



Morecambe Bay  
Academy

# Admissions Policy

## 2025/26

Determined  
13 March 2024

Applications for admission to the academy should be made online between 1st September 2024 and 31st October 2024 via the Local Authority website [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools). It is not normally possible to change the order of your preferences for schools after the closing date.

**Parents must complete the Local Authority electronic form stating three preferences.**

**The academy is not able to offer places beyond its admission number (220). Offers of places under the equal preference system will be sent to parents on 1st March 2025 by the Local Authority. Parents of children not admitted will be offered an alternative place by the Local Authority.**

In the event the academy is oversubscribed, a supplementary form is available from the academy and the academy website. The supplementary form should be returned to the academy by 31st October 2024. If the academy is oversubscribed, a failure to complete the supplementary form may result in your application for a place in this academy being considered against a lower priority criteria.

**The number of places available for admission to Year 7 in September 2025 will be a maximum of 220.** The Governing Body will not place any restrictions on admissions to Year 7 unless the number of children for whom admission is sought exceeds this number.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. In the event that there are more applicants than places after admitting all children with a Statement of Educational Need or Health and Care Plan naming this school, the Governing Body will allocate places using the criteria below, which are listed in order of priority:

**1. 'Looked After':**

'Looked After' means that the child 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 at the time of making an application to the academy. 'Looked after children or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted.

**2. Brothers or Sisters currently attending the school:**

This applies to brothers and sisters of those children who are currently on the academy roll and who will be continuing into the next academic year. Note: "brother" or "sister" includes step, half, foster and adopted siblings living at the same address.

**3. Children for whom the Governors accept that there are exceptional medical, social or welfare reasons which are directly relevant to the school concerned.**

The medical, social and welfare criterion will consider issues relevant to the child and/or the family. This category may include children without a statement who have special needs. Children who have a statement for special needs will have their applications considered separately.

**4. Children of staff at the academy:**

This applies to all staff, full and part time, who are employed by this academy on a permanent contract of employment with the academy in either or both of the following circumstances:

- a) where the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the academy is made and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

**5. Geographical priority area:**

Parishes of Slyne with Hest, Lancaster (*part\**) Morecambe and Heysham, Heaton with Oxcliffe, Middleton and Overton (shared with Bay Leadership Academy) & Skerton.

*\*The boundary goes from the Halton with Aughton parish border, down the river to the boundary with Heaton with Oxcliffe.*

Also, a small area of the Lancaster parish to be shared with Central Lancaster High School. This is the area north of the River Lune (Scale Hall, Ryelands, Hare Runs, Beaumont and Skerton).

The distance between the Ordnance Survey address points for the academy and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre.

## 6. Those residing outside the Geographical priority area:

In the event that places remain unfulfilled after application of the criteria 1-4, remaining places will be allocated according to the straight-line distance from home to academy, nearer addresses having priority over more distant ones.

### **Late applications for admission:**

Where there are extenuating circumstances for an application being received after the last date for applications and it is before the Governing Body has established their list of pupils to be admitted, then it will be considered alongside all the others. Otherwise, applications which are received after the last date will be considered after all the others and placed on the waiting list in order according to the criteria.

### **Waiting list:**

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the academy will be slotted into the order according to the extent to which they meet the criteria. Thus, it is possible for a child who moves into the area later to have a higher priority than one who has been on the 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. The waiting list will operate from the 30th December 2024.

### **Address of pupil:**

The address used on the academy admission form must be the current one at the time of application, i.e. the family's main residence. If the address changes subsequently, the parents should notify the academy. Where the parents live at different addresses and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use the Governing Body reserves the right to make enquiries of any relevant third parties, e.g. the child's GP, Council Tax Office, Electoral Registration Officer, utilities providers. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

## **In-year admissions:**

In-year admissions is the process of applying for a school place during the school year. Any applications for the intake made after the start of the autumn term will be treated as an in-year application.

The in-year admissions process is managed by the school. Parents are required to complete the in-year application form, which is available from the school website.

Where a place cannot be secured, parents will be offered a legal right of appeal to an independent appeal panel.

Lancashire County Council administers the appeals process on behalf of the school. Parents can complete the school's [appeal form](#) on Lancashire County Council's website.

## **Appeals for routine admission:**

Where the Governing Body are unable to offer a place because the academy is oversubscribed 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 will have the opportunity to submit their case to the Admissions Committee of the Governing Body in writing and also to attend in order to present their case. **Parents/guardians should request an appeal form from the academy and return it within 20 school days of receiving the letter refusing a place.** You will normally receive 14 days' notice of the place and time of the hearing.

Appeals which are received after the deadline will be slotted into the schedule where this is possible. There is no guarantee that this will happen and late appeals may be heard after the stipulated date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venues and the number of appeals for each school (which will vary year on year).

Please note that this right of appeal against the Governors' decision does not prevent you from making an appeal in respect of any other school.

### **Fraudulent applications:**

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