



## Lowercroft Primary School

### Admissions Policy

Adopted from local authority policy November 2025

Approved by:	Reviewed and agreed: Full Governing Body (T&L)
Last Reviewed:	December 2025
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## 1. Introduction

Lowercroft Primary School is a Community School. Bury Council is the admissions authority and is responsible for determining the admissions arrangements for this school.

This policy sets out how applications for admissions to Lowercroft Primary School in the academic year 2025–2026 will be processed, in line with the School Admissions Code 2021 and Bury Council’s published admissions arrangements.

The Published Admission Number (PAN) for Lowercroft Primary School for 2025–2026 is: 30 places for Reception Year.

## BURY LOCAL AUTHORITY ADMISSIONS POLICY FOR PRIMARY SCHOOLS - SEPTEMBER 2026

Children with an Education Health & Care plan will be given a place at the school named on their plan.

When schools are oversubscribed, priority for allocation of places will be as follows:

1. Children in public care (Looked after Children) and previously looked after children.
  - 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, in England.
  - A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or become subject to a child arrangements or special guardianship order, as well as a child who appears to have been in state care outside of England care (i.e. In the care of/or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.
2. Children who will have an older brother or sister in the school in September 2026. For this purpose, a brother or sister may be a full or stepbrother or a full or stepsister, living at the same address, at the time of admission.
3. Other children.

If applications are received after the closing date, they will be dealt with as late applications and will not be considered until after those applications which were received on time.

If there is over-subscription in any category, places will be offered using a straight-line distance measurement from home to school. The distance will be measured using the Local Authority's computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer).

Where the final place in a year group can be taken by two or more children living an equal distance from the school, (for example two children living in the same block of flats) the Local Authority will then use random allocation to decide which of the children can be offered a place.

Where a child has parents with shared responsibility and lives with each parent for part of the week, the home address will be decided by using the *name & address of the parent/carer to whom the Child Benefit payment is paid or where the child is registered with a GP and in agreement with both parents.*

If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins or the three triplets will be offered places as a permitted exception to class size regulations.

1st, 2nd and 3rd preferences for all primary schools in Bury will be considered equally.

If you wish to give reasons for your preferences, you may do so. However, parents should note that the criteria given above are the criteria which will be used to offer places.

Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

Where parents wish to defer admission under the 'summer born regulations', parents must put their request in writing to the school admissions team, together with any supporting evidence that the parent wishes to be taken into account. Decisions on requests for admission outside the normal age group will be made 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. This request should be sent to the admissions team at the time of normal application.

Parents are only entitled to one appeal for an individual school each year. A re-appeal would only be considered if new evidence became available which could not have been made available at the original appeal hearing.

## In-Year Admissions & Fair Access (IYFA)

Applications for admission to the school outside the normal admissions round must be made through Bury Council Admissions.

Where a place is available, admission should be arranged as soon as possible, normally within 10 school days.

Where a child meets the criteria for Bury Council's In-Year Fair Access (IYFA) arrangements — for example, they are vulnerable, recently moved into the area, or without a school place — the Local Authority may refer the case to the Fair Access Panel. The Panel may direct the school to admit a child, including above PAN, to secure a suitable placement.

Parents will be informed of their right to appeal if a place is refused.

## Appeals

Where a place is refused, parents/carers have the right of appeal to an independent appeals panel. Appeal requests must be submitted to Bury Council Admissions within the deadlines stated in their procedures.

The decision of the Independent Appeal Panel is final.

## Waiting Lists

A waiting list will be maintained for the Reception year until 31 December 2025.

Places will be allocated according to the oversubscription criteria, not by date of application. Waiting list positions can change when new applicants qualify for a higher priority.

## Fraudulent or Misleading Applications

If a place is obtained based on false information (e.g. false address), the school and/or Local Authority may withdraw the offer.

## Fairness, Inclusion & Equality

Admissions decisions are made in line with:

- School Admissions Code 2021
- Equality Act 2010
- Children and Families Act 2014

We are committed to ensuring equitable access to education for all children.

## Contact Information

All admissions enquiries should be directed to:

Bury Council Admissions Service

via the council website or by telephone using details published on the Bury Council website.

Online: Bury Admissions Information 2026

[www.bury.gov.uk/admissionsprimary](http://www.bury.gov.uk/admissionsprimary)

### *Policy Review*

*This policy will be reviewed annually and updated in line with any changes to national guidance or Local Authority arrangements.*

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