



Poulton-le-Sands C of E Primary School

IN YEAR (NON-ROUTINE) ADMISSIONS POLICY

Vision

At Poulton-le-Sands Church of England Primary School, the Christian faith is at the heart of everything we do. We strive to create a nurturing sanctuary of Christian love where every member of our school community feels valued, supported and inspired. Our school is a safe and welcoming place for children to learn, question, and explore growing not only in knowledge but also in character and spirituality. Through our shared values, we aim to help every child flourish and develop a strong sense of hope, compassion, and respect.

As a sanctuary of Christian love, we forge futures in our community. We inspire a joy of learning and a delight in one another. In faith, we are refined through challenge, growing with God, together.

"The light shines in the darkness and the darkness shall not overcome it". John 1 v.5



MAKING AN APPLICATION

In-Year Admissions, or 'non-routine' admissions, are admissions to school that take place outside the normal admission rounds, for example in Reception (EYFS) or Year 7.

If you are new to the local area of Poulton-le-Sands, and require a school place, or if you already reside in the area and you want to move your child from their current local school to our school, your application should be made directly to our school and the child will be admitted where there are available places.

Prior to making your application, you may wish to contact our School Office on 01524 413273 to make general enquires about a potential in-year admission and any potential places we may have.

To apply for a place, complete our In-Year Admissions Form, which can be found on our school website, and return this to our Office Manager, Miss Sam Coulton, on scoulton@poulton-le-sands.lancs.sch.uk

You may wish to contact the School Office on 01524 413273 to confirm that your application form has been received. All in-year applications will be dealt with by the latest deadline of 31 August each year.

Once we have received your application form, we will acknowledge receipt and advise you of the procedures. If there is a place available in the year group you desire, we will make contact with you within 15 school days of receiving the application form.

Where places are available, but we have more applications than places, the published oversubscription criteria will be applied, to ensure the correct child, or children, are offered places.

If there are no places available, the child will be added to the waiting list for the maximum of one school term. We will also advise you of the right to appeal. Please note that the waiting list does not guarantee a

place at our school and if your child is currently not in education, you should either make an appeal to our school and/or apply for a place at an alternative school.

Further information on how to apply for a local school can be found on the Lancashire County Council website:

<https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/changingschools-during-the-school-year/>

In-Year Admissions Policy

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 for a maximum of one school term. The names on this waiting list will be in the order resulting from the application of the admissions criteria.

APPEALS FOR IN-YEAR ADMISSIONS

The school's admission appeals are supported by Lancashire County Council. If the Governing Body cannot offer a school place, parents have the right to make an appeal.

This appeal should be submitted using the link below within twenty days of refusal of admission. The appeal provides you with an opportunity to explain why you wish to register your child at our school. The appeal forms and advice on how to complete them, is available on the Lancashire County Council website:

<https://www.lancashire.gov.uk/children-education-families/schools/appeal-against-an-admissiondecision/primary-school-appeals/>

Lancashire County Council will contact you in respect of your appeal application and inform you of the arrangements. The outcome of the appeal will be notified to you in writing.

The decision of the Independent Appeal Panel is binding to all parties, ie. the family and the school.

Please note that this right of appeal against the Governing Body's decision does not prevent you from making an appeal in respect of any other school.

In-Year Admission Policy written:	December 2025
In-Year Admission Policy reviewed:	November 2026
Policy checked by:	Mrs L Gardner

In-Year Admissions Policy