

## **Consultation on proposed changes to Lowton Church of England High School's Admission Policy for 2027-28**

The Governing Body is consulting on proposed changes to Lowton Church of England High School's admission policy for 2027-28.

To aid with the recruitment and retention of staff, the Governing Body proposes to include a criterion to include the children of staff in the school's admission arrangements. It is proposed that this addition would be criterion 3.

The school's full proposed arrangements are below. If you have any questions about the school's proposed admission arrangements, please contact Ruth Harrison on 01942 767040.

### **Proposed Admissions Policy 2027-28**

Lowton Church of England High School is a Foundation school. The Governing Body is the admission authority for the school, and the school is required to act in accordance with the School Admissions Code. The admissions process is co-ordinated by Wigan Council (the Local Authority) and the school liaises with the Local Authority and the Church of England Dioceses of Liverpool and Manchester on admissions issues. The school admits pupils to Year 7 in September each year. The following arrangements for admissions include the criteria used to determine the allocation of places when the school is oversubscribed.

Responsibility for admissions is delegated to the Governing Body Admissions Committee.

#### **Admission arrangements:**

The school's published admission number (PAN) for admissions to Year 7 in September 2027 is 170. If no more than 170 pupils apply for admission to Year 7, all applicants will be offered places.

The school will admit all children having an Education, Health and Care Plan (EHCP) naming the school.

#### **Oversubscription Criteria:**

Where the school receives more applications than the number of places available (after the admission of any pupils with an EHCP naming the school), the following admission oversubscription criteria will be applied in the order

of priority shown, in order to determine the allocation of the remaining places. The criteria should be read together with the notes.

1. Looked after children, previously looked after children and children who appear to have been in state care outside of England.
2. Children with brothers or sisters who will be attending the school at the time of admission.
3. Children of teaching and support staff working at the school from the date of their Admission
  - a. Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or,
  - b. Where the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.
4. Any other children.

**Notes:**

a) Children in public care and previously looked after children.

This includes looked after children and all previously looked after children, including those children who appear (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. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). All references to previously looked after children in this Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (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.

(b) A child is regarded as being in state care in a place outside England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applications must be supported with appropriate evidence that the child has been adopted from state care.

c) 'Brothers' or 'sisters' includes full, step, half, foster and adopted brothers or sisters living at the same address as part of the same family unit. If we offer the last place available at the school to one of twins (or triplets, and so on), our policy is to admit over the published admission number and allocate a place to the other twin (or triplets) if it is possible to do so.

d) Where there are more applicants for the available places within a category, priority for admission will be given to children who live nearest to the school, as measured by Wigan Local Authority. Details of the Local Authority's measuring system are on the Local Authority's website. When considering your child's application, we will use the permanent home address we have for you at the closing date for applications. If parents are separated and the child spends time at each parent's address, the address we use for admission to school is the address where the child sleeps the majority of the school nights (Sunday to Thursday) during the week in term time. Where there is dispute or equal nights are slept, parent will be asked to provide proof of the address registered with the child's GP.

We may ask to see additional forms of evidence of your home address (photocopies are acceptable). This may include:

- proof of where you are registered for council tax
- your television licence
- wage or salary slip
- proof of your child tax credits

Any evidence you provide must show that the parent or main carer lives at this address. We may seek evidence by other means if the parent or carer is unable to provide sufficient proof of their residence. Final Tie-breaker: Occasionally, the distance from home to school is the same for more than one child (for example, if more than one child lives in the same block of flats). In these cases, we will use a system to randomly pick who will be offered a place. This random allocation will be supervised by someone independent of the school. A copy of the policy is available on request from the Local Authority.

### **Applying for places:**

Applications must be made on the Common Application Form available from the Local Authority. The form should be returned to the Local Authority by the closing date for applications. Details of all the applications made will be forwarded to the school by the Local Authority.

### **Late applications for admission:**

Late applications (those received after the closing date) will only be considered after those received by the closing date. The only exception to this is applications for looked after children that are received by 30th November; these will be included with on-time applications. Otherwise, applications which are received after the closing date will be considered after all the others, and placed on the waiting list in order according to the oversubscription criteria.

### **Fraudulent applications:**

Where the governing body discovers that a child has been awarded a place as a result of a fraudulent or intentionally misleading application which effectively denies a place to a child with a stronger claim, then under the

School Admissions Code the governing body is able to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

**Waiting lists:**

Places may become available at our school after the offer date. We will:

- Put the names of all children who were refused a place on the waiting list for the school;
- Keep the list in priority order, decided only by the oversubscription criteria for the school;
- Offer any place that becomes available to the next child on the waiting list; and
- Maintain the waiting list until 31st December 2027.

We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the oversubscription criteria.

**Appeals:**

Where the Governors are unable to offer a place because the school is oversubscribed, parents will be informed of the reason why admission was refused and their right of appeal to an independent admission appeal panel.

For more information, visit the [Wigan Council Secondary Schools Admissions page](#).

**Admission outside the child's normal age group:**

Under the School Admissions Code, 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. Parents requesting admission out of the normal age group must put their request in writing, addressed to the Headteacher, together with any supporting evidence that the parent wishes to be considered. The governing body will make decisions on requests for admission outside the normal age group 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; any information provided 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 governing body will also consider the views of the Headteacher. When informing a parent of their decision on the year group the child should be admitted to, the governing body will set out clearly the reasons for their decision.

Where the governing body 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 governing body 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. The governing body 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.

**Non-routine/in-year admissions:**

It sometimes happens that a child needs to change school other than at the 'normal' time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school may arrange to visit the school. They will be asked to complete an application form and the Governors will decide on the offer of a place. The LA will be informed of the offer of a place once it has been accepted. If there is no place available in our school then the applicant will be informed in writing, together with the LA, and information about how to appeal against the refusal will be provided.

**Further information:**

For more information, visit the [Wigan Council Secondary Schools Admissions page](#).