

**Alston Lane Catholic Primary School**  
**Proposed Admissions Policy September 2018.19**

**Introductory Statement**

The Governors welcome applications from Catholic and non-Catholic parents who would like their children to be educated within the aims and ethos of Alston Lane Catholic Primary School.

Alston Lane Catholic Primary is a Catholic School situated in the Diocese of Lancaster and is maintained by Lancashire Local Authority as a voluntary aided primary school.

At Alston Lane the practice of the Catholic faith and the teachings of the Catholic Church are important aspects of our school life and work and influence the curriculum.

The Governing Body is the admissions authority and is responsible for admissions within the requirements of the law and takes into account the following:

- (a) the advice of the Diocesan Trustees on the nature and purpose of Catholic Schools
- (b) the Governing Body's responsibility towards the school and the Catholic community it serves
- (c) the Catholic character of the school and its Mission Statement

The School serves, in the first instance, Roman Catholic children from the parish of Our Lady and St Michael's.

The Governing Body has set the planned admissions number for Alston Lane Catholic Primary School at 30. The Local Education Authority and other parties required by law have been consulted on this.

It is the duty of the Governors to comply with class size limits at Key Stage One. No more than 30 children will be admitted to any one reception or infant class.

**Arrangements for Admission in September 2018**

1. Applications for a place at the school should be made online and returned to the local authority on or before the date specified in the notes to parents.
2. Parents must complete the Common Application Form available from the Local Authority. Parents who wish their application to this Catholic school to be considered against the faith criteria should also complete the school's Supplementary Information Form. If the school is oversubscribed, failure to complete the Supplementary Form may result in your application for a place in the school being considered against lower priority criteria, as the Governing Body will have no information upon which to assess the application on the basis of the applicant's baptism. This supplementary form should be **returned to the school**.
3. Each Catholic applicant will be required to produce a baptismal certificate or other evidence of baptism.
4. The admissions committee of the Governing body will consider all applications at the same time after the closing date.
5. Parents will be informed of the outcome of their application in writing by the Local Authority.
6. As required by law, all children with a Statement of Special Educational Needs or Education Health and Care Plans naming the school will be admitted before the application of the oversubscription criteria.

**Admission / Oversubscription Criteria**

If the number of applications exceeds the planned admission number, places will be allocated in the following order of priority:

- (i) Looked after Children and previously looked after children (a 'looked after child' is a child who is in the care of the local authority or provided with care by that authority)
- (ii) Baptised Roman Catholic children who live in the parish and whose parents worship at Our Lady and St Michael's Church
- (iii) Baptised Roman Catholic children, who live in the parish, whose parents worship in other Catholic parishes;  
Baptised Roman Catholic children, living outside the parish, whose parents worship at Our Lady and St Michael's Church
- (iv) Siblings of children who are in the school at the time of application
- (v) Other Baptised Roman Catholic children
- (vi) Baptised children of other Christian denominations
- (vii) Children of other faiths
- (viii) Other children

In the event of the number of oversubscription in any of the above criteria, places will be allocated according to the following tie-breaker criterion: Applicants living nearest to the school. The distance measure is a straight line (radial) measure from the centre of the building that is the applicant's home address to the centre of the school building. Distances are measured using the council's Geographic Measuring System. If the Governing body is unable to distinguish between applicants in any of the oversubscription criteria using this tie breaker (e.g. applicants in the same block of flats) places will be offered via a random draw.

### **Looked After Children and Previously Looked After**

A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order

### **Waiting Lists**

A waiting list for children who have not been offered a place will be kept and will be ranked according to the *admissions / oversubscription* criteria. Parents / guardians are invited to contact the school if they wish to be informed of their child's position on the waiting list. The waiting list will be closed at the end of the Autumn term.

### **Late applications**

Applications received after the closing date will be treated as late applications. Only in exceptional circumstances, and where appropriate evidence is provided, will applications received after the closing date (but before offers of places have been made) be considered alongside those received on time.

### **Address of Pupil**

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. In some cases, for example, where shared parental living arrangements are in place, a child's address may be difficult to determine. In these circumstances, the address used for child benefit purposes, ie, the address of the parent claiming the child benefit, will be used.

If you are moving house and applying for the school and it is not oversubscribed, using your new address may not be a problem. In the event of oversubscription it may be possible to consider your application on the basis of an address you are intending to move to. You must be resident at a specific address and not just have a stated intention to move to an area. You must provide evidence that you have exchanged contracts on a house or have an offer of a tenancy on a property in which you intend to live and which will be in place when your child would start at the school. This evidence must be submitted as soon as possible and no later than the closing date for applications. Further evidence, eg utility bills, may also need to be submitted.

### **Siblings**

Siblings refers to full brothers or sisters, half brothers or sisters, adopted brothers or sisters, or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling. Stepchildren or foster children who live at the same address are also classes as siblings.

### **Multiple Births**

Where there are twins, etc wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits.

### **Fraudulent Applications**

Where the Governing Body discovers that a child has been awarded a place as a result of an intentionally misleading application from a parent, for example, where a false address has been provided, then the Governing Body is required to withdraw the offer of a place. The application will then be considered afresh and a right of appeal offered if a place is refused.

### **Appeal Arrangements**

If an application for admission has been turned down by the Governing Body, parents can appeal to an independent appeals panel. This appeal should be sent in writing to the clerk to the Governors at the school within 20 days of notification of refusal. The date of notification will be considered to be 2 days after posting by first class post of the refusal to place an offer. The parents must give their reasons for appealing in writing. The decision of the appeal is binding on the parents and on the Governing Body.

### **Deferred Admissions and Part-time Provision**

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January. You may also request that your child attend school part time until he/she reaches his/her fifth birthday.

### **Non Routine or In Year Admissions**

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

Please note that you cannot re-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the school's Supplementary Information Form and return it directly to the school. If the school is oversubscribed with mid year applications at the time of the requested admission, failure to complete the Supplementary Information Form may result in your application for a place in this school being considered against lower priority criteria.

The admission of all students to Lancashire schools, at the beginning of the year, will be co-ordinated by Lancashire Local Authority, in line with recent changes in legislation.

### **Admission of children outside their normal age range**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child\* may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. The Governing Body will take decisions on any such requests on the circumstances of each case. This will include taking account of the parent's views, information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. When informing a parent of their decision on the year group the child should be admitted to, the Governing Body will clearly state the reasons for their decision.

Where the Governing Body agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and Governing Body must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They must not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

*\* The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). It is likely that most requests for summer born children to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely.*

**ADMISSION TO ALSTON LANE CATHOLIC PRIMARY SCHOOL, LONGRIDGE  
SEPTEMBER 2018**

**SUPPLEMENTARY INFORMATION FORM**

If you are applying for a place for your child in Aston Lane Catholic Primary School on faith grounds please complete this form **in addition** to the Common Application Form available online or issued by the Local Authority.

This supplementary information form will assist the Governors of the school in deciding whether your child qualifies for a place. Failure to complete the form may affect where your child is placed within the oversubscription criteria.

**This form must be completed by the parent/guardian.**

**PART A** (*To be completed by child/applicant's parent or guardian*)

1. Name of child/applicant: \_\_\_\_\_
2. Address of child/applicant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If you are applying on faith grounds, complete the following sections:**

3. Parish or area of faith community in which you live: \_\_\_\_\_  
*e.g. Our Lady and St Michael's, Longridge*

- 3(i). Name of the Parish or area of faith community in which you worship: \_\_\_\_\_

**Your Parish Priest or minister of religion may be contacted to confirm this**

4. **If a Catholic**, I confirm that the applicant is a baptised Catholic and enclose proof of baptism e.g. copy of Baptismal Certificate or details of place and date of baptism or letter from a priest confirming applicant's preparation for Catholic baptism or faith membership.

Yes  No  Date of Baptism: \_\_\_\_\_ Name of Parish: \_\_\_\_\_

5. Name(s) of any sibling(s) who will be attending Alston Lane at time of the applicant's planned admission in September 2018

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

**PART B** *(For non-Catholic applicants. To be completed and signed by a Minister of Religion)*

7. If a **Christian**, I confirm that the applicant is a baptised Christian.  
Yes  No

8. If of **a faith other than Christian** please would you confirm that the applicant is a member of your faith community.  
Yes  No

9. Signed (Minister of Religion) \_\_\_\_\_

10. Print name \_\_\_\_\_

11. Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Position held: \_\_\_\_\_

**Please return this Form to:**  
Alston Lane Catholic Primary School  
Preston Road  
Longridge  
Preston  
PR3 3BJ