have no information upon which to assess the worship attendance.

If you wish to visit the school before stating your preferences, please contact us.

For parents/carers applying online emails informing parents/carers of whether or not their child has been allocated a place will be sent out by the Local Authority on 1st March 2026 or next working day. Parents/Carers of children not admitted will be informed of the reason and offered an alternative place by the Authority. Parents/Carers applying by hard copy forms will be informed by letter.

ADMISSION PROCEDURES

Arrangements for admission have been agreed following consultation between the Governing Board, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area.

The number of places available for admission to Year 7 September 2026 will be a maximum of 168 students.

The Governing Board will not place any restrictions on admissions to Year 7 unless the number of children for whom admission is sought exceeds their admission number.

The Governing Board operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. In the event that there are more applicants than places, after admitting all children with an Educational, Health and Care Plan naming the school, the Governing Board will allocate places using the criteria below, which are listed in order of priority.

A Looked After children and Previously Looked After Children.

This means a 'looked after child' or a child who was previously 'looked after' but ceased to be looked after because they were adopted or became subject to a child arrangements or special guardianship order, including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (please see definitions below). A 'looked after child' is a child who is (a) in the care of the local authority or (b) being provided with accommodation by a local authority in 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 the school.

An adoption order is an order under the Adoption Act 1976 (see Section 12 of adoption orders) and children who are adopted under the Adoption Act 2022 (see Section 46 adoption orders). A 'child arrangements order' is an order setting the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14a of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individual's to be a child's special guardian (or special guardians). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

B Children of staff employed by Saint Aidan's Church of England High School.

This applies to all staff, full and part time, who are employed by Saint Aidan's on permanent contract of employment, where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.

C Children whose parent/carer lives within the ecclesiastical parishes of the foundation (Hambleton, Out Rawcliffe, Pilling, Preesall and Stalmine).

(A map showing the boundaries is available in school)

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents/Carers may be asked to show evidence of the claim that is being made for the address, e.g. Child Benefit Statement, identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the Governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

D Children with a parent/carer worshipping in a church in membership of Churches Together in England, the Free Churches Group, the Evangelical Alliance or the North West Gospel Partnership, or which is included on a list of other churches approved by the Governing Board.

Membership of Churches Together in England will be as listed on website www.cte.org.uk on 1st September 2025. Churches in membership of the equivalent bodies in Northern Ireland, Scotland and Wales are accepted. Membership of the Free Churches group, the Evangelical Alliance and the North West Gospel Partnership will be as listed on the websites www.freechurches.org.uk, www.eauk.org and www.northwestgospelpartnership.com on 1st September 2025. Other churches approved by the Governing Board are those which are on the list published in the Admissions section of the school website www.st-aidans.lancs.sch.uk on 1st September 2025. 'Parental worshipping' is taken to mean a minimum of fortnightly attendance at church for public worship by at least ONE parent/carer for at least one year prior to 1st September 2025. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative

premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

The Governors will request confirmation of this from the relevant member of the clergy or church officer.

“Parent” is defined as the person with “parental responsibility”.

E Siblings.

Children who have a sibling attending the school on the date of application and on the date of admission. Siblings include full, step, half, foster, adopted brothers and sisters and children of parent or carer’s partner. In all cases both children should be living in the same family unit at the same address.

F Other Children

Tie Break

Where there are more applicants for the available places within a category, then the distance from the main gate of the school to the Ordnance Survey address point for the home in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where applicants live across the River Wyre from the school distance will be measured to the centre of Shard Bridge or Cartford Bridge (whichever is the nearer), then the distance to the school added. Where the cut-off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority’s system of a random draw will determine which address(es) receive the offer(s).

LATE APPLICATIONS FOR ADMISSION:

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the Governors have established their list for pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others and placed on the waiting list in order according to the criteria.

WAITING LIST:

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list by the school. 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 for 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. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

This waiting list will operate until 31st December 2026.

The school’s in-year admissions will be administered by the Governing Board of the School.

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 the 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 claim that is being made for the address, e.g. identity cards or various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the Governing Board 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 posting is all that is required.

NON-ROUTINE OR IN YEAR ADMISSIONS:

It sometimes happens that a child needs to change school other than "normal" time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school can arrange to visit the school to discuss this should they wish. You must submit an "In Year Application to the school ([In Year Admission Form](#)). If there is a place in the appropriate year group, then your child will be admitted. If there is no place, the Governing Board will have to refuse the application, but information will be provided about how to appeal against the refusal.

If your family is moving house, your application (both routine and non-routine applications) and any appeal will be considered as being made from your old address until you provide suitable evidence of a permanent change of address, e.g. exchange of contracts on your house purchase or the signed tenancy agreement and rent book for your new address.

Lancashire County Council administers the appeals process on behalf of the school. Parents can complete the schools [appeal form](#) on the Lancashire County Council's website.

APPEALS:

Where the governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify the admissions officer by 31st March 2026.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

Appeals which are 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 Governors' decision does not prevent you from making an appeal in respect of any other school.

Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

Please note that you cannot re-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

FRAUDULENT APPLICATIONS:

Where the Governing Board 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 Governing Board 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.

TWINS/TRIPLETS etc

Where there are twins wanting admission and there is only a single place left within the admission number, then the Governing Board will exercise as much flexibility as possible. If places for twins or all triplets, etc cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group. If only a single place can be offered for twins, then the Local Authority's system for a random draw will decide which pupil receives an offer.

ADMISSION OF CHILDREN OUTSIDE OF THEIR NORMAL AGE GROUP.

Parents /Carers may seek a place for their child outside of the normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health.

In-year applications (i.e. children who are already of school age)

Parents/Carers must submit their written request for admission out of the normal age group to the Governing Board. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Please note: The Governing Board will not honour a decision made by another admission authority on admission out of the normal age group. Parents/Carers, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their preference school.

The Governing Board will make a decision on the request before Secondary national offer date if at all possible.

Making the decision:

Parents/Carers seeking admission of their child outside their normal age group must send their written request to the Governing Board. It is the responsibility of the parent/carers to provide the Governing Board with all the relevant information relating to this request, including the parent/carers, information about the child's academic, social and emotional development; where relevant, their medical history and the views of the medical professional; whether the child may naturally have fallen into a lower age group if it were not for being born prematurely; and whether the child has previously been educated out of their normal age group.

The Governing Board is required to take into account the views of the Headteacher on the application as well as the information from the parent/carers. The Governing Board will make their decision on the basis of the circumstances of each individual case, and in the best interests of the child concerned.

The Governing Board will then inform the parent/carers of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parents/Carers have a statutory right to appeal to an independent admission appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal does not apply if they are offered a place at the school, but it is not in their preferred year group. However, they make a complaint about an admission authority's decision not to admit their child outside their normal school age group.

This policy shall be subject to annual review.

**Saint Aidan's Church of England High School
Diocesan Supplementary Information Form
Admission 2026 - 2027**

Please use BLOCK LETTERS throughout:

Name of child:

SURNAME:..... **CHRISTIAN NAMES:**.....

Date of Birth:

Name of Parent/Carer

Address

.....

..... Post Code

Telephone number: Email

If you are applying on faith grounds, complete the following sections:

Place of worship one of parents/carers regularly attends*:

Name of place of worship :

Address:

.....

Name of Vicar/Priest/Minister/Faith Leader/Church Officer:

.....

Address:

.....

Post Code: Telephone:

**This named person will be contacted in order to provide the information.
As a courtesy, please notify the named person on this form.
Please return this form direct to the school by 31st October 2025.**

November 2024

Saint Aidan's Church of England High School

Admission Year 7 - 2026 – 2027 - Clergy Endorsement

Child's name

Address

The **person with parental responsibility** of the above named child has given your name as being willing to support the application form for admission to this school.

Name of person with parental responsibility:

I confirm that the above named person with parental responsibility has attended church at least fortnightly, for a minimum of one year prior to 1st September 2025.*

Has this been the pattern for this Parent/Carer? **Yes / No (Please circle)**

PLEASE DO NOT PROVIDE FURTHER INFORMATION

Authorised signature:
(Clergy)

Please print :Date.....

Name..... Position:

In the event of a vacancy Church Warden or equivalent is acceptable

Name of Church

The Church is part of (please tick)

Churches Together in England

Free Churches Group

Evangelical Alliance

North West Gospel Partnership

Church stamp (if available)