March 2023

Admission criteria for Southlands High School, Chorley from September 2025

As an Academy, Southlands sets its own criteria for admissions.

Annual intake for Year 7 is co-ordinated by Lancashire County Council (LCC).

PAN

The PAN from September 2025 will be 220 students.

In consultation with Lancashire County Council and other Chorley schools the Trust will consider exceeding this number on a specific year by year basis to accommodate overall number of students requiring secondary school places in Chorley. (See note (i) below)

Oversubscription Criteria

Where the school receives more applications than places available, the following admission criteria will be applied once places have first been allocated to pupils who have a statement of special educational needs or education health and care plan which names the school:

1. Looked after children and those who have been previously looked after, including those children who appear to have been in state care outside England and ceased to be in state care as a result of being adopted (see note (x) below); then

2. Children for whom the Trust accepts that there are exceptional medical, social or welfare reasons which are directly relevant to the school concerned. (See note (ii) below); then

3. Children living within the school's geographical priority area with older brothers or sisters attending the school when the younger child will start, (see note iii below); then.

4. Children living within the school's geographical priority area; then

5. Children living outside the school's geographical priority area with older brothers or sisters still attending the school when the younger child will start (See note (iii) below); then

6. Children living outside the school's geographical priority area (see note (iv) below.

Geographical priority area – the civil parishes of

Charnock Richard, Coppull, Euxton, Buckshaw Village, Astley Village, Whittle-le-Woods, Chorley, Withnell, Wheelton, Heapey, Anglezarke, Heath Charnock, Anderton, Adlington, Rivington, Horwich, Blackrod and Haigh

For clarity these can be seen on a map at this location, a copy is also attached these admission criteria.

Notes

(i) Where an agreement is reached between the Trust and Lancashire County Council in respect of a potential increase in the PAN for a specific year of entry, the final PAN for that year group will be the number of students admitted by the first day in September of that Academic year.

(ii) The medical, social and welfare criterion will consider issues relevant to the child and/or the family. This category may include children without a Statement or Education, Health and Care Plan (EHCP) who have special needs.

As required by law, all children with a Statement of Special Educational Needs/EHC Plan naming a school will be admitted before the application of the over-subscription criteria. Children who have a Statement of special needs/EHC Plan have their applications considered separately.

(iii) Brothers and sisters includes 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. The priority does not apply to siblings whose brothers and sisters transferred into a sixth form at 16+.

(iv) Where there are more applicants received than places available under any of the above criteria then the distance between the school and the home will be used as the final determining factor. 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).

Where the cut-off point is for addresses within the same building, then the single measure between address points will apply and the Trust's system of a random draw will determine which address(es) receive the offer(s) as an effective, clear and fair tie breaker

(v) A child's permanent address is the one where he/she normally lives and sleeps and goes to school from. Proof of residence may be requested at any time throughout the admission process, (including after a child has accessed a school place).

(vi) From 1 September 2022, waiting lists have been transferred to and retained by individual admission authorities, in this case the Trust. To comply with the School Admissions Code the waiting lists must be retained until at least 31 December that year.

(vii) Children will not normally be able to start school other than at the beginning of the term unless they have moved into the area or there are exceptional circumstances.

(viii) **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 the same time as those received by the closing date 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 Geographical Priority Area 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.

(ix) 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). Proof of residence may be requested at any time throughout the admissions process. (See notes on Shared Care below.)

(x) 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 School Admissions Code 2021 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 state care outside England. Relevant, legal documents must be provided to evidence the adoption.

Admission outside the normal age range

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Applications for exceptional transfer must be submitted before the closing date for main applications in the respective year to the area education office in writing for the attention of the Area Pupil Access Officer. The final decision whether an application will be considered will be made by individual admission authorities.

Admission authorities **must** make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social, and emotional development; where 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. They **must** also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision.

Where an admission authority agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority **must** process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They **must not** give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

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.

Where agreement cannot be reached:

Where shared care arrangements are in place, and parents/carers of the child submit two separate applications for different schools, the Trust requires parents to resolve matters between themselves, taking legal advice if necessary, and inform the Trust which application should be processed. The Trust will not become involved in private disputes.

The Trust has an obligation to process an application that has been submitted and signed by a parent with parental responsibility. We will consider the living arrangements and apply the shared care arrangement rules.

If there are any challenges to which address is to be used as a child's residency, individual admission authorities will be consulted. In cases where parents are separated and both have retained joint responsibility, the application will be accepted from the parent who is in receipt of the child benefit and with whom the child primarily resides.

Where shared care arrangements are in place it may be necessary to establish the permanent home address for the child. In certain circumstances parent/carers will be asked to write to the Trust stating the number of days each week the child spends with them. The Trust may ask for evidence of which parent/carer was in receipt of child benefit at the point of application. If the parent/carer is not in receipt of child benefit, the Trust will ask for proof of benefit award notices; Tax Credit Award Notices and child's registered address with the GP at the point of application. If the child's home address cannot be verified the Trust reserves the right to request further documentary evidence to support any claim of permanent home address.

The Trust cannot release information or intervene where disputes or disagreements arise between parents in relation to any DETERMINED or submitted application for a school place. We can only process applications from one address. If your child lives at another address from you or with another parent/carer from Monday to Friday, please provide the Parental Responsibility Order or Residence/Child Arrangements Order for the person the child lives with.

Further evidence can include:

- a copy of a court order;
- a letter from a solicitor setting out the arrangements;
- a joint statutory declaration (prepared by a Commissioner for Oath);
- a tax credit award notice (TC602) for current year.

In-Year admissions

Should you wish to apply for admission outside of the Annual Admission process then please contact the school.

Moving House

If you are about to move house, please contact the Area Education Office and Trust with your new address so that letters which are sent to you do not go astray. If you have already

exchanged contracts on a house or have evidence of a confirmed offer of tenancy, you can ask for your child's application to be considered from the new address. It is required that a family does not just own a property, in a particular location, but that they are actually resident in the property. Evidence of your/the child's residency in the new property will be required.
We can't accept a temporary address if you still possess a property that was previously used as a home address.

If you make a permanent house move after applying, but before allocation procedures have been undertaken, you must contact the Area Education Office and Trust. You may be able to change your preferences if you are changing address to a more distant property and the allocation will be based on the new address. We normally require two forms of evidence to confirm a house move. It may on occasions be necessary to request additional documentation, depending upon individual circumstances.

Documents accepted to evidence a house move:

- Proof of purchase or tenancy agreement
- Evidence of disposal of previous property
- Council Tax document, evidencing the end of residency in previous home.
- Council Tax document, evidencing the residency within your new home.

Other forms of evidence may also be accepted at the discretion of the Trust to cover individual circumstances.

If you move temporarily during the admissions process you must also discuss the matter with the Area Education Office and Trust. Temporary addresses are rarely accepted for admission purposes.

If you are moving to another area of Lancashire, details of schools in the area can be obtained from any Area Education Office. Admission Authorities will check address details and may randomly sample applications.

You must contact the Area Education Office if there are any changes in your child's living arrangements during the application and allocation of places period.

Places offered for Trust schools may be subsequently withdrawn where misleading or inaccurate information has been discovered.

Applications from abroad (and other areas of the UK)

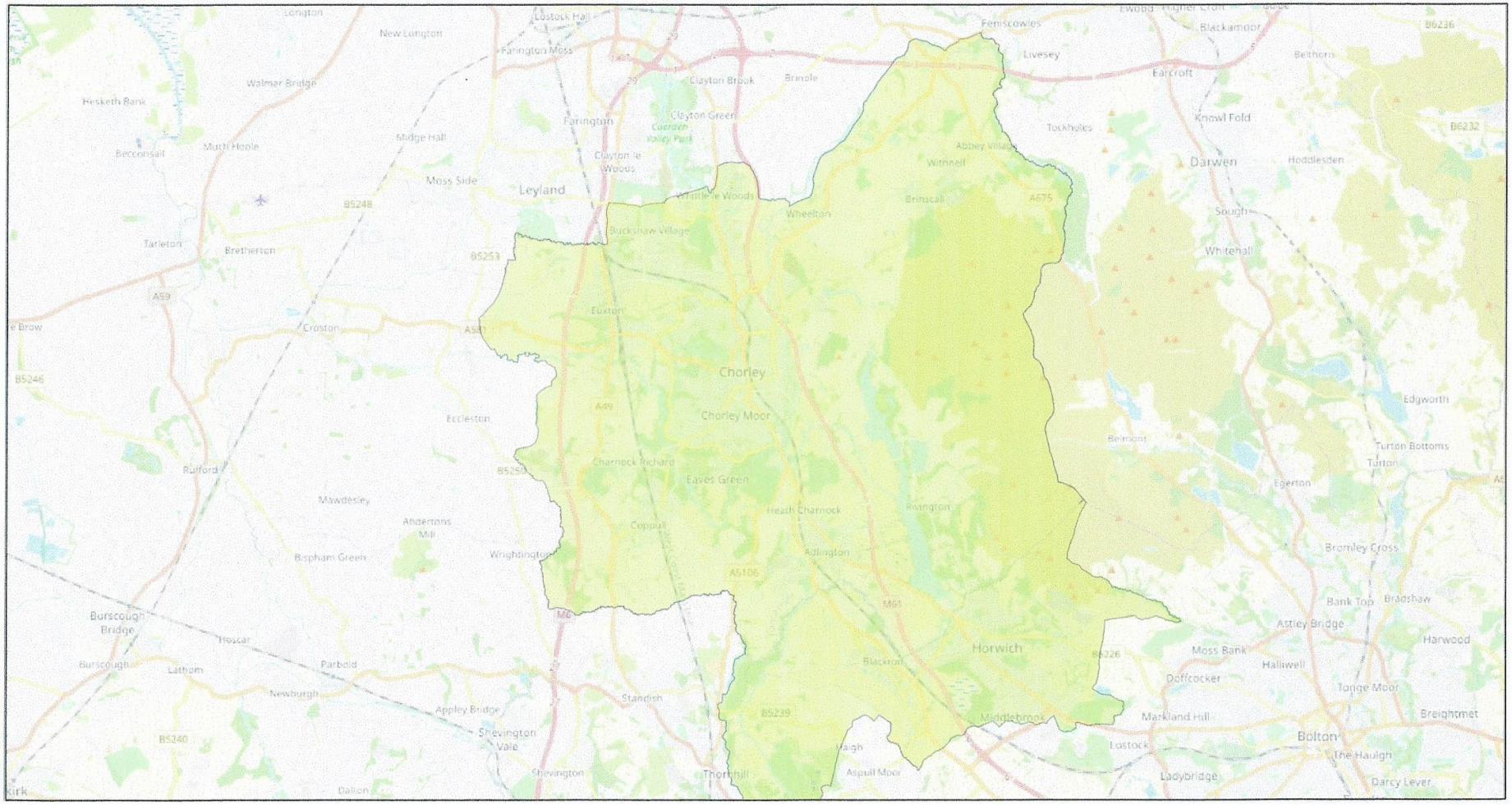
It is no longer required that families must be physically resident in Lancashire (or nearby) in order to apply within the annual intake processes.

Where families relocate or return to an address in Lancashire after a statutory closing date but during the allocation period (ahead of finalisation of offers) then these will be considered as a late application. Appropriate evidence must be provided of ownership and date of relocation and residence at that address.

Please note that late entry to the annual intake processes will not be possible after the statutory closing dates unless an exception is agreed by the Local Authority and / or the Trust.

The Authority has a duty to co-ordinate admission arrangements for all Lancashire maintained schools. The Trust has entered into agreement with the Authority regarding the initial allocation of places in Yr 7 at our school. The Authority will ensure that all Lancashire parents whose children are transferring to Year 7, receive the offer of one secondary school place on the agreed date..

Southlands High School GPA 2021/22



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