

Brunshaw Primary School



***‘Inspiring children to be resilient and aspirational learners,
within a positive and considerate community.’***

ADMISSIONS POLICY

September 2026
Agreed by Governors: 09/07/2026

ADMISSIONS POLICY

The school follows the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

Admission arrangements are in accordance with the Local Authority Guidelines, which are published each year.

AIM

This policy aims to outline all admissions information for Brunshaw Primary School.

Brunshaw Primary School Admissions Details:

- Our intake number for Reception is 60; the maximum number in any Key Stage 1 class is 30
- Our school is a two-form entry school and therefore has 60 places in each year group.

Applying for a place at Brunshaw Primary School

The Local Education Authority (Lancashire) publishes guidelines for admissions which can be found within their booklets "Primary Admissions" and "Secondary Admissions".

These guidelines show the admissions criteria currently used to admit pupils to our school. Please note that the area education office offers places and not the school for both Primary and Secondary.

You can apply for a place at Brunshaw Primary School by completing an online application form via Local Authority only gives an indication of preference for the school of your choice. It does not guarantee a place or allow for places to be saved.

Applications for Reception should be made through Lancashire County Council's common application form.

[School admissions- Lancashire County Council.](#)

Admission of pupils with SEND / EHCP

Pupils with an Education, Health and Care Plan (EHCP): where a child has an EHCP which names Brunshaw Primary School, the school must admit the child. The school works closely with Lancashire County Council and the SEND team to review placements and ensure appropriate provision is in place.

The Meadows SEND Unit

Places within The Meadows are allocated by the Local Authority through the EHCP consultation process. Families cannot apply directly to Brunshaw for a place. Admission to Brunshaw Primary School does not give access to, or priority, a place within The Meadows.

To be considered for placement:

- A child must have an Education, Health and Care Plan (EHCP)
- School will be formally consulted by the Local Authority
- Placement decisions are made based on whether the provision can appropriately meet need alongside the needs of the existing cohort

The Local Authority makes all decisions on who is named to The Meadows.

In-Year Admissions

Parents can apply for a place for their child at any time outside the normal admissions round through Lancashire East Pupil Access.

Applications for in-year admissions should be completed via:

[In year admissions- Lancashire County Council](#)

Parents will be informed in writing of the LA decision within 15 school days. If a place is not offered, parents will be provided with the reason, information about their right to appeal and details of how to join the school's waiting list (if applicable). Waiting lists are maintained in priority order in line with the LA

oversubscription criteria and are not ordered by length of time on the list.

Parents should contact the Area East Pupil Access Team to discuss the waiting list process.

The contact information for the Area East Pupil Access Team:
Postal Address: PO Box 100, County Hall, Preston PR1 0LD
Email Address: pupil.accesseast@lancashire.gov.uk
Telephone Number: 01254 220747

ADMISSIONS APPEALS

Where there are more applications than places, places will be offered using Lancashire County Council's published oversubscription criteria in the following order: (1) Children in public care (looked-after children) and those who were previously looked-after, (2) Children with an Education, Health and Care Plan (EHCP) which names Brunshaw Primary School, (3) Children with exceptional medical or social needs supported by written evidence from a relevant professional, (4) Children who live in the school's designated catchment area, (5) Children with a sibling attending Brunshaw at the time of admission, (6) Distance from the home to school (nearest measured by the LA's method). Full details are available in Lancashire County Council's admissions booklet and on their website.

Tie-break: Where two applications have equal priority (e.g. same distance), the LA tie-break will be applied using the distance from home to the school measured by the Local Authority's Geographic Information System. Where applicants live the same distance from the school (e.g. multi-occupancy properties), a random allocation will be used independently administered by the LA.

Parents who wish to appeal an admission decision must submit an appeal to Lancashire County Council within the timescale specified in the refusal letter. The school will co-operate with the LA's appeals timetable. The independent appeals panel will consider written evidence and may hear oral representations. Further information, including how to submit an appeal, is available on the Lancashire County Council website link below.

[Appeal for a school place](#)

The decision is then made by the Local Education Authority appeals panel.

Equality, accessibility and vulnerable groups

Brunshaw Primary School is committed to equality of access and will make reasonable adjustments to support admissions for pupils with disabilities, looked-after children, children in need and those from vulnerable families. The school's admissions practice will be applied fairly and consistently and will take account of the needs of disadvantaged pupils, including pupil-premium eligibility and those with SEND.

The school and Local Authority will process personal data in accordance with UK data protection law. Information provided on applications will be used for admission decisions and may be shared with relevant LA teams and service providers where necessary to consider an application (e.g. SEND, safeguarding).

Publication and accessibility

This admissions policy and Lancashire County Council's full admissions arrangements will be published on the school website. A plain-language parent/carers summary and translated or large-print versions are

available on request from the school office. Contact the school office for assistance with applications or to request paper forms

POLICY REVIEW

This policy is reviewed and approved by the governing board each year. Any changes are made in accordance with the local authority guidelines.

September 2026

Review date: September 2027