



DETERMINED ADMISSION ARRANGEMENTS WEST END PRIMARY SCHOOL FOR 2026/2027

The determined admission number is 30. When our school is oversubscribed on parental preferences, then the following priorities apply in order:

1. looked after children or a child who was 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,
- 2 children for whom the Trust accepts that there are exceptional medical social or welfare reasons which are directly relevant to West End Primary School, then,
- 3 children with older brothers and sisters attending the school when the younger child will start, then,
- 4 children of staff working at West End Primary School, then,
- 5 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.

Notes

- a) The medical, social and welfare criterion will consider issues relevant to the child and/or the family. This category may include children without an EHC Plan/Statement who have special needs. Parents are responsible for providing the professional supporting evidence with the application by the closing date from a consultant, doctor, psychologist, social worker or from another relevant independent professional.
- b) As required by law, all children with a Statement of Special Educational Needs/Education, Health and Care Plan naming a school will be admitted before the application of the over-subscription criteria. Children who have a Statement for Special Needs/EHC Plan will have their applications considered separately.
- c) Brothers and sisters include full brothers and sisters, step children, half brothers and sisters, fostered and adopted children living with the same family at the same address; and full brothers and sisters living at different addresses.
- d) The distance criterion will be used as the tie breaker if there is oversubscription within any of the admission criteria; it is a straight line (radial) measure. If the Trust is unable to distinguish between applicants using the published criteria (e.g., Siblings, those living the same distance from home to school, or families residing in the same block of flats) places will be offered via a random draw. The distance measure is a straight-line measurement (radial) between the applicant's home address points and the address point of the school (co-ordinates provided by ordnance survey data).

- e) A child's permanent address is the one where he/she normally lives and sleeps and goes to school from. Proof of residency may be requested at any time throughout the admissions process, (including after a child has accessed a school place).
- f) The Local Authority will keep the waiting list until 31 August 2026. These are kept in priority order using the school's published admission criteria. From 1 September 2026, waiting lists will be transferred to and retained by LET Education Trust. To comply with the School Admissions Code the waiting lists must be retained until at least 31 December 2026.
- g) Where a child lives with one parent for part of the week and another for the rest of the week only one address will be accepted for a school admission application. This will normally be the one where the child wakes up for the majority of school days (Monday to Friday).
- h) The highest priority **must** be given to looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a residence order, child arrangement orders or special guardianship order). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders, child arrangement orders or special guardianship orders) immediately following having been looked after. This includes children who are legally adopted from overseas. Relevant, legal documents must be provided to evidence the adoption.
- a) Priority will be given to children whose parents are employed at the school on the child's start date.

Shared Care Arrangements

When a child lives with one parent for part of the week and another for the rest of the week only one address will be accepted for a school admission application. This will normally be the one where the child wakes up for the majority of school days (Monday to Friday). Proof of residence may be requested at any time throughout the admissions process.

In the cases where a child lives with parents who have shared responsibility and the child's time is split equally between two homes, the address of the parent who receives child benefit will normally be used. The Trust reserves the right to request further proof, in order to establish the home address, as fit the individual circumstances.

Admission of children outside their normal age group

Parents submitting a request for admission out of the normal age group are required to also make an application for a place in their child's normal age group at the same time. If the application to defer is made by the national closing date for applications the admission authority will ensure that the parent receives the response to their request before the primary school national offer day.

If you wish to request to defer your child's admission until the following school year you will need to complete both:

- an [application](#) for a place in your child's normal age group; and

- the form '[Application for a Lancashire school place for summer born children](#)'

For further advice, please contact your [area education office](#).

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.

Application forms received after the published closing date, will only be considered at that time if the following conditions apply:

- a) if the number of preferences received for the school is below the published admission number or,
- b) there are extenuating circumstances justifying a late application.

These may include:

- a) parents moving into the County after the closing date,
- b) parent/carer illness which required hospitalisation for the major part of the period between the publication of the composite prospectus and the closing date for applications.

Appeals

Where a place cannot be secured, parents will be offered a legal right of appeal to an independent appeal panel. Lancashire County Council administers the appeals process on behalf of the Trust. Parents can complete the school's appeal form on Lancashire County Council's website.

In-year Admissions

In-year admission is the process of applying for a school place during the school year. Any applications for the intake made after the start of the autumn term will be treated as an in-year application. The in-year admission process is managed by the Trust. Parents are required to complete the in-year application form, which is available by visiting <https://let-edu.org/information/in-year-admissions-form/>