



Admissions Policy

Approved by Governors

Written

September 2025

To be reviewed

September 2027



Whitefield Infant School and Nursery Admissions Policy



The school adheres to the L.E.A's Admissions Policy.

Parents may register their child for nursery at any time. Please bring the birth certificate or passport when registering your child for the Nursery.

Children may start school in September of the school year in which they attain their fifth birthday. Legally, children are not required to enter school until the term following their fifth birthday.

The current standard admission number for Whitefield School is 90 in each year group.

Parents who are considering sending their children to this school are welcome to visit the school. The Headteacher, Mrs Mason will be happy to meet parents, show them round the school and answer any questions they may have.

The Education Authority controls admissions to the school.

Please refer to the below link for detailed information and application dates on the Lancashire Schools admissions Scheme -

<http://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/apply-for-a-primary-school-place.aspx>

Outline of Procedures

An equal preference scheme has been introduced to comply with the Schools Admission Code, whereby three parental preferences are given equal status and will be considered equally against the admissions criteria. If school is oversubscribed, the following criteria will be applied in priority order:

1. Children in public care at the time of the application and who are still in public care at the time of admission into school.
2. Children for whom the local authority accepts that there are exceptional medical, social or welfare reasons which are relevant to the school concerned.
3. Children with older brothers and sisters attending the school when the younger child will start.
4. Remaining places are allocated according to where a child lives. Those living nearest to the preferred school via a straight line (radial) will have priority.

Notes

(i) 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 who have special needs. Children who have a statement for special needs will have their applications considered separately.

(ii) Brothers and sisters includes step children, half brothers and sisters, fostered and adopted children living with the same family at the same address (consideration may be given to applying this criterion to full brothers and sisters who reside at different addresses),

(iii) The distance criterion which will be used as the tie breaker if there is oversubscription within any of the admission criteria is a straight line (radial) measure. If the Local Authority is unable to distinguish between applicants using the published criteria (e.g. twins or same block of flats) places will be offered via a random draw.

(iv) The distance measure is a straight line (radial) measure centre of building to centre of building.

(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 admissions process (including after a child has accessed a school place).

(vi) The Local Authority will keep waiting lists for all Lancashire primary schools until 31st August 2020. These are kept in priority order using the school's published admission criteria. From 1st September 2020 for one school term only waiting lists will be retained by individual admission authorities (the Local Authority for Community and Voluntary Controlled schools and individual Voluntary Aided and Trust schools will each retain their own list).

(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) 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.

(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).

If all vacancies at the school have been filled, parents may appeal in writing against the L.E.A's decision. Arrangements will be made for a parent to have the opportunity of stating his/her case to an Appeals Committee under the second schedule of the Education Act 1980 whose decision shall be final.

Induction Procedures

Once a parent has accepted a place for their child they will be invited to a parent's meeting in school to learn about the school day and the curriculum the children will be following. This will be followed by a number of short stay visits to school for your child.

It is school policy to admit Nursery and Reception children on a part time basis until the teacher and parent feels the child is settled.

It is important that these arrangements remain flexible to cater for the individual needs of the children.

Transition Programme - (Year 2 to Year 3)

At the end of Year 2 the majority of children transfer to Lomeshaye Junior School. In order to make the transition as smooth as possible and to ensure continuity in learning, Year 2 and Year 3 staff liaise closely throughout the Year.

In the Summer Term parents and children visit Lomeshaye Junior School whilst staff engage in meetings to exchange pupil information.