



Admissions Policy

Approved by:	Headteacher	Date: 01.09.2025
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Last reviewed on:	September 2025
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Next review due by:	September 2026
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Norbreck Primary School became an Academy in September 2012.

The Academy operates within an equal preference scheme and welcomes all children.

In order to best serve the school's community, Governors have determined to operate admissions on the same basis as that used by the Local Authority and have delegated responsibility for the implementation of the school's Admissions Policy, in relation to allocations and appeals, to the Local Authority.

The planned admission number for 2025-26 is 90.

Application Procedures

Applications must be made using the Common Application Form, which will be made available by the Local Authority's School Admissions Team. Applications can also be made online via the Local Authority's website www.blackpool.gov.uk/schooladmissions from September 2025.

Applications must be made direct to the Local Authority no later than the date agreed on the Common Application Form – 15th January 2026.

All places will be offered by the Local Authority's School Admissions Team on behalf of the Governing Body, within the primary co-ordinated admissions scheme operational in the Local Authority's area.

You must apply to the authority where you live. If you are unsure, for example if you live near council boundaries, it is whichever Local Authority you pay your council tax to. You can apply for a primary school in any area, but you must apply to your home authority. If you live outside the Blackpool area, please contact your home authority to request an application.

A Lancashire County Council application can be requested by ringing the Pupil Access Team on 01524 581112 or writing to the Area Education Office (North), PO Box 606, White Cross Education Centre, Quarry Road, Lancaster LA1 3SQ. You can also apply online www.lancashire.gov.uk/e-admissions.

Co-ordinated Admission Arrangements

In accordance with the Education (Co-ordination of Admission Arrangements) Regulations 2006, Blackpool's Co-ordinated Scheme for Primary Schools allows for an inter-Blackpool co-ordinated approach, which is also fully co-ordinated with Lancashire County Council.

Infant Class Size

The Education (Infant Class Sizes) (England) Regulations 1998 (SI 1998/1973) as amended by SI 2006/3409 prescribed that infant classes must not contain more than 30 pupils with a single qualified teacher. (The School Admissions (Infant Class Sizes) (England) Regulations 2012 – introduces certain exceptions relating to children of multiple births and children of UK service personnel).

Deferred Entry

Primary admission may be deferred by up to two school terms. Where parents/carers wish to defer entry this must be agreed with the school. Where deferred arrangements are agreed, school places will be reserved.

If a child has a fifth birthday during the Summer term and parents/carers wish to defer entry until the September, they can opt to miss the reception year. School places cannot be reserved in these circumstances and parents/carers would have to apply for a Year 1 place during the Summer term.

Admission to nursery classes

This policy does **not** apply to children being admitted to Kids Planet Nursery.

Though the nursery is on site, it is run by a private provider and applications/appeals should be made directly to the provision.

Attendance at Kids Planet Nursery or pre-school does not guarantee admission to the school for primary education.

Oversubscription Criteria

If your child has a Statement of Special Educational Needs that names Norbreck, then the school must give your child a place. If you apply for a place in the middle of the school year, the school must give your child a place straightaway, even if classes are full.

In the event of the school being oversubscribed the Governing Body's criterion gives priority to the following children:

1. Looked After Children* as required by the Education and Inspections Act 2006 and the Education (Admission of Looked After Children)(England) Regulations 2006.

*A Looked After Child is a child in the care of the Local Authority or provided with accommodation by the Authority (as defined in Section 22 of the Children's Act 1989) at the time of application and allocation. This definition has been extended to include adopted children who were previously in the care of the local education authority or provided with accommodation by that authority as defined in Section 22 of the Children Act 1989.

2. Medical Conditions Priority will be given when a child or their parent/carer has a serious medical condition. Supporting evidence will be required and this must set out the particular reasons and the level of risk to the child or family's health as to why this school is the most suitable and only school and the difficulties that would arise if the child had to attend an alternative school.

If you are applying on-line you must send the supporting document(s) to the School Admissions Team with your child's name and date of birth clearly stated.

3. Social or welfare reasons for admission Where there are exceptional sensitive individual and compelling family circumstances, which are directly relevant to Norbreck these may also be considered at the time of application.

Requests for consideration within this criterion will require appropriate professional reports e.g. from a social worker, police officer or educational psychologist. The report must demonstrate exact reasons and the impact on the child or family's circumstances as to why this is the only suitable school compared to other schools available. Only exceptional reasons directly relevant to this school will be considered. The higher priority of social or welfare reason will be given to the child for the preferred school only if the submitted report unequivocally proves the circumstances and why an alternative school is unsuitable.

If supporting evidence is not provided, it will not be possible to consider the application under the social and welfare criterion.

All information which is submitted will be considered as being confidential.

4. Siblings Priority is given to children who have siblings attending Norbreck Primary Academy at the time of application and who will be attending at the time of admission. This includes full brothers and sisters who may not live at the same

address. Stepchildren or foster children who live at the same address are also classed as siblings.

You must give full details of all siblings in the application.

5. Distance The address you state on your application must be the current one at the time of application. If your address changes after you have submitted your application, you should notify the School Admissions Team immediately.

The distance between the applicant's home (including flats) and school is taken as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home and of the school site. The LLPG is a point within the boundary of the property and is usually located at its centre.

Distances are measured using the Council's Geographic Information System.

If the Local Authority is unable to determine eligibility on distance, i.e. two or more addresses are equal distance from the school, a random allocation will be carried out. In the event of a random allocation, someone independent of the Children's Services and of the school would supervise the process, and parents would be invited to attend.

NB. The shortest safe walking route continues to be a consideration for assisted transport purposes.

Where there are more preferences than there are places available, the Governing Body employs its oversubscription criteria to objectively determine which children should be offered a place at Norbreck Primary Academy.

In the event of the admission number being reached within any one of the oversubscription criteria in the order listed, the distance criteria will be used as a 'tie breaker'.

Late Applications

Applications received after the published closing date will be treated as late applications.

Only in exceptional circumstances, and where appropriate evidence is provided, will those applications received after the closing date (but before offers of places have been made) be considered concurrently with those applications received on time.

The circumstances which might justify a late application include, but are not restricted to, the illness of a single parent/carer which might have reasonably impinged upon their ability to submit an application on time or where a family has just moved into the area.

Change of Preference

You can only request a change of preference up until the closing date – you must put this in writing. Once an application has been submitted, and the closing date has passed, a change of preference can only be actioned if there is a significant change in circumstances, ie. a house move. It may not be possible to action any changes after March 2026.

You will be unable to access the on-line system after the closing date. Any requests for a change of preference should be made in writing, but evidence must be provided to demonstrate the reasons for your changes.

Fraudulent Applications

If it is found that a child has been allocated a place due to misleading information having been provided, for example an incorrect address, then the offer of a place may be withdrawn and the offer of an alternative school will be made by the Local Authority

Waiting Lists

Waiting lists will be set up in the week following the letters being sent to parents. As places become available, the child highest on the waiting list will be offered the place. This is not dependent on whether an appeal has been submitted.

The School Admissions Team will maintain the Waiting List until the end of the Autumn Term.

Appeal Arrangements

All appeals will be co-ordinated by Blackpool Children's Services.

Where the Governing Body is unable to offer a place because the school is oversubscribed, parents have the right of 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 Blackpool Children's Services as soon as possible after receiving the letter refusing a place, if they want to appeal. 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 receive 10 school days' notice of the place and time of the hearing.

Parents requesting a place at this school, either because they are new to Blackpool, or because they are wishing to transfer from another Blackpool Primary School will be required to complete an In-Year common application form, allowing them to express up to three preferences. The admission of all students to Blackpool schools will be co-ordinated by the School Admissions Team.

Any application for a school place received after the start of the academic year will be treated as a non-routine admission. Applications received during the course of the year require parents to send information to the admissions team at Blackpool Children's Services. This application for a non routine admission will then be considered in the context of available school places.

Once a place has been awarded, whether that be at the start of the academic year, or mid-year, parents must produce their child's original birth certificate in order for the child to be able to be placed on role at the academy.