

Admissions

APPLYING FOR SCHOOL PLACES

For Lancashire resident families who will require a primary or secondary place in **September 2026** the means of application is via Lancashire's online system at: www.lancashire.gov.uk/schools

Applications for admission to the school for September 2026 should be made on-line between 1st September 2025 and 15th January 2026. It is not normally possible to change the order of your preferences for schools after the closing date.

Lancashire's online system provides information about admission arrangements to all Lancashire Schools.

This will go live from September 2025

It is quick and easy to use and offers an email receipt of all submitted applications. Please ensure that you hit the "submit" button when you are ready to send in your completed online application. **You must apply even if you already have siblings at your preferred school or academy.** If you live in Lancashire, you can include out of area preferences on your online application.

If you have submitted and received an email acknowledgment of an online application you can log back onto the system during the application period to view this. **If, however, you go back into your original application this may have been over written (it definitely will if you make any changes). It will then no longer be valid.** This applies for all changes, even very minor ones e.g., hyphens, apostrophes and typo corrections.

To ensure that your online application remains valid you are therefore strongly advised to press the re-submit button if you revisit the system at any time during the application period (whether or not changes were made). You should then receive a further confirmation email.

The closing dates for applications for **September 2026** are at **11-59 pm** on:

- **Secondary** school applications – 31 October 2025
- **Primary** school applications – 15 January 2026

Admissions Committee

Singleton C of E Primary School Admissions Committee is made up of the following staff and governors:-

The Admission Committee structure for the school is included here for reference.

I	Governor Category
Amanda Clayton	Head Teacher
Rachel Reeves	Office Manager
Mick Smith	Foundation
Alec Davies	Chair of Governors

Admissions Policy

Please see attached our admissions policy for 2026. This outlines our admission and appeal arrangements.



2026 Singleton
Determined Admissi

Applying for place at our school during the school year (In-Year Admissions)

In Year Admissions are admissions to school that take place outside the normal admissions rounds (i.e. Reception and Year 7)

If you are new to the area and require a school place or if you already reside in the area and you want to move your child from their current local school to our school, your application should be made directly to our school and the child will be admitted where there are available places.

For our current place availability please Contact the School Office Manager on

Tel 01253 882226

Or

Email head@singleton.lancs.sch.uk

To apply for a place, complete our In-Year Admissions form (see below) and return to head@singleton.lancs.sch.uk or by post to Singleton CE Primary School, Church Road, Singleton, Poulton-le-Fylde, Lancashire. FY6 8LN

In Year Admissions Form

If you have any questions in relation to in-year admissions, please contact us either by email at head@singleton.lancs.sch.uk or by phone on 01253 882226.

You may ring the school office to confirm that the form has been received.

Your application will be acknowledged upon receipt and we will advise you of the outcome within a maximum of 15 school days.

Where places are available, but we have more applications than places, the published oversubscription criteria will be applied, to ensure the correct child/children are offered the places.

If there are no places available, the child will be added to the waiting list and you have the right of appeal. Please see below for appeal information. Please note, that the waiting list does NOT guarantee a place at our school and if your child is currently not in education you should either make an appeal to our school and/or apply for a place at an alternative school.

Further information on how to apply for a local school can be found on the Lancashire County Council website: <https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/changing-schools-during-the-school-year/>

Appeals

The school's admission appeals are supported by Lancashire County Council. If the Governing body cannot offer a school place, parents have the right to make an appeal.

This appeal should be submitted using the link below within twenty days of refusal of admission. The appeal provides you with an opportunity to explain why you wish to register your child at our school. The appeal forms and advice on how to complete them is available on the Lancashire County Council website:

<https://www.lancashire.gov.uk/children-education-families/schools/appeal-against-an-admission-decision/primary-school-appeals/>

Lancashire County Council will contact you in respect of your appeal application and inform you of the arrangements. The outcome of the appeal will be notified to you in writing.

The decision of the Independent Appeal Panel is binding to all parties, ie the family and the school.

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.

Admissions Appeals

If you're not happy with the school place you're given, you can appeal for any school. Further information about the appeal process can be gained from Lancashire County Council. Please follow the link below for advice re the appeal arrangements and to access the online admissions appeal form:

<https://www.lancashire.gov.uk/children-education-families/schools/appeal-against-an-admission-decision/>