



UpHolland Roby Mill C of E Primary School

In our Church school community, everyone is valued, nurtured, unique and individual. Through our faith, we hope everyone will live, learn and love fully. Guided by our Christian values, we strive to develop strength and courage so our children meet the challenges of an ever-changing world.

‘We are brave and strong and stand fast in faith; all that we do, we do in love.’ Corinthians 16:13

Admissions Policy

2026-27

Introduction

This document sets out the admission arrangements of Upholland Roby Mill CofE Voluntary Aided Primary School. For the purposes of this policy, the Governing Body is the admission authority.

Process

Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of 15th January.

The Local Authority will inform parents of the offer of a place on behalf of the Governing Body on the national offer date 16th April or the next working day.

The Upholland Roby Mill CofE Voluntary Aided Primary School has an admission number of 8 pupils for entry into Reception. The school will accordingly admit at least 8 each year if sufficient applications are received. All applicants will be admitted if 8 or fewer apply. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below.

Oversubscription Criteria

Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)

1. The first oversubscription criterion must always be Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children. As this is a legal requirement, it automatically appears as the first of the school's oversubscription criteria.

A "Looked After Child" (LAC) is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the 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 a school.

A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a

child arrangements order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (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.

Siblings

2. Siblings of pupils attending the school at the time of application. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

Faith based

3. Regular attendance at public worship at The Parish of UpHolland and Dalton Church of England church.

Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least eight times in the twelve months immediately prior to the date of application.

4. Regular attendance at public worship in any Church of England church.

Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least eight times in the twelve months immediately prior to the date of application.

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.

5. Other children.

Tie-breaker

Proximity to the school with those living closest to the school having priority calculated by:

We will measure the distance by a straight line. All straight line distances are calculated electronically using a geographical information system. This will be measured from the centre of the home to the centre of the school building.

The child's home address will be determined by: Current address at time of application. Where the child wakes up the majority of weekday mornings. Parents may be asked to show evidence of the claim that is being made for the address e.g. child benefit, identity cards of various sorts showing the child's address as the claimed one.

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

Late applications

Applications received after the closing date and before the Lancashire authority admission meeting will be placed last in the criteria in which they fall unless the Admissions Authority is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time. Supporting evidence, including that provided by the required Supplementary Information Form, must also be supplied by the closing date for applications, unless it is satisfied that there are exceptional

circumstances which reasonably prevented it being submitted on time. In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

In-Year admissions

In-year admission is the process of applying for admission into an existing year group within a school. Applications for the reception 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 school. Parents are required to complete the in-year application form, which is available from the school website. Details of children who cannot be offered admission will be referred to Lancashire County Council, which may contact you - to support you - to secure a place at a school.

Where a place cannot be secured, parents have a legal right of appeal to an independent appeal panel.

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

From time to time a place becomes available further up the school. The allocation of places is in accordance with the admissions criteria. Preference will be given to children moving into the area from outside the Local Authority area who do not have a school place. Evidence will need to be provided that the child has recently moved in.

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 8 child for a year 7 place will be considered alongside applications for year 7.

Waiting Lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the admission authority and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the

oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

Appeals Procedure

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact Governors at Upholland Roby Mill CofE Voluntary Aided Primary School at School Lane, Up Holland, Roby Mill, Skelmersdale, Lancashire, WN8 0QR within 20 days of the date of the letter refusing your child a place at the school for information on how to appeal. Information on the timetable for the appeals process is on our website at <https://robymill.lancs.sch.uk/>.

School age

A full-time school place in the Reception class is available for children from the September following their 4th birthday, etc.

Deferred entry for infants

A child is entitled to a full time place in the September following their 4th birthday. Parents have the right to defer their child's entry until later in the school year, or to attend part-time until they reach compulsory school age. Places cannot be deferred to the next academic year.

Address definition

The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes

(including where a child lives with parents with shared responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child.

Enquiries

Should be to Governors at School Lane, Up Holland, Roby Mill, Skelmersdale, Lancashire, WN8 0QR.

**Diocesan Supplementary Information Form Admission to Primary School
Up Holland Roby Mill CE Primary School**

Name of child

Surname..... Christian Names.....

Date of Birth.....

Name of Parent/Guardian.....

Address.....
.....
.....

Postcode..... Telephone Number.....

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

Place of worship one of the parents/guardians regularly attends:

Place of Worship.....

Address.....
.....
.....

Name of vicar/priest/minister/faith leader/church officer.....

Address.....
.....
.....

Postcode..... Telephone Number.....

Your Faith leader will be contacted in order to provide any requested information.

Please return this form to the school before 15 January 2026

This part of the form is for use by the School; it will be sent to the appropriate faith leader to be returned directly to the school

Name of child

Surname..... **Christian Names**.....

Date of Birth.....

Name of Parent/Guardian.....

Address.....
.....
.....

Postcode.....**Telephone Number**.....

This parent has given your name as a reference for his/her commitment to the church/place of worship. Our criteria require the parent to have attended their place of worship at least 8 times in the 12 months immediately prior to the date of application.

Has this been the pattern for this parent YES/NO

Signed

Name..... Date.....

Position.....

Church.....

This church is part of (please tick):

The Parish of UpHolland & Dalton

Other Church Of England

Please return this form to Mrs Nicola Grand, Headteacher, Roby Mill CE Primary School, School Lane, UpHolland, Lancashire WN8 0QR by 30th January 2026