



LORD STREET NURSERY ADMISSIONS POLICY 2026-27

Document Control:

This document has been approved for operation within:	Apex Collaborative Trust		
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Owner	Head of Governance		
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Version	Changes identified

Lord Street Primary School

Nursery Admissions Policy 2026 – 2027

Lord Street Primary School
Lord Street
Colne
Lancashire
BB8 9AR
01282 616669

www.lordstreetprimary.com

This is an academy school part of Apex Collaborative Trust
3-11 Mixed
Headteacher: Miss Chloe Whitaker
Number on Roll: 331

Admission number for September 2027: **35**

SUMMARY OF POLICY

Lord Street Primary School is a school serving its local community. This is reflected in its admissions policy.

Children will be admitted to the school in the following priority order:

- a) Looked after children or children who have been previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted, then
- b) Children for whom the Board of Trustees accepts that there are exceptional medical, social or welfare reasons which are directly relevant to the school concerned, then
- c) Children with older brothers and sisters attending the school when the younger child will start, then
- d) Children of current employees of the trust who have had a permanent contract for at least two years prior to the admissions deadline (or with immediate effect if the member of staff is recruited to fill a post for which there is a demonstrable skills shortage) and for whom Lord Street is the nearest of the current trust primary schools by a straight line (radial) measure to where the child lives and, then
- e) Remaining places are allocated to where a child lives. Those living nearest to the preferred school by a straight line (radial) measure will have priority.

Definitions and Details

Notes

1. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

A previously looked-after child is a child who was previously looked-after but who left care through an adoption order, a child arrangements order or special guardianship order. Children previously in care outside of England and Wales are those who have been looked-after by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings.

2. Applications must be in the form of a letter or e-mail to the Governing Body of the Academy, sent via the Admissions Officer, and accompanied by the supporting information described above. The e-mail or letter is required in addition to the submission of a completed Nursery's application form.

3. In addition to brothers and sisters, the term sibling includes half, adopted, step, or foster brothers or sisters living at the same address. It does not include cousins or other family members sharing a house.

4. 'Home address' refers to the child's permanent home at the time of admission. Where the child lives with split parents who have shared responsibility, it is for the parents to determine which address to use when applying for a school. Proof of residency may be required at any time during or after the allocation process.

The distance criterion will be used as the tie breaker if there is oversubscription within any of the admission criteria; it is a straight line (radial) measure.

► Making an Application

All admissions applications should be made via the school website: www.lordstreetprimary.com or by clicking [Lord Street Nursery](#). Once on the site, families can access all the admissions information.

Admissions are three times a year, for as long as places are available. Funding and entitlement are based on a three-term year. Children will take up places at the start of the term. For admission purposes the start of the term is defined as 1st September, 1st January and 1st April.

► Waiting Lists

If your child is not offered a place at the Nursery, you may ask for your child to be placed on the waiting list kept at the Academy office. Where places become vacant they will be allocated in accordance with the oversubscription criteria above.

There are no statutory appeal entitlements for parents/carers refused a nursery place.

If you are dissatisfied with the admission decision, parents can put their concerns in writing to the Governors who will consider the complaint in accordance with the Academy's complaints procedure. The application will be reviewed in line with admissions process described above, including the oversubscription criteria.

► **Address of pupil**

The address used on the school's admission form must be the current one at the time of application, i.e., the family's main residence. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where child wakes up for the majority of Monday to Friday mornings, if there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the child's address as the one claimed.

Where there is dispute about the correct address to use, the trustees reserve the right to make enquiries of any relevant third parties, e.g. the child's GP, Council Tax Office, Electoral Registration Officer, utilities provider. For children of UK Service personnel and other Crown Servants returning to the area, proof of the posting is all that is required.

► **Fraudulent applications**

Where the Board of Trustees discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area) which effectively denies a place to a child with a stronger claim, then the Board of Trustees is required to withdraw the offer of the place. The application will be considered afresh, and a right of appeal offered if a place is refused.

► **Sibling**

By sibling we mean:

- Children living at the same address who have one or both natural parents in common.
- Children living at the same address who are related by parents' marriage / civil partnership.
- Children living at the same address whose parents are living as partners at this address.
- Also, children who are step, half, foster, adopted brothers and sisters living at the same address

► **Multiple Births**

Where there are twins, etc wanting admission and there is only a single place left within the admission number, then the Board of Trustees will exercise as much flexibility as possible within the requirements of infant class sizes.