



**BLACKBURN**  
*with*  
**DARWEN**  
BOROUGH COUNCIL

# Primary school admissions for September 2015



## Primary school admissions 2015



Dear parent/carer

Your child is about to start one of the most important stages of their education which will lay the foundations for their future success and I am delighted you are considering a Blackburn with Darwen school.

We pride ourselves on having high quality, committed head teachers and school staff, with genuine enthusiasm for bringing out the best in each and every child. Schools are warm, welcoming, happy, creative and positive places, where children genuinely enjoy learning, as you will see from their Ofsted (Office for Standards in Education) reports.

This is reflected in the improving standards, with more and more children every year doing even better than the minimum levels expected of a child their age.

Blackburn with Darwen is fast earning a reputation as a great place to learn and deservedly so, with over three-quarters of our schools now rated by Ofsted as 'good' or 'outstanding'. More than three-quarters of children leave our primary schools with a level 4 - the nationally expected level - or better in Reading, Writing and Maths.

It's not all about standards, though - important as they are. Schools also place a strong emphasis on developing children as well rounded people and provide a broad and rich curriculum to encourage this. Your child will have the chance to join in with a wide range of activities before, during and after the school day, including drama, music, art, sport, breakfast clubs, homework clubs and many more.

Children are encouraged to develop wide-ranging creative thinking, problem solving, caring for others and voicing their opinions through school councils. Schools do fantastic work in making children aware of not only their local community with all its rich diversity, but also of the wider world of which they are a part.

Many of the schools also offer family learning programmes to help families understand how best to help their children learn and develop new skills themselves.

To support all this, the Council, schools and our partners have invested heavily in developing our staff and the facilities available in schools, including new classrooms, superb computer equipment and resources.

This all ensures that children are well-equipped for their next step - the move up to secondary school. It might seem a long way off now, but it's part of the same journey, so it's reassuring to know the excellence continues in our secondary schools, offering high standards of education and state of the art facilities.

But please, don't take my word for it - go and visit our schools and see for yourself the fantastic work they are doing and the remarkable achievements of our children.

We would encourage parents and carers to take advantage of the facility to apply for your child's place online this year. You can access the system 24 hours a day, seven days a week, and you can even make changes to your choices right up until the deadline of January 15, 2015. New applications will be accepted from 9 September 2014, and all the information you need to do this is available at [www.blackburn.gov.uk/admissions](http://www.blackburn.gov.uk/admissions)

If you need any help or advice as you read through this booklet, please do not hesitate to contact the Admissions Team at Children Services & Education Department, 10 Duke Street, Blackburn, BB2 1DH. The telephone number is (01254) 666613. Please ensure that you either apply online or return the completed application form by January 15, 2015. We will write to you with the offer of a school place on April 16, 2015.

I wish your child a happy and successful journey through this stage of their education.

Yours faithfully

**Linda Clegg**

Director of Children's Services  
Blackburn with Darwen Borough Council

## Primary school admissions 2015

**HOW TO APPLY FOR A BLACKBURN WITH DARWEN PRIMARY SCHOOL PLACE FOR SEPTEMBER 2015**

(Applies to all children with a fifth birthday between September 1, 2015 and August 31, 2016)

You may apply online from September 9, 2014 at: [www.blackburn.gov.uk/admissions](http://www.blackburn.gov.uk/admissions)

Listed below are the advantages of applying online:

- **A quick and easy way of completing an admission application on a secure system**
- **Information that is easily accessible and up-to-date to assist parents/carers in identifying school preferences**
- **The opportunity to amend your application right up to the deadline date**
- **E-mail acknowledgement of all submitted online applications**
- **The opportunity for parents/carers to print a hard copy of online admission applications**

**PLEASE KEEP THIS SAFE**

This space has been provided for you to keep a note of your email address and login/password details in case you need to make a change to your online application:

**EMAIL ADDRESS****LOGIN****PASSWORD****IF YOU APPLY ONLINE, DO NOT COMPLETE THE PAPER APPLICATION FORM**

(If you are applying for a place at an aided primary school, please contact the school because you may also need to complete the governors' own application form)

**Please note: The closing date for applications is THURSDAY, JANUARY 15, 2015**

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## Primary school admissions 2015

Help and advice is available from the choice advisor. Please contact Philomena Strickland, on (01254) 503049 or email [philomena.strickland@bwdcvs.org.uk](mailto:philomena.strickland@bwdcvs.org.uk)

**The admissions team can also help. You can contact us at:**

**Blackburn with Darwen Borough Council  
Admissions Team  
Children's Services & Education Department  
10 Duke Street  
Blackburn  
BB2 1DH**

**Telephone (01254) 666613 or 666698 or 666602  
Email: [admissions@blackburn.gov.uk](mailto:admissions@blackburn.gov.uk)**

## Primary school admissions 2015

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## Primary school admissions 2015

### Children who can start school

The law does not require any child to start school until the start of the term following the fifth birthday. In Blackburn with Darwen, however, all children who have their fifth birthday between 1 September 2015 and 31 August 2016 may start school in the Autumn Term 2015. If you want your child to start at a later date during the reception year, you will need to discuss this initially with the head teacher.

### Timetable for admission to infant and primary schools in Blackburn and Darwen for the school year 2015/16

*The arrangements for the admission of pupils to infant and primary schools in September 2015 will, as far as possible, conform to the following timetable:*

<b>September 2014</b>	The online application service will go live from September 9, 2014. All information can be found at <a href="http://www.blackburn.gov.uk/admissions">www.blackburn.gov.uk/admissions</a> for those without online access, booklets can be obtained from primary schools or 10, Duke St, Blackburn, BB2 1DH
<b>Not later than January 15, 2015</b>	Please ensure that you have applied online or returned a completed common application form to Admissions team, Children's Services & Education Department, 10 Duke Street, Blackburn, BB2 1DH
Shortly after <b>January 15, 2015</b> , all application forms are processed and all preferences are considered by each admission authority against the published admissions policy. The allocation and offer of a primary school place is then finalised.	
<b>April 16, 2015</b>	The Council will write to you telling you of the allocated primary/infant school. If your child(ren) is refused admission at the preferred school(s) you have a right of appeal to the independent appeal panel. Appeal forms should be submitted by May 17, 2015.
<b>May 17, 2015</b>	Closing date for receipt of appeal forms for appeals to be held in June/July.
<b>June/July, 2015</b>	Admission appeal hearings take place.

## Primary school admissions 2015

### Who can help?

#### Choice advisor

In addition to obtaining advice about admissions from the Council's admissions manager and the schools, you can now also get independent advice from a choice advisor. The role of the choice advisor is to provide impartial advice so that you can make an informed expression of preferences for school admission. For an informal chat or to arrange an appointment please contact Philomena Strickland, on (01254) 503049 or email [philomena.strickland@bwdcvs.org.uk](mailto:philomena.strickland@bwdcvs.org.uk)

#### Admission surgeries

The Council will hold admission surgeries at the venues and times indicated below. The purpose of the surgeries is to provide parents with an opportunity to find out about the admission process from the Council's admissions manager and the choice advisor.

Venue	Time
Bangor Street Community Centre, Blackburn	Monday, September 8, 2014 - 5.00pm to 6.00pm
Audley & Queen's Park Children's Centre, Pringle Street, Blackburn	Tuesday, September 9, 2014 - 5.00pm to 6.00pm
Little Harwood Community Centre, Whalley Old Road, Blackburn	Monday, September 15, 2014 - 5.00pm to 6.00pm
Darwen Library, Knott Street, Darwen	Monday, September 22, 2014 - 5.00pm to 6.00pm

**Please note that there may be limited space/ seating at some venues.**

**Parents are advised to read this booklet and the information and admission policies available online at [www.blackburn.gov.uk/admissions](http://www.blackburn.gov.uk/admissions) before submitting their application form.**

## Primary school admissions 2015

**Community and Voluntary Controlled Schools**

Admissions to community and voluntary controlled schools are the responsibility of Blackburn with Darwen Borough Council.

**Audley Community Infant School**

Queen's Park Road, Blackburn  
Tel (01254) 52065  
Headteacher: **Mrs H Nelson**  
Age range: **3-7**  
Nursery class: **Yes**  
Total number of pupils: **298**  
Preferences for September 2014: **176**  
Admission number 2015: **105**

**Avondale Community School**

Durham Road, Darwen  
Tel (01254) 703449  
Headteacher: **Mr S Plowes**  
Age range: **4-11**  
Nursery class: **No**  
Total number of pupils: **414**  
Preferences for September 2014: **123**  
Admission number 2015: **60**

**Belmont School**

Ryecroft Lane  
Belmont, Bolton  
Tel (01204) 811226  
Headteacher: **Mrs J Peel**  
Age range: **4-11**  
Nursery class: **No**  
Total number of pupils: **78**  
Preferences for September 2014: **26**  
Admission number 2015: **14**

**Brookhouse Community School**

Troy Street, Blackburn  
Tel (01254) 666050  
Headteacher: **Mrs D Withey**  
Age range: **4-11**  
Nursery class: **No**  
Total number of pupils: **211**  
Preferences for September 2014: **103**  
Admission number 2015: **30**

**Cedars Community Primary School**

Hawthorn Street, Blackburn  
Tel (01254) 261609  
Head teacher: **Mr S Bladon**  
Age range: **3-11**  
Nursery class: **Yes**  
Total number of pupils: **499**  
Preferences for September 2014: **116**  
Admission number 2015: **75**

**Daisyfield Community School**

Clinton Street, Blackburn  
Tel (01254) 52108  
Headteacher: **Mr P Fenton**  
Age range: **3-11**  
Nursery class: **Yes**  
Total number of pupils: **277**  
Preferences for September 2014: **116**  
Admission number 2015: **40**

**Feniscowles Community School**

Livesey Branch Road, Blackburn  
Tel (01254) 201054  
Headteacher: **Miss E Hargreaves**  
Age range: **4-11**  
Nursery class: **No**  
Total number of pupils: **401**  
Preferences for September 2014: **120**  
Admission number 2015: **60**

**Griffin Park Community School**

Cavendish Place, Blackburn  
Tel (01254) 57724  
Headteacher: **Mrs C Clayton-Young**  
Age range: **3-11**  
Nursery class: **Yes**  
Total number of pupils: **201**  
Preferences for September 2014: **59**  
Admission number 2015: **30**

**Holy Trinity Church of England Voluntary Controlled School**

Bank Top, Darwen  
Tel (01254) 702119  
Headteacher: **Mr M Standen**  
Age range: **4-11**  
Nursery class: **No**  
Total number of pupils: **269**  
Preferences for September 2014: **61**  
Admission number 2015: **60**

**Intack Community School**

Whitebirk Road, Blackburn  
Tel (01254) 52815  
Headteacher: **Ms R Cairney**  
Age range: **4-11**  
Nursery class: **No**  
Total number of pupils: **261**  
Preferences for September 2014: **56**  
Admission number 2015: **60 - (Please note the published admission number has been increased)**



## Primary school admissions 2015

### Lammack Community School

Lammack Road, Blackburn  
 Tel (01254) 698584  
 Headteacher: **Mrs T Vincent**  
 Age range: **4-11**  
 Nursery class: **No**  
 Total number of pupils: **488**  
 Preferences for September 2014: **141**  
 Admission number 2015: **70**

### Longshaw Community Infant School

Crosby Road, Blackburn  
 Tel: (01254) 260534  
 Headteacher: **Mrs A Batley**  
 Age range: **4-7**  
 Nursery class: **No**  
 Total number of pupils: **260**  
 Preferences for September 2014: **98**  
 Admission number 2015: **90**

### Lower Darwen Community School

Milking Lane  
 Lower Darwen, Blackburn  
 Tel: (01254) 55639  
 Headteacher: **Mr S Cumbo**  
 Age range: **4-11**  
 Nursery class: **No**  
 Total number of pupils: **267**  
 Preferences for September 2014: **98**  
 Admission number 2015: **60 (Please note the published admission number has been increased)**

### Meadowhead Community Infant School

Shorrocks Lane, Blackburn  
 Tel: (01254) 202600  
 Headteacher: **Mrs S Mellor**  
 Age range: **3-7**  
 Nursery Class: **Yes**  
 Total number of pupils: **200**  
 Preferences for September 2014: **73**  
 Admission number 2015: **90**

### Roe Lee Park Community School

Emerald Avenue, Blackburn  
 Tel: (01254) 56297  
 Headteacher: **Mr M Geldard**  
 Age range: **3-11**  
 Nursery class: **Yes**  
 Total number of pupils: **354**  
 Preferences for September 2014: **124**  
 Admission number 2015: **60 (Please note the published admission number has been increased)**

### Shadsworth Community Infant School

Rothsay Road, Blackburn  
 Tel (01254) 698002  
 Headteacher: **Mrs G Crompton**  
 Age range: **3-7**  
 Nursery class: **Yes**  
 Total number of pupils: **179**  
 Preferences for September 2014: **103**  
 Admission number 2015: **60**

### St Michael with St John Church of England Voluntary Controlled School

Swallow Drive, Blackburn  
 Tel (01254) 665190  
 Headteacher: **Mrs S Murphy**  
 Age range: **3-11**  
 Nursery class: **Yes**  
 Total number of pupils: **389**  
 Preferences for September 2014: **88**  
 Admission number 2015: **60**

### St Thomas' Church of England Voluntary Controlled School

Newton Street, Blackburn  
 Tel (01254) 54706  
 Headteacher: **Ms C Lord**  
 Age range: **3-11**  
 Nursery class: **Yes**  
 Total number of pupils: **421**  
 Preferences for September 2014: **145**  
 Admission number 2015: **60**

### Sudell Community School

Sudell Road, Darwen  
 Tel (01254) 703440  
 Headteacher: **Mrs L Pooles**  
 Age range: **4-11**  
 Nursery class: **No**  
 Total number of pupils: **192**  
 Preferences for September 2014: **51**  
 Admission number 2015: **30**

### Turton & Edgworth Church of England Methodist Voluntary Controlled School

Bolton Road, Edgworth  
 Tel: (01204) 852932  
 Headteacher: **Mrs A Stott**  
 Age range: **4-11**  
 Nursery class: **No**  
 Total number of pupils: **226**  
 Preferences for September 2014: **46**  
 Admission number 2015: **30**

## Primary school admissions 2015

**Foundation school****Ashleigh Foundation School**

Ross Street, Darwen  
Tel (01254) 703171  
Acting Headteacher: **Mr I Matthews**  
Age range: **4-11**  
Nursery class: No  
Total number of pupils: **237**  
Preferences for September 2014: **238**  
Admission number 2015: **35**

**Voluntary aided Church of England schools****Blackburn The Redeemer Church of England School**

Jack Walker Way, Blackburn  
Tel (01254) 296400  
Headteacher: **Mrs A Taylor**  
Age range: **4-11**  
Nursery class: **No**  
Total number of pupils: **421**  
Preferences for September 2014: **152**  
Admission number 2015: **60**

**St Aidan's Church of England School**

Norfolk Street, Blackburn  
Tel (01254) 53148  
Senior deputy head teacher: **Ms R Senior**  
Age range: **3-11**  
Nursery class: **Yes**  
Total number of pupils: **187**  
Preferences for September 2014: **49**  
**During the academic year 2014/15 St Aidan's Church of England School will convert to an Academy.**

**St Barnabas & St Paul's Church of England School**

Oakenhurst Road, Blackburn  
Tel (01254) 698413  
Headteacher: **Mrs C Martini**  
Age range: **4-11**  
Nursery class: **No**  
Total number of pupils: **311**  
Preferences for September 2014: **74**  
Admission number 2015: **60**

**St Cuthbert's Church of England School**

St Alban's Road, Darwen  
Tel (01254) 701336  
Headteacher: **Mrs M Smith**  
Age range: **4-11**  
Nursery class: **No**  
Total number of pupils: **195**  
Preferences for September 2014: **70**  
Admission number 2015: **30**

**St Francis' Church of England School**

Cherry Tree Lane, Cherry Tree, Blackburn  
Tel (01254) 201519  
Headteacher: **Mrs S Thomas**  
Age range: **4-11**  
Nursery class: **No**  
Total number of pupils: **208**  
Preferences for September 2014: **78**  
Admission number 2015: **30**

**St Gabriel's Church of England School**

Wilworth Crescent, Blackburn  
Tel (01254) 249462  
Headteacher: **Mrs B Haigh**  
Age range: **4-11**  
Nursery class: **No**  
Total number of pupils: **208**  
Preferences for September 2014: **111**  
Admission number 2015: **30**

**St James' Church of England School, Blackburn**

Oozebooth Terrace, Blackburn  
Tel (01254) 698335  
Headteacher: **Mr P Morgan**  
Age range: **4-11**  
Nursery class: **No**  
Total number of pupils: **365**  
Preferences for September 2014: **96**  
Admission number 2014: **60**

**St James' Church of England School, Lower Darwen**

Off Stopes Brow, Lower Darwen  
Blackburn  
Tel (01254) 698656  
Headteacher: **Mrs S Cliffe**  
Age range: **4-11**  
Nursery class: **No**  
Total number of pupils: **201**  
Preferences for September 2014: **80**  
Admission number 2015: **30**

**St Matthew's Church of England School**

Withers Street, Blackburn  
Tel (01254) 291250  
Headteacher: **Mr J Rogers**  
Age range: **4-11**  
Nursery class: **No**  
Total number of pupils: **261**  
Preferences for September 2014: **95**  
Admission number 2015: **40**

**St Paul's Church of England School**

Bayne Street  
Hoddlesden, Darwen  
Tel (01254) 701940  
Headteacher: **Mrs B Bickerton**  
Age range: **4-11**  
Nursery class: **No**  
Total number of pupils: **186**  
Preferences for September 2014: **60**  
Admission number 2015: **30**

## Primary school admissions 2015

### St Peter's Church of England School

Turncroft Road, Darwen  
Tel (01254) 701299  
Headteacher: **Ms M Tracey**  
Age range: **4-11**  
Nursery class: **No**  
Total number of pupils: **274**  
Preferences for September 2014: **85**  
Admission number 2015: **45**

### St Silas' Church of England School

Clematis Street  
Blackburn  
Tel (01254) 698447  
Headteacher: **Mrs H Hinchliffe**  
Age range: **4-11**  
Nursery class: **No**  
Total number of pupils: **415**  
Preferences for September 2014: **120**  
Admission number 2015: **60**

### St Stephen's Church of England School

Robinson Street, Blackburn  
Tel (01254) 277350  
Headteacher: **Mrs J Young**  
Age range: **4-11**  
Nursery class: **No**  
Total number of pupils: **465**  
Preferences for September 2014: **99**  
Admission number 2015: **70**

### St Stephen's Tockholes Church of England School

Rock Lane  
Tockholes, Darwen  
Tel (01254) 701806  
Headteacher: **Mr D James**  
Age range: **4-11**  
Nursery class: **No**  
Total number of pupils: **39**  
Preferences for September 2014: **5**  
Admission number 2015: **10**

## Voluntary aided Roman Catholic schools

### Holy Souls Roman Catholic School

Wilworth Crescent  
Blackburn  
Tel (01254) 249892  
Acting headteacher: **Mrs D Ellison**  
Age range: **4-11**  
Nursery class: **No**  
Total number of pupils: **212**  
Preferences for September 2014: **93**  
Admission number 2015: **30**

### Our Lady of Perpetual Succour Roman Catholic School

Holmbrook Close, Blackburn  
Tel (01254) 59420  
Headteacher: **Mrs M Staffa**  
Age range: **4-11**  
Nursery class: **No**  
Total number of pupils: **144**  
Preferences for September 2014: **41**  
Admission number 2015: **30**

### Sacred Heart Roman Catholic School

Lynwood Road, Blackburn  
Tel (01254) 54851  
Headteacher: **Mrs J Smith**  
Age range: **4-11**  
Nursery class: **No**  
Total number of pupils: **179**  
Preferences for September 2014: **62**  
Admission number 2015: **30**

**Please note that Sacred Heart RC will convert to a Church of England Academy during the 2014/15 academic year.**

### St Alban's Roman Catholic School

Trinity Street, Blackburn  
Tel (01254) 57582  
Headteacher: **Ms C Speakman**  
Age range: **3-11**  
Nursery class: **Yes**  
Total number of pupils: **189**  
Preferences for September 2014: **47**  
Admission number 2015: **30**

### St Anne's Roman Catholic School

Feilden Street, Blackburn  
Tel (01254) 580462  
Headteacher: **Mrs B Cuff**  
Age range: **3-11**  
Nursery class: **Yes**  
Total number of pupils: **198**  
Preferences for September 2014: **94**  
Admission number 2015: **30**

### St Antony's Roman Catholic School

Shadsworth Road, Blackburn  
Tel (01254) 54686  
Headteacher: **Mrs E Grimshaw**  
Age range: **3-11**  
Nursery class: **Yes**  
Total number of pupils: **201**  
Preferences for September 2014: **88**  
Admission number 2015: **30**

### St Edward's Roman Catholic School

Blackburn Road, Darwen  
Tel (01254) 701616  
Headteacher: **Mr G Keane**  
Age range: **4-11**  
Nursery class: **No**  
Total number of pupils: **202**  
Preferences for September 2014: **68**  
Admission Number 2015: **30**

## Primary school admissions 2015

### St Joseph's Roman Catholic School

Limes Avenue, Darwen  
Tel (01254) 706264  
Headteacher: **Mrs A O'Brien**  
Age range: **4-11**  
Nursery class: **No**  
Total number of pupils: **130**  
Preferences for September 2014: **25**  
Admission number 2015: **30**

### St Mary & St Joseph's Roman Catholic School

Bennington Street  
Blackburn  
Tel: (01254) 698301  
Headteacher: **Mrs A Thompson**  
Age range: **4-11**  
Nursery class: **No**  
Total number of pupils: **207**  
Preferences for September 2014: **94**  
Admission number 2015: **30**

### St Paul's Roman Catholic School

Preston Old Road  
Feniscowles, Blackburn  
Tel (01254) 201595  
Headteacher: **Mrs C Monaghan**  
Age range: **4-11**  
Nursery class: **No**  
Total number of pupils: **197**  
Preferences for September 2014: **82**  
Admission number 2015: **30**

### St Peter's Roman Catholic School

Hawkins Street, Blackburn  
Tel (01254) 691745  
Headteacher: **Mr M Duxbury**  
Age range: **3-11**  
Nursery class: **Yes**  
Total number of pupils: **419**  
Preferences for September 2014: **133**  
Admission number 2015: **60**

## Free Schools

### Queen Elizabeth's Grammar School

West Park Road  
Blackburn BB2 6DF  
Tel: (01254) 686300  
Fax: (01254) 692314  
Email: admissions@qegsblackburn.com  
Head teacher: **Miss A C Wharmby**  
Admission number for 2015: **40**

### The Olive School Blackburn

31 Bicknell Street, Blackburn  
Tel: 01254 54021  
Fax: 01254 676553  
Email: admin@oliveblackburn.tauheedulschools.com  
Head teacher: **Mrs N Ellahi**  
Number on roll: **240**  
Preferences for September 2014: **241**  
Admission number for 2015: **90**

## Academies

### St Barnabas' Church of England Academy

Knowsley Road, Darwen  
Tel (01254) 702996  
Headteacher: **Mrs H Thomas**  
Age range: **4-11**  
Nursery class: **No**  
Total number of pupils: **174**  
Preferences for September 2014: **61**  
Admission number 2015: **30**

### St James' Church of England Academy, Darwen

St James' Crescent, Darwen  
Tel (01254) 703260  
Headteacher: **Miss M Beck**  
Age range: **3-11**  
Nursery class: **Yes**  
Total number of pupils: **135**  
Preferences for September 2014: **35**  
Admission number 2015: **30**

### St Luke & St Philip's Church of England Academy

Hancock Street, Blackburn  
Tel (01254) 54866  
Acting headteacher: **Ms K Emmerton**  
Age range: **3-11**  
Nursery class: **Yes**  
Total number of pupils: **206**  
Preferences for September 2014: **57**  
Admission number 2015: **30**

### Wensley Fold CE Academy

Manor Road, Blackburn  
Tel (01254) 667449  
Headteacher: **Mrs G Stubbs**  
Age range: **4-11**  
Nursery class: **No**  
Total number of pupils: **334**  
Preferences for September 2014: **175**  
Admission number 2015: **60\***

\* From September, 2011 the reception intake increased to 60 and intakes into reception in subsequent years have been 60. In September, 2015 the admission number for year groups 4 to 6 remains at 30.

## Primary school admissions 2015

### Community Junior Schools

Admission into year 3 in the schools below is managed by Blackburn with Darwen Borough Council.

Audley Junior School  
Longshaw Junior School  
Meadowhead Junior School  
Shadsworth Junior School

### How to apply for a school place

Parents can apply for admission to the schools listed above by completing the Blackburn with Darwen Council infant to junior application form. The form is available from the infant schools or from the Council's admissions manager telephone (01254) 666613. Please do not list independent schools as the Council cannot consider such applications and therefore that preference will be wasted.

You may list three preferences. Please do not repeat the name of one school or just give a single preferred school. This does not improve your chances of getting a place at the preferred school. What it does mean is that if you don't obtain a place at the preferred school, the Council and the schools will not know which other schools are of interest to you. You may lose priority for another school where you might otherwise have a good chance of getting a place.

### Additional Information

#### Criterion medical, social, welfare reasons

If you have listed the schools below as one of your preferences and you would like the admission authority of the school to consider your preference under a medical/social/welfare need, please read the information below.

All community and voluntary controlled infant, junior and primary schools

Ashleigh Foundation School  
Sacred Heart RC Primary School  
St Anne's RC Primary School  
St Gabriel's CE Primary School  
St Antony's RC Primary School  
The Olive School  
Wensley Fold CE Academy

If you feel that there are exceptional medical/social/welfare needs relating to your child which support the need for your child to attend a particular school, and wish your application to be considered under criterion (c) you must state this on your application form AND provide appropriate written supporting evidence for your application from a doctor, social worker or other professional. This evidence must explain why the preferred school is the most suitable and what difficulties would be caused if the child had to attend another school.

This evidence should accompany the application form. If necessary, parents can submit the application form and send the supporting evidence at a later date but the supporting evidence MUST be received by the Local Authority on or before the closing date for applications. It is the parent's responsibility to ensure that the Local Authority receives the supporting evidence.

If you do not provide the supporting evidence on or before the closing date, then it will not be possible to consider your application under the medical/social/welfare criterion.

Please bear in mind the following points in relation to this criterion –

1. only exceptional reasons associated with the child and directly relevant to the suitability of that specific school (i.e. showing why the child needs to be admitted to that particular school) are normally accepted under this criterion.
2. all schools can make provision for special educational needs and can also manage common conditions – e.g. asthma, diabetes, epilepsy.

After the closing date, during the early stages of the allocations process, all applications which have requested consideration on the grounds of medical/social/welfare need are considered separately by a panel from the Admission Authority. This involves considering all statements and evidence provided by parents to support the application. The panel may, at their own discretion, contact parents/carers and third parties (with parental consent) to request further information where this is needed to reach a decision.

The Panel's focus in assessing each claim for consideration under this criterion will be to assess whether the evidence provided (a) actually confirms that this child has an exceptional medical/social/welfare need AND (b) demonstrates a clear and exceptional need for this child to attend that specific school for reasons arising from the exceptional medical/social/welfare need.

Where the reasons claimed are not considered exceptional or do not disclose an exceptional need for the child to attend that specific school, then the application will be dealt with under the other admission criteria for the school(s) requested.

## Primary school admissions 2015

### Children who were previously in care and who are adopted, or are subject to a residence order or special guardianship order

If your application is for a child who was previously in care and has now been adopted, please forward to the Admissions Team, a copy of the adoption certificate.

If your application is for a child who was **previously in Local Authority care** and is now either subject to a residence / child arrangement or special guardianship order, please forward to the Admissions Team, a copy of the court order. (Please note, children who have not been in care to a Local Authority will **not** be considered under this criterion).

Please note that this information will remain confidential.

### Deferred admission

Parents can delay their child starting school until the term after their fifth birthday. This is known as deferred admission. Parents who are considering deferred admission are strongly advised to still apply for a school place by the closing date. The offer of a reception place will be kept open, even if the child does not take it up until later in the academic year. Free nursery places would cease at the end of the term when the child turns five.

If parents delay their child starting school until September 2016, they will have to re-apply for a place in the school as this is a new academic year. The original offer of a place in the reception class will be withdrawn. The Admission Authority will make the decision about which year group the child can be offered a place in on the basis of the individual circumstances of each case.

If the child is refused admission to the school, then parents have a right of appeal to an independent appeal panel – but please be aware that the school may claim “class size prejudice” (i.e. breach of the Infant Class Size limits) at your appeal. Please also note that this right of appeal does not apply if your child is offered a place in another year group at the school.

The law states that all children must receive suitable education from the term after their fifth birthday. If you do not make suitable arrangements you could be breaking the law and be prosecuted.

### Co-ordinated admission scheme

Each year the Council, in consultation with all the schools, has to establish a co-ordinated scheme for admission arrangements. The main purpose of the scheme is to ensure that every child living in the borough who has applied for admission to a maintained infant/primary school receives only one offer of a school place.

### Admission number

The number of places available at each school is called the published admission number. This is the maximum number of children that can be admitted to that school by the admission authority.

### Admission authority

The body responsible for deciding on the admission arrangements for a school is known as the admission authority. Blackburn with Darwen Borough Council is the admission authority for community and voluntary controlled schools. Governing bodies of academies, voluntary aided, foundation and free schools are the admissions authorities of their schools.

### Admission policy

If the total number of applications for admission to a school, which includes all preferences (first, second and third preferences), is more than the published admission number, the admission authority for the school must apply the school's published admission policy to decide which children should be offered places. The policy states the categories under which children are given priority.

The admission policies for schools can be found in the additional document 'Primary School Admission Policies' available on our website [www.blackburn.gov.uk/admissions](http://www.blackburn.gov.uk/admissions), or on each school's own website.

### Attendance at a nursery class or a nursery school

If your child is already attending a nursery class or a nursery school, you **MUST** still fill in a form for a place in an infant or primary school. This is because children do **NOT** have an automatic right to transfer to the school linked to the nursery class or the nursery school.

### Applying for admission

Each school has its own prospectus, which provides detailed information about the curriculum and facilities, and the oversubscription criteria used to allocate school places. Copies are available from the schools. Information about each school's previous year's intake and the oversubscription criteria to be used for the 2015/16 academic year are also included with this booklet.

Ofsted (Office for Standards in Education) inspection reports are a good way of finding out information about the school. For the latest copy please contact the school direct or ask at your local library. Inspection reports can also be obtained from the Ofsted website - [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

Copies of performance tables for all schools in the borough are available from the Council's policy and, planning team, Children's Services & Education Department, 10 Duke Street, Blackburn, telephone (01254) 666450.

Information about the schools in the borough, a link to Ofsted reports, relevant admission literature and services provided by the Council can be found on Blackburn with Darwen Borough Council's website - [www.blackburn.gov.uk](http://www.blackburn.gov.uk)

## Primary school admissions 2015

### How to apply for a school place

Parents can apply for admission to Blackburn with Darwen Borough Council or neighbouring council schools either by completing the Blackburn with Darwen Borough Council common application form or the online application form. Please do not complete both. The Council's application form is included in this booklet. Please do not list independent schools as the Council cannot consider such applications and therefore that preference will be wasted.

You may list three preferences; please do not repeat the name of one school or just give a single preferred school. This does not improve your chances of getting a place at the preferred school. What it does mean is that, if you don't obtain a place at the preferred school, the Council and the schools will not know which other schools are of interest to you. You may lose priority for another school where you might otherwise have a good chance of getting a place.

### Online application form

The online facility for primary school admissions for September 2015 will be available from **September 9, 2014** at [www.blackburn.gov.uk/admissions](http://www.blackburn.gov.uk/admissions). Internet access is available on the computers at most public libraries if you want to complete an online application form.

Once an online application is submitted, an email will be sent confirming that the application has been received.

### Closing date for completion of application form

If you are applying online please ensure your application is submitted by January 15, 2015.

If you decide to apply for admission using the common application form included in this booklet please ensure the completed form is returned to Admissions team, Children's Services & Education department, 10 Duke Street, Blackburn, BB2 1DH, no later than January 15, 2015.

Late applications are only considered after all applications received on or before the closing date, and are therefore less likely to be successful in obtaining one of the preferred schools.

### Change of preferences

If you wish to change a preference after January 15, 2015, the Council will consider your request but will normally treat it as a "late application" for the new preferred school (see below). If there are exceptional reasons for your change of preference - e.g. if you have changed address - then provided the application is received before March 16, 2015, the new preference may be considered alongside the applications which were submitted on time. If you wish us to accept a change of address (as an exceptional reason for changing your preference) you must provide the following proof of your new address, - either a copy of a letter from a solicitor confirming that contracts have been exchanged or a copy of the signed tenancy agreement.

### Late applications

The closing date will as far as possible be strictly observed. If there are exceptional reasons for the delay, then provided the application is received before March 16, 2015, a late application may be considered alongside the applications which were submitted on time.

If the admission authority is not satisfied that there were relevant exceptional circumstances for the delay, then any application form received after the closing date, but before places are allocated, will only be considered after all the on-time applications have been considered and allocated places.

Please note that if a late application or change of preference is received after March 16, 2015, it will not be possible for the admission authority to consider it alongside the on-time applications even if there are exceptional reasons for the delay in submitting the application or for the change of preference.

### Change of preference/late applications received after the allocation date

If you wish to apply for a place/change a preference for your child after March 16, 2015, you must still complete the Council's common application form. The Council will forward the form and any relevant documents to the admissions authority of the school(s) preferred for them to consider. The Council will inform you about the outcome of your application. Where a place cannot be offered, the child's details will be placed on the waiting list and you will be informed of your right of appeal.

### Equal preference

Whether the application is made online or on the common application form, you have a right to express a preference for three schools.

By law, all schools are required to apply an equal preference system for admissions. This means that all schools must consider all preferences expressed for their school, whether listed as first, second or third preference on the application form without taking into consideration the rank order of the preference.

### How the equal preference mechanism works

The examples below are designed to give you an idea of how the mechanism for determining the offer of a school place works. The examples **are not** meant to be an indication of the pattern of preferences or the likely outcomes that may occur for admissions in September 2015.

#### Example 1

**Preference 1:** Audley Infant School. A place could be offered under the admission criteria for the school.

**Preference 2:** Wensley Fold CE Academy. A place could be offered under the schools' admission criteria.

**Preference 3:** St Gabriel's CE Primary School. A place could be offered under the schools' admission criteria.

## Primary school admissions 2015

The allocation process identifies that a place could be offered at Audley Infant School, Wensley Fold CE Academy and St Gabriel's CE Primary School.

The place offered would be at Audley Infant School as this is the highest ranked school at which a place could be offered.

### Example 2

**Preference 1:** Feniscowles Primary School. The school is not able to offer a place under the schools admission criteria.

**Preference 2:** St Francis' CE Primary School. A place could be offered under the schools admission criteria.

**Preference 3:** Meadowhead Infant School. A place could be offered under the schools admission criteria.

The allocation process identifies that a place could be offered at St Francis' CE Primary School and Meadowhead Infant School. The place offered would be at St Francis' CE Primary School as this is the highest ranked school at which a place could be offered.

The child's name would be kept on the waiting list for their first preference school.

### Example 3

**Preference 1:** Holy Souls RC Primary School. The school is not able to offer a place under the schools admission criteria.

**Preference 2:** Roe Lee Park Primary School. A place could not be offered under the schools admission criteria.

**Preference 3:** Lammack Primary School. A place could be offered under the schools admission criteria.

The allocation process identifies that a place could be offered at Lammack Primary School. The child would be offered a place at Lammack Primary School as this is the highest ranked school at which a place could be offered.

The child's name would be kept on the waiting list for the first and second preference school.

### Example 4

**Preference 1:** Avondale Primary School. A place could not be offered under the schools admission criteria

**Preference 2:** St Edward's RC Primary School The school is not able to offer a place under the schools admission criteria.

**Preference 3:** St James' CE Primary School, Darwen. A place could not be offered under the admission criteria for the school.

The child would be offered a place at the next nearest school to their home address which had places available. The child's name would be kept on the waiting list for the first, second and third preference school.

## Notification of offer of place

Decision letters from the Council, informing you of the school at which a place has been offered, should be received by you by

**April 16, 2015.**

## Accepting the school place offered

Please reply to the offer letter, to accept or reject the place that is offered for your child. If you do not respond to the offer of a place, then the place may be withdrawn and offered to another child.

You are strongly advised to accept the offer of a place even if you intend to appeal because your child was not offered a place at your preferred school, or you plan to apply for admission at another school or you intend to defer admission until the term following your child's fifth birthday.

## Pupils who live outside the Blackburn with Darwen Borough Council area

If you wish to apply for admission at a school maintained by Blackburn with Darwen Borough Council you must name the school as a preference either on the application form provided by your home council or your home council's online admission system.

## Independent schools

The Council cannot consider preferences/applications for independent schools so please do not list any independent schools on the Blackburn with Darwen common application form/online form.

If you have completed the Council's application form expressing preferences for schools listed in this booklet, but no longer need a place because your child has a place at an independent school, please inform the admissions manager, telephone (01254) 666613 or 666698 or 666602. This will help other parents who are seeking places at schools maintained by the Council.

## Change of preference after the offer of a place

All parents / carers will receive letters from the Council advising them of the school at which a place has been offered. Some parents may wish their children to be considered for admission at a different school. Parents / carers are advised to make this request in writing to the Council's admissions manager. The admissions manager will write to tell you of the outcome of your application.

## What happens if my child cannot be offered any of my listed preferences?

If a child is not allocated a place at any of the schools listed on the application form, the Council will write to parents offering the child a place at an alternative school.



## Primary school admissions 2015

### Waiting lists

There is a waiting list for children who have not been given a place at the preferred schools. Children who are not admitted will have their name placed on the waiting list. The names on this waiting list will be in order based on the admissions criteria, not the date of application. This means late applicants and those children who have moved into the area or whose parents have requested admission at school(s) that were not listed on the original common application form will be slotted into the waiting list according to the extent to which they meet the criteria. This may mean that some children will then have a higher priority than children who have been on that waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

Parents/carers who want to know their child's position on the waiting list should contact the Council's admissions manager, telephone (01254) 666613. The waiting list will operate for the autumn term only and will be maintained by the Council. After this, if you want your child to change to another school, you should contact the head teacher of your child's existing school or the Council's admissions manager who will explain the procedures for changing schools.

Different arrangements for waiting lists may apply at academies, foundation schools, free schools and voluntary aided faith schools. Further information is available from the relevant school.

### Right of appeal

Where the Admission Authority is unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents should submit their appeal form by May 17, 2015. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which no reasonable Admission Authority would have made in these circumstances, or that your child would have been offered a place if the school's admissions arrangements had been properly implemented.

Please note that this right of appeal against the decision for one school does not prevent you from making an application and/or appeal in respect of any other school.

The yearly appeals for the Reception and Year 7 intakes often involve a large number of appeals for individual schools which can last over several days or weeks but the Panel cannot make any decisions until they have heard all the appeals for that school/year group.

Once the Panel has made the decisions on all the cases for that school/year group, an initial decision letter (confirming the outcome) will be sent to all appellants within 3 working days of the decisions being made. A further letter is sent in respect of all unsuccessful appeals, to provide full details of the reasons for the panel's decision, within 15 working days of the decisions being made.

If you need advice on completing the appeal form please contact the admissions manager, telephone (01254) 666613 or 666698 or 666602 or your child's primary school head teacher or the choice advisor.

### Law on infant classes

The law says that infant pupils (aged 4-7 years) must not be taught by one teacher in a class that has more than 30 children. However, that requirement does not apply in any of the following cases:

- the class is taught by more than one teacher
- the class is mostly made up of junior children, even if there are also some infants
- where a child with either an Education, Health and Care Plan, or a statement of Special Educational Needs who is normally educated in a special educational needs unit or special school joins an infant class occasionally.

Classes may also be allowed to go over the limit if after an allocation/admissions round:

- a child moves into the area after the normal admissions round and there is no other available school within a reasonable distance of their home
- the child receives an Education, Health and Care Plan, a statement of Special Educational Needs or an Individual Pupil Resource Allocation (IPRA) naming the school
- a child with an Education, Health and Care Plan, a statement of Special Educational Needs or an IPRA naming that school, moves into the area
- a child in care is admitted
- a pupil is initially refused admission to a school but is then offered a place at that school because of an error in applying the admission arrangements or the independent appeal panel allows the appeal.
- If one twin etc. was the last child to be allocated a place, and the other twin/multiple birth child would have been refused a place.

## Primary school admissions 2015

### Re-appeals

Parents may appeal for more than one school, but are normally only allowed to appeal once for each school during any school year. The Council policy is to allow parents to re-appeal for a particular community/ voluntary controlled school within the same school year if there are significant and material changes in the circumstances of the parent, child or the community school where a place is requested. Please note that distress caused to a pupil because of not gaining a place at the preferred community/ voluntary controlled school will not normally be considered sufficient grounds for granting a re-appeal.

For more information about re-appeals for community schools, please contact the Council's admissions manager, telephone (01254) 666613 or 666698 or 666602.

Requests for a re-appeal for foundation, academies, free and voluntary aided faith schools are considered by the relevant school and not the Council.

### Scope of the independent appeal panel

By law, infant classes with more than 30 children cannot be taught by a single teacher (as set out above).

The independent appeal panel has limited powers when considering appeals for such infant classes. The independent appeal panel cannot take into account individual circumstances, family problems, transport and childcare arrangements when considering such appeals. Also it will not usually take into consideration any new evidence in support of the admission appeal, if it was not made available to the school or the Council when you initially applied for admission. You must make sure, if you are asking for a place for your child on special medical, social or welfare grounds that you provide all the necessary proof when you first apply.

The independent appeal panel can only allow an appeal which would lead to more than 30 children in an infant class with one teacher if they are satisfied that:

- The decision to refuse a place was not one which a reasonable authority would make in the circumstances of the case or
- The child would have been offered a place if the admission arrangements had been properly implemented.

Different rules apply where the appeal is not for an infant class already containing 30 children; details are provided to anyone who submits such an appeal.

### Changing schools during the academic year

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as in-year admissions. Parents wishing their child to attend a different school should arrange to visit the school to discuss this and then submit an "In Year Application Form" to the Admissions Team. If there is a place in the appropriate year group, then your child will be admitted. If there is no place, then the admissions authority will have to refuse the application but information will be provided about how to appeal against this refusal.

If your family is moving house, your application and appeal will be considered as being made from your old address until you provide suitable evidence of a permanent change of address, e.g. exchange of contracts on your house purchase or the signed tenancy agreement and rent book for your new address.

More information about changing schools is provided in the Council's "In Year Admission Form". The form is available from Children's Services & Education department, Blackburn with Darwen Borough Council, 10 Duke Street, Blackburn, BB2 1DH. Telephone (01254) 666606 or 666698 or 666602.

### Oversubscribed year groups

Parents may occasionally go to appeal and notice that some year groups in the school which they prefer are over the published admission number. In most cases this is due to previous successful appeals. In addition, Fair Access protocols allow some vulnerable children to access school places outside of the admissions and appeals procedures.

### Places at schools in other Councils

If you decide to seek a place for your child at a school maintained by another council, please make sure the school is expressed as a preference either on the Blackburn with Darwen Borough Council application form or the online application form. Blackburn with Darwen Borough Council will co-operate fully with neighbouring councils to make sure that no child is offered admission at more than one school.

Before you express a preference for a school maintained by another council, you are strongly advised to read that school's/ council's admission arrangements and to be aware of Blackburn with Darwen Borough Council's policy about home to school transport (see page 23).

## Primary school admissions 2015

### Children with Special Educational Needs

Many children experience difficulties during their school life. The majority of these difficulties will be met by their school from the funding made available to them. However, children who have significant learning difficulties will have their needs supported by either an education, health and care plan, a statement of special educational needs or an individual pupil resourcing agreement (IPRA).

If your child already has an education, health and care plan, a final statement of special educational needs or an IPRA, the Council has a duty to determine and review the provision. The annual review will enable you and the Council to discuss your child's admission to primary school and decide his / her future placement. The preferences you express will be considered by the Council's statutory assessment team manager in line with the law and the guidance issued in the Special Educational Needs Code of Practice.

You will be informed of the school to be named in your child's education health and care plan/statement of special educational needs. If you disagree you will be informed of your right of appeal to an independent tribunal. Further help on special educational needs matters is available by contacting the Council's statutory assessment team, telephone (01254) 666737.

### Attendance

The amended attendance regulations make it explicit that head teachers may no longer grant any pupil leave of absence during term-time unless there are truly exceptional circumstances and the parents/carers make a formal application for the leave in advance. The new regulations also do not allow schools to give retrospective approval and if the parents did not formally apply in advance or a child is subsequently kept away from school for longer than was originally agreed with the head teacher, then the pupils' absence must be recorded as unauthorised and each parent could receive penalty notice sanctions for £60 or £120 if paid after 28 days but within 42 days. (Figures were correct at the time of the booklet going to print but may change in future). Penalty notices are issued separately to each parent for each child for failing to ensure their child's regular school attendance. Further advice on attendance is available either from your child's school or from the Council's education welfare team, telephone (01254) 666857.

### Education benefits

From September 2014 all children in reception and years 1 & 2 are entitled to a free school meal as part of the government's initiative 'Universal Infant Free School Meals'. Talk to your child's school for further details about how to take up your entitlement.

Details of benefits relating to free schools meals and school milk are available from the Council's customer services department, telephone 0845 0701066 (local rate).

### Arrangement for free home to school transport

The home to school transport policy reproduced in the booklet is correct at the time of publication and is subject to review.

Blackburn with Darwen Borough Council will meet the travelling expenses of some pupils whose parents/carers live within the borough and who attend the nearest suitable school (as determined by the Council).

Please note that where specific school bus services are offered for children who receive bus passes (i.e. are entitled to free transport), first consideration for boarding is given to the bus pass holders and only if spare capacity/seats are then available, will fare paying pupils be allowed on to the bus.

The grounds upon which help may be given are listed below.

1. Travelling expenses may be paid where the shortest nearest available walking route, accompanied as necessary, as determined by Blackburn with Darwen Borough Council between the pupil's home and the school is:
  - (a) two miles or more for pupils aged four but under eight years of age
  - (b) three miles or more for pupils aged eight years and over

### Low income families

- (c) two miles or more for children aged eight but under 11 years of age from low income families (where children are entitled to free school meals or whose parents are in receipt of their maximum level of working tax credit)
- (d) two miles, but less than six miles from one of their three nearest appropriate schools for children aged 11 to 16 from low income families (where children are entitled to free school meals or whose parents are in receipt of their maximum level of working tax credit)
- (e) where a parent has expressed a preference for a school and that preference is based on the parent's religion or belief and the child is aged 11 to 16 and the preferred school is more than two miles, but less than 15 miles (where children are entitled to free school meals or whose parents are in receipt of their maximum level of working tax credit)

2. Travel passes will only be issued to pupils for attendance at the nearest appropriate school as determined by the Council
3. Applications for a travel pass are sent out automatically to the parents of children who qualify for assistance under the transport policy criteria. If you have not received an application form one month before the travel pass is required and you feel you qualify please contact the address listed on page 24.

## Primary school admissions 2015

4. Where a travel pass has been issued it must be returned to the address indicated on page 24 immediately in the event of any change of circumstances, including the following:
  - (a) where the pupil changes their address
  - (b) where the pupil leaves the school before the date on which the travel pass expires
  - (c) where absence for any reason of one month or more can be anticipated or has occurred
5. For secondary school pupils the application form must be accompanied by one passport type photograph

### Discretionary School Transport

Other forms of transport can be offered by the Council at its discretion even though there is no legal requirement to do so. This is known as 'Discretionary School Transport'.

The Executive Member for Schools and Education has given approval for the Council to consult with parents, schools, governors, dioceses and other interested parties regarding a number of proposed changes to the Council's Home to School transport policy for pupils attending mainstream schools and academies.

The proposals are varied and relate to those aspects of the policy which are discretionary.

Some of the main elements of the consultation will be:

- Review of school bus/taxi provision to mainstream schools.
- Increase of bus fares on contracted school bus services and charges for replacement passes.

All consultation responses will be presented to the Executive Member before a final decision is made. Any decisions made on the matter will be published in full prior to implementation.

### Denominational School Transport

Previously, under Discretionary School Transport the Council provided free denominational transport – i.e. transport to the nearest faith school, even when the faith school was not the 'nearest suitable school'. Legally, the 'nearest suitable school' is only defined as a school with places available that provides education appropriate to the age, ability and aptitude of the child (and any special needs the child may have) – not one that can provide an education in accordance with parental faith or beliefs.

Following a review and public consultation in 2011, the Council made the decision to stop providing discretionary denominational transport, except for the additional requirements around certain low income families. Since September 2012 all new applicants have only been eligible for a free bus pass if they meet the statutory qualifying distance requirements and are attending their nearest suitable school (as defined above). Those children who are not eligible for a free bus pass are charged a subsidised fare per day for the return journey to use the bus service.

This change of policy did not affect children who were already receiving a discretionary bus pass for travel to a faith school; they will continue to be eligible as long as they attend that school and still meet the relevant distance criteria.

Council policies are based on current legislation. If there are any changes to the relevant legislation then the Council will review and amend its policies as necessary to comply with legal requirements.

**Further information is available from:**

**School Transport Team, Blackburn with Darwen Borough Council, Regeneration Department, Old Town Hall, King William Street, Blackburn, BB1 7DY. Telephone (01254) 585003.**

### Discretionary Socially Necessary School Transport

Under Discretionary Socially Necessary School Transport the Council provides three designated school buses serving five primary schools within Blackburn with Darwen.

**School bus service 800 – serving Feniscowles Community Primary School**

**School bus service 800 – serving St Francis C of E Primary School**

**School bus service 845 – serving Longshaw Infant and Junior Schools**

**School bus service 850 – serving Lammack Community Primary School**

**School bus service 850 – serving Roe Lee Park Community Primary School**

Historically the Council provided a school bus from certain areas of town to these schools. This bus service is now being phased out and will cease entirely by July 2018 at the latest. While the service continues, it is reviewed annually and the number of seats available is reduced as each of the year groups who are entitled to use this transport leave these primary schools.

While these buses actually continue to run, new pupils being admitted to these schools will be permitted to use this service if there are any seats on the bus that are not required for the children who are entitled to use this transport. No extra capacity will be made available and such places are not guaranteed for any particular length of time. If, at any time, a seat is not available for a child (who does not have a right to access this transport) then the parents of that child are responsible for arranging home to school transport.

**PLEASE NOTE** there is a charge for pupils using these buses.

## Primary school admissions 2015

### Sustainable Travel

The journey to and from school is now an important part of the wider national debate on car dependence and the need to change travel habits.

In 1986 children aged 16 and under made nearly 60% of their journeys to school on foot and only 16% by car. Since then the number of trips on foot has dropped below half and those by car doubled. There has also been a decline in the use of public transport and cycling.

Some of the reasons for the recent trends of more car use and less walking and cycling are:

- Parents' fears about their children's involvement in road traffic accidents if they walk or cycle
- Parents' fears about personal safety if they travel to school unaccompanied
- Increase in car ownership and use, particularly more households also having a second car
- Greater parental choice and school closures resulting in longer journeys
- School run is part of an onward journey

The consequence of this change includes:

- Huge increase in peak period traffic congestion
- Increase in atmospheric pollution
- Children are given less opportunity to develop road safety and personal safety skills

Over the past twenty years, many projects have been developed to encourage children who are driven to school to use other modes of transport, but it is only recently that such ideas have started to become more widely accepted.

Blackburn with Darwen is committed to a strategy which provides information and supports a healthier choice of transport modes, particularly reducing the amount of car use on the school run. Throughout the borough, school staff, pupils and parents are encouraged to choose an active way to travel to school; information and activities are readily available in order to promote this.

We actively inform and encourage people to walk, cycle or use public transport to school. In Blackburn with Darwen we also promote car sharing and the Park and Stride initiative. We are closely linked with Healthy Schools, Eco Schools and Sustainable Schools. The website includes a summary of the Sustainable Travel Strategy.

### School travel plans

Travel plans completed by each individual school set out local transport links, travel and road safety issues, proposed initiatives, objectives and targets. Many issues are caused by cars parking illegally and causing problems for pedestrians and putting children's safety at risk. A selection of approved travel plans can be viewed on the website.

### School term dates and holidays for community schools

(Please note the dates will vary from school to school)

Autumn Term 2015	Dates
Re-open	September 4, 2015
Midterm closure	October 26 - October 30, 2015 (inclusive)
Closure after school on	December 18, 2015

Spring Term 2016	Dates
Re-open	January 4, 2016
Midterm closure	February 15 - 19, 2016 (inclusive)
Closure after school on	April 8, 2016

Summer Term 2016	Dates
Re-open	April 25, 2016
May Day Holiday	May 2, 2016
Midterm closure	May 30 - June 3, 2016 (inclusive)
Closure after school on	July 26, 2016

## Primary school admissions 2015

### Guidance notes for completing the Blackburn with Darwen Borough Council application form / online application form

The Council's on-line application form which is available at [www.blackburn.gov.uk/admissions](http://www.blackburn.gov.uk/admissions) or the form at the back of this booklet must be completed by the parents/carers of borough children requiring admission to Blackburn with Darwen Borough Council schools and/or neighbouring council schools. Please do not complete both. Please do not indicate independent schools as a preference as the council cannot consider such applications.

Please read the notes below before applying for admission:

1. Give the correct home address. This must be where the child normally lives - not a child minder's or grandparent's address. If a false address is given you may lose the place allocated to you
2. It is in your interest to make sure that you inform the Council's admissions manager in writing of any change in your circumstances such as a new address. The Council is prepared to consider your application for admission to community and voluntary controlled schools from the new address, if you can provide a letter from your solicitor confirming exchange of contracts for buying a house or a long term tenancy agreement
3. Please be aware of the introduction of equal preferences and the policy for deciding the school place to be offered in the event that admission could be offered at more than one school
4. Please be aware of the admission criteria to be used by admission authorities when a school receives more applications than there are places available
5. You are strongly advised to read the Council's policy about home to school transport on page 23 before applying for a school place
6. Please do not repeat the name of one school or just give a single preferred school. This does not improve your chances of getting a place at the preferred school. What it does mean is that, if you don't obtain a place at the preferred school, the Council and the schools will not know which other schools are of interest to you. You may lose priority for another school where you might otherwise have a good chance of getting a place
7. Please do not complete more than one Council application form. If you do, the Council's admissions manager will write to you to find out the three preferred schools where admission is requested
8. If your application is for a child who has been adopted, please forward a copy of the adoption certificate to the admissions manager. If your application is for a child who was previously looked after and is now subject to a residence/child arrangement or special guardianship order, please forward a copy of the court order to the admissions manager.
9. If you feel your child has very strong medical, social or welfare reasons for admission, please indicate on the form and provide appropriate supporting evidence from a doctor, social worker or other professional with your application form. This evidence must explain why the preferred school is the most suitable one for your child to attend and what difficulties would be caused if the child had to attend another school
10. If you are applying online please ensure your application is submitted by January 15, 2015.  
  
If you decide to apply for admission using the common application form included in this booklet please ensure the completed form is returned to Admissions Team, Children's Services & Education, 10 Duke Street, Blackburn, BB2 1DH no later than January 15, 2015.
11. Forms received after the closing date will be classed as late applications and may not be considered at the same time as those applications which were received on time

### Fraudulent applications

You must put the correct details on your application form and give the address where your child normally lives - not a child minder's or a relative's address. The Council will consider an alternative address (for places at community and voluntary controlled schools only) if you can provide a letter from your solicitor confirming exchange of contracts for buying a house or a long term tenancy agreement.

When a community/voluntary controlled school receives more applications than there are places available, the Council will check the information provided on the application form. You may be required to provide copies of your child benefit book/letter and a council tax bill or utility bill (gas, electricity, water or telephone) to make sure the information given on the application form is correct.

The Council reserves the right to share the information you give with others and, if necessary, to visit properties to check who actually lives there.

If the Council finds that false information has been given, your child will not be given a place at that school. If a place has been offered and the information given turns out to be false, that place may be withdrawn. If your child is allowed to continue at that school, even though the information was false, their brothers and sisters (siblings) will not be given priority for places at that school.

Primary school admissions 2015

## Primary school admissions 2015

Receipt No.

XXXX

## Admissions to primary school 2015

**Parents please complete and return both sections in the pre-paid envelope, which is printed on page 32.**

Child's Name: .....

Date of Birth: .....

Address: .....

1st Preference: .....

2nd Preference: .....

3rd Preference: .....

**Please note that if you do not receive a receipt within 10 working days of submitting your application form please ring (01254) 666613.**

I acknowledge receipt of the 2015 primary admission form for:

Your Receipt No. is

Child's Name: .....

XXXX

Date of Birth: .....

1st Preference: .....

2nd Preference: .....

3rd Preference: .....

Address: .....

.....

.....





## Primary school admissions 2015

For Office Use Only

Application received ..... Date received by school .....

## Blackburn with Darwen Borough Council common application form for primary admission for September 2015

Please read the guidance notes on page 26 before completing the form. Please return the completed form to the Admissions team, Children's Services & Education department, 10 Duke Street, Blackburn, BB2 1DH, by **January 15, 2015**.

### PLEASE USE BLOCK CAPITALS

1. Name of child  
Surname ..... Forename(s) .....
2. Boy or girl ..... Date of birth ..... / ..... / ..... Twin/Triplet
3. Nursery attending at present .....
4. (a) Name of parent/carer .....
- (b) Address .....
- (c) Postcode ..... Tel .....
5. If a child is not living permanently with parent(s)/carers please give: Relationship to child .....
- (a) Name of person child usually lives with .....
- (b) Address .....
- (c) Post code ..... Tel .....
- (d) Date when the child began living with person at address in (5b) .....
6. Does the child have an Education, Health and Care Plan/Statement of Special educational Needs/IPRA? Yes  No
7. Is the child in care to any local authority? Yes  No
8. Was the child formerly in care and now adopted? please see page 18 Yes  No
9. Was the child formerly in care and now subject to a residence/child arrangement or special guardianship order? please see page 18 Yes  No
10. Name of relevant Local Authority .....
11. Name of Social Worker ..... Tel No .....
12. Is the child cared for by someone other than a parent? If so please provide Yes  No   
the name of the person and where relevant the relationship to the child.  
Contact Agency ..... Tel No .....
13. Does a parent/carer work at any of your school preferences?  
Name ..... School .....
14. Details of older siblings who will be attending a primary school on September 1, 2015  
Name(s) Date of birth School  
.....  
.....

### Statement of preferences

15. You are strongly advised to indicate a second or third preference school in case a place at your first preference school is not available.

**Your list of preferences must include preferences for schools in this and in other council areas. Only indicate independent schools not listed in this booklet if you have accepted the place there and do not wish to be considered for admission at a Council school.**

- First preference .....
- Second preference .....
- Third preference .....

For office use only					
For office use only					
For office use only					

## Blackburn with Darwen Borough Council

## Primary school admissions 2015

16. For admission to faith schools only (for any or all of your preferences):

(i) For parental involvement in the work and worship of the church/mosque, please give the following information:

Name and address of place of worship where one of parents / guardians regularly attends

.....

Name of your vicar / priest / minister / faith leader / church officer

.....

Contact telephone number for the above

.....

(ii) Please state the Roman Catholic / Church of England parish where your child lives

.....

(iii) If Roman Catholic, please give details of the name and address of the church at which your child was baptised and the date.

.....

(iv) Please give details of the masjid (mosque) at which you are a member or at which you qualify for membership benefits and the date you became a member/qualified for membership benefits.

Masjid (mosque) .....

Date of membership/qualification .....

**(Please note** - membership of any mosque **MUST** be listed correctly on this application form as membership cannot be claimed after the closing date of January 15, 2015).

Do you wish for your child to be considered under the faith category? Yes  No

*If you have ticked yes, the governors will contact the relevant faith leader to verify necessary information.*

17. Any additional information you may wish to provide should be given here (in particular, give details of any social / medical / welfare reasons for your preferences). You may attach a separate sheet to this form if you need more space. You must attach appropriate professional evidence (from your doctor or social worker, etc).

Please see page 17.

18. I/we have read the booklet 'Primary school admissions 2015', including the Council's transport policy on page 23 and certify that the information given on this form is correct.

Please return the completed form to the Admissions team, Children's Services & Education department, 10 Duke Street, Blackburn, BB2 1DH, by January 15, 2015.

### Signature

Parent(s)/carer(s) ..... Date .....

Primary school admissions 2015

**QUESTIONNAIRE**

Dear Parent / Carer

The Council's admissions team provides information for parents on how and when to apply for a school place. It is very important that the information provided to parents is clear and easy to follow. We have produced a questionnaire that enables you to give us your views about the process. We would be extremely grateful if you could spare some time in completing the questionnaire.

**We value your comments**

If you would like to speak to someone about this questionnaire please ring the admissions team on (01254) 666613 or 666698 or 666602 or call in at 10 Duke Street, Blackburn, BB2 1DH.

Were you aware of the publicity informing you about admission to primary school? Yes  No

**If no, how did you find out what you needed to do?**

.....  
.....

**Where did you get your primary admission booklet 2015 from?**

.....

**Did you find the primary admission booklet** *(Please circle as appropriate)* 1 = Very Good 2 = Good 3 = Ok 4 = Poor

	Very Good	Good	Ok	Poor
Easy to understand?	1	2	3	4
Contained helpful information?	1	2	3	4
Contained information about the closing date?	1	2	3	4
Gave you a date by which you would receive a decision?	1	2	3	4
Gave details of who to contact for help or advice?	1	2	3	4
Overall did you find the quality of information given helpful?	1	2	3	4

**What other information would you like to be included in the booklet?**

.....  
.....

**If you contacted the admissions team, did you find the staff helpful?** Yes  No

**If no, please say why not?**

.....  
.....

**Do you have any other suggestions for improving the booklet?**

.....  
.....

**Thank you for your help.**

Please return your completed questionnaire, the application form and your completed receipt to Children's Services & Education department, 10 Duke Street, Blackburn, BB2 1DH, by January 15, 2015.

ADMISSIONS TEAM  
BLACKBURN WITH DARWEN BOROUGH COUNCIL  
CHILDREN'S SERVICES & EDUCATION DEPARTMENT  
10 DUKE STREET  
BLACKBURN  
BB2 1DH



BUSINESS REPLY SERVICE  
Licence No. NWW 667A

### Check List

Have you placed into the envelope:

- Primary School Preference Form
- Completed receipt (if required)
- Completed questionnaire

## Primary school admissions 2015

### Terminology

**Academy** - an Academy is a publicly funded, independently managed school. Academies are established by sponsors from business, faith, voluntary groups or other educational establishments working in partnership with the local council and central government. The Department for Children Schools and Families meets the capital and running costs for the academy in full and they are funded at the same level as other schools.

**Additional information form** - some schools require parents to complete a form to support their application for a school place. For example a church school may ask for confirmation of the child's regular attendance at church.

**Admission appeal** - where a parent/carer is not offered a place at a school for which they have expressed a preference, they have a legal right for their preference to be further considered by an independent panel.

**Admission arrangements** - all the procedures, criteria and publications which must be put in place by an admissions authority in order to process applications for admission to school. Admission arrangements will determine whether a child is eligible for admission to school.

**Admission Authority** - the body responsible for determining the admission arrangements for a school. This can be the Local Authority or the governing body of the school.

**Admission criteria** - the rules which govern who should and should not be offered a place at an oversubscribed school.

**Admission number** - the number of pupils in any relevant age group intended to be admitted in any school year as determined by an admission authority. The admission number is calculated by dividing the net capacity by the number of year groups and consulting upon that with the school.

**Admission round** - the procedure, arrangements and timetable whereby parents/carers have to submit their common application form for admission to school in order to receive the single offer of a school place from the authority.

**Admission year** - the school year to which the admission arrangements apply.

**Allocation of a school place** - this is where the single offer of a place at a school is accepted by the parent/carers and therefore the child's name is placed on the list of admissions to that school.

**Allowed** - in relation to school appeals this means that the parent/carer won their appeal and the child was offered a place in the school.

**Authority offers** - places offered in a school that was not expressed as a preference but offered as the nearest school that had places.

**C.E.** - Church of England

**Community school** - state schools that are wholly owned and maintained by the Local Authority. The Local Authority has main responsibility for deciding arrangements for admitting pupils.

**Co-ordinated scheme for admission to school** - this is a method for determining, from potential offers for school places, which is going to be the single offer of a school place communicated to parents. For co-ordinated schemes agreed for Bolton residents the highest ranked potential offer as determined from the preference form/online application, will be the single offer of a school place.

**Eligible for admission** - this is where a child can be offered a place at school either because:

- the number of applications for the school is below the admission number; or
- it is oversubscribed but the child meets the requirements of the admission criteria when compared to other children

**Foundation school** - type of state school which is run by the Local Authority but which has more freedom than community schools to manage the school and decide on its own admissions. At foundation schools the governing body is the employer and the admission authority.

**Free School** - Free Schools are set up by groups of parents, teachers, charities, businesses, universities, trusts, religious or voluntary groups but are funded directly by central government. The schools are established as academies, independent of local authorities.

**Governing Body** - the group of elected and appointed members at every school with responsibility for the management and school budget. Some governing bodies have responsibility for setting admission policies.

**Home authority** - the Local Authority in which the parent resides.

**Independent school** - school that is not maintained by a LA. Usually fee paying e.g. Westholme School.

**LA** - Local Authority, your LA is the one you pay your council tax to.

**Letter of appeal** - the letter to be submitted by parent/carer to request an independent appeal for a school in which they have not been offered a place.

**Maintained schools** - a term for all state schools.

**National offer day** - the day on which letters offering school places are posted out to parents. For admission to primary school in September 2015 the day set out in the code of practice is 16 April 2015 (or the next working day).

**Oversubscribed** - where the number of applications for the relevant year group in an admission year exceeds the admission number.

**Preference** - the legislation requires that parents must indicate to the admissions authority those schools they would wish their child to attend (also available online).

**Preference form** - the form used by parents on which they are required to express preferences for school and give reasons for those preferences.

**Ranking** - the order in which parents have to list their three preferences on the common application form to enable the authority to determine the single offer of a school place.

## Primary school admissions 2015

**R.C.** - Roman Catholic

**Refused** - in relation to school appeals this means that the parent/carer lost their appeal and were not offered a place in the school.

**Special Educational Needs (SEN)** - a child may have special educational needs if they have a significantly greater difficulty in learning than the majority of children of the same age or have a disability which prevents or hinders them from making use of educational facilities normally provided for children of the same age in school.

**Single offer of a school place** - the one offer for a place at a school which is made to a parent/carer from the three potential offers available based on the ranking of the preferences expressed.

**Supplementary form** - some schools require parents to complete a form to support their application for a school place. For example a church school may ask for confirmation of a child's regular attendance at church.

**Upheld** - in relation to school appeals this means that the parent/carer won their appeal and the child was offered a place in the school.

**Voluntary aided** - schools that are maintained by the Local Authority, with a foundation (generally religious) that appoints most of the governing body. The governing body is the admission authority.

**Voluntary controlled** - schools that are maintained by the Local Authority, with a foundation (generally religious). The Local Authority is the admission authority, although in some cases it can devolve responsibility to the governing body.

## Useful addresses

### School admissions

Children's Services & Education  
Department  
10 Duke Street  
Blackburn  
BB2 1DH  
Telephone: (01254) 666613 or or  
666698 or 666602

### Education welfare

Children's Services & Education  
Department  
10 Duke Street  
Blackburn  
BB2 1DH  
Telephone: (01254) 666857

### Statutory assessment

Children's Services & Education  
Department  
10 Duke Street  
Blackburn  
BB2 1DH  
Telephone: (01254) 666737

### Education transport

Transport services  
Regeneration department  
Town Hall  
BB1 7DY  
Telephone: (01254) 585003

## Other Councils

### Bolton Metropolitan Borough Council

Pupil & student services  
Paderborn House  
Civic Centre  
Bolton  
Telephone: (01204) 332137

### Lancashire County Council

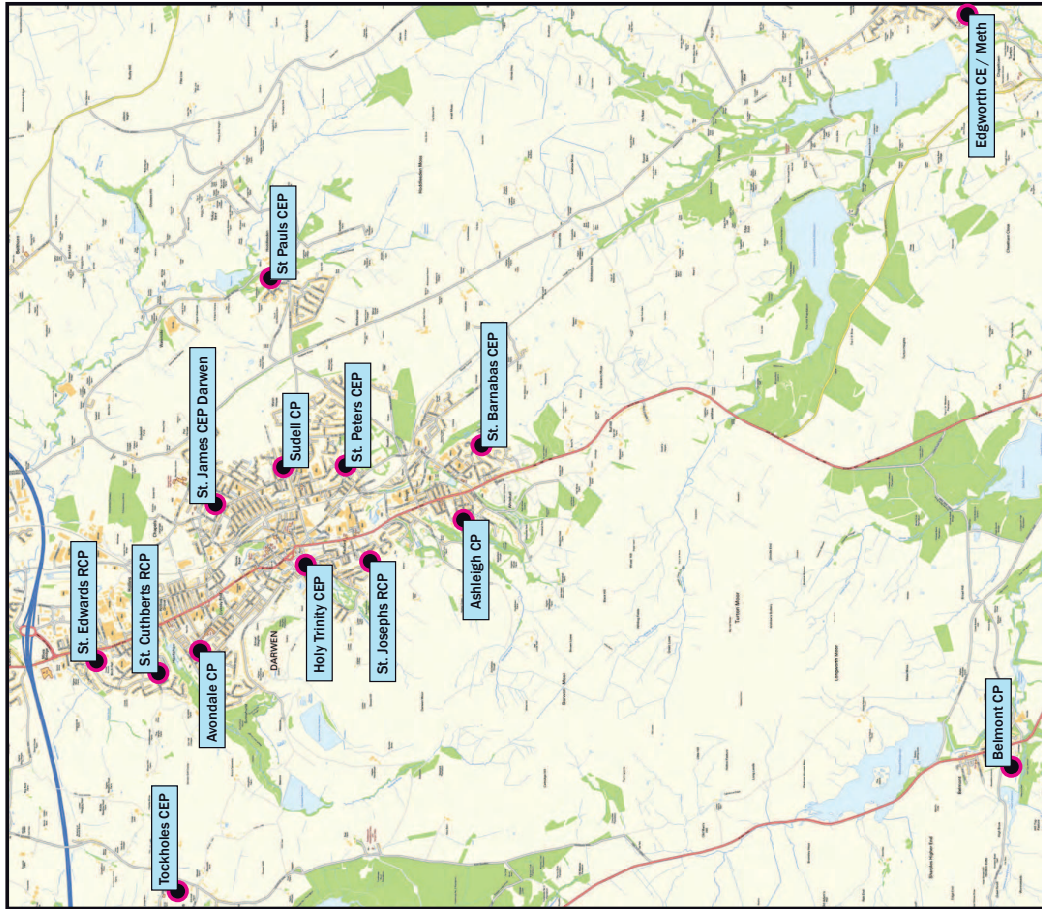
The Accrington office has responsibility for admission of pupils to schools in the Hyndburn, Ribble Valley, Burnley, Pendle & Rossendale areas and the Preston office for the Preston, South Ribble, Ormskirk and Chorley areas.

Pupil access team  
Area education office  
44 Union Street  
Accrington  
Telephone: (01254) 220718

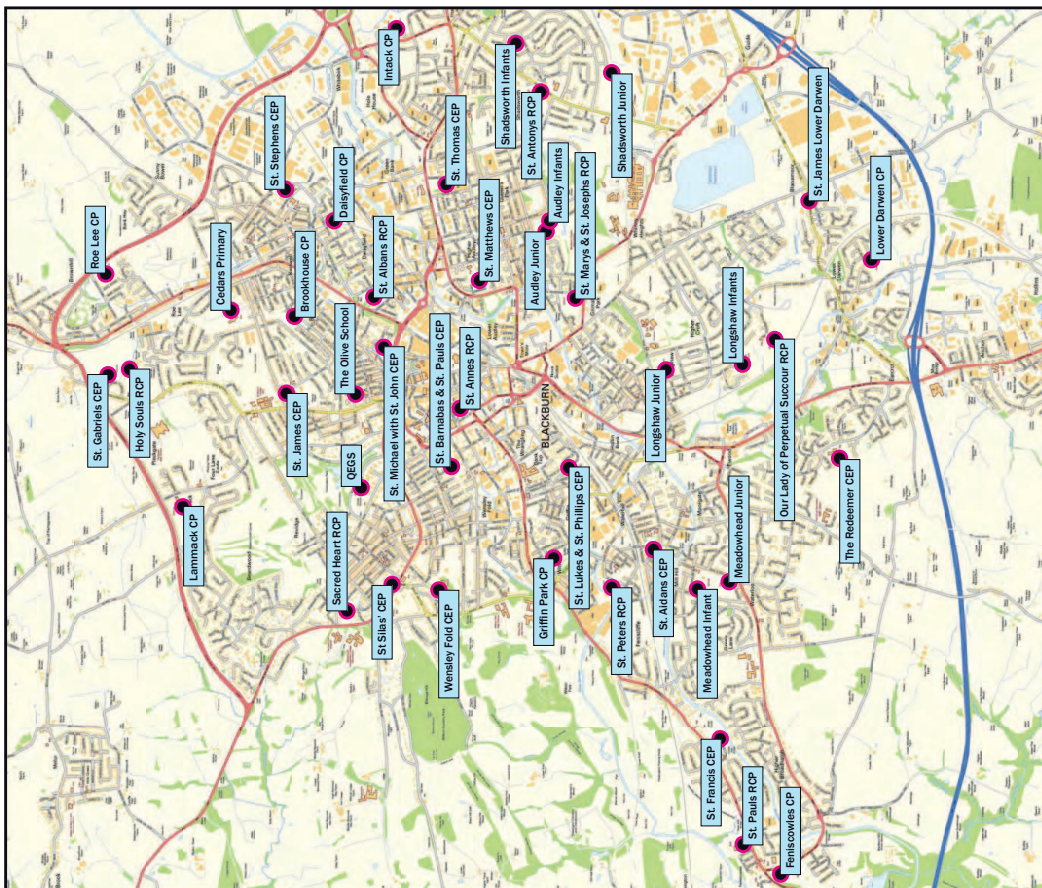
Pupil access team  
Area education office  
East Cliff  
Preston  
Telephone: (01772) 53813

Primary school admissions 2015

Location of infant/junior primary schools in the borough of Blackburn with Darwen (Darwen)



Location of infant/junior primary schools in the borough of Blackburn with Darwen (Blackburn)



The information published in this booklet applies to the school year 2015-16 and was correct at the time of publication.

If you have any comments about the contents of the booklet please send them to:

Admissions Manager  
Children's Services & Education Department  
10 Duke Street  
Blackburn  
BB2 1DH

Tel: (01254) 666613

Fax: (01254) 666884

Email: [admissions@blackburn.gov.uk](mailto:admissions@blackburn.gov.uk)