



**ST MARY'S R C PRIMARY SCHOOL**  
**LIME ROAD, HASLINGDEN**

**“Our school, our family, modelled on Christ”**

**ADMISSIONS POLICY 2018-19**

St Mary's is a Catholic Primary School under the trusteeship of the Diocese of Salford. It is maintained by Lancashire Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority. For the school's year commencing September 2018, The Governing Body has set its admissions number at 20.

Applications for a place in reception at September 2018 should be made online( from 1<sup>st</sup> September 2017) at [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools) (follow link to the online admissions system) and completed no later than 15<sup>th</sup> January 2018. Parents who wish to seek priority for baptised Catholic children should also complete the school's Supplementary Information Form (SIF) and return it to St Mary's RC Primary School by this date. Offer letters will be sent out, by Lancashire County Council, on 16th April 2018.

**ADMISSIONS TO THE SCHOOL will** be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of **ADMISSIONS CRITERIA** forming a priority order where there are more applications for admissions than the school has places available.

1. Children in Public Care/Looked After children and adopted children who were previously looked after. This includes any “looked after child” and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.
2. Children who have a sibling in the school at the time of admission
3. Baptised Catholic children resident in the parish of St Marie's, Haslingden
4. Baptised Catholic children from other parishes
5. Other children.

**NOTES**

- a) All applicants will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January 2018.

- b) All Catholic applicants will be required to produce baptismal certificates.
- c) It is the duty of governors to comply with class size limits at Key Stage One.
- d) If, within any category, there are more applicants than places available, priority will be given on the basis of proximity to the school measured by a straight line 'radial' measure between the centre of the family home to the centre of the school. In the event of distance being the same for 2 or more applicants where this distance would be last place/s to be allocated, the local authority's system of a random draw will determine which address(es) receive the offer(s).
- e) Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.
- f) Sibling is defined as a brother or sister, half brother or sister, foster children, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
- g) Twins/Triplets etc – Where there are twins 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. This may also apply to siblings who are in the same year group.
- h) 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 until he/she reaches his/her fifth birthday.
- i) If the school is oversubscribed, a waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn Term.
- j) Late applications will be considered in accordance with the published admissions criteria. If the school is over subscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises. Parents will be expected to provide a reason(s) for the late application.
- k) Non-routine 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 provide. 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.

- l) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least ten school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on all parties, not solely the Governing Body.
- m) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

**DIOCESE OF SALFORD  
SUPPLEMENTARY INFORMATION FORM: 2017 ADMISSIONS**

**ST MARY'S R C PRIMARY SCHOOL, HASLINGDEN**

**DISTRICT NO: 14**

**SCHOOL NO: 032**

**LOCAL AUTHORITY: LANCASHIRE**

**PLEASE COMPLETE IN BLOCK CAPITALS AND RETURN TO SCHOOL BY 15<sup>TH</sup>  
JANUARY 2018**

**SURNAME OF CHILD** \_\_\_\_\_

**FORNAME(S)** \_\_\_\_\_

**DATE OF BIRTH** \_\_\_\_\_

**ADRESS OF CHILD** \_\_\_\_\_

\_\_\_\_\_ **POSTCODE** \_\_\_\_\_

**YOUR TELEPHONE NUMBER** \_\_\_\_\_

**IS YOUR CHILD**

**BAPTISED CATHOLIC**

**NON CATHOLIC**

**FOR BAPTISED CATHOLICS**

**DATE OF BAPTISM** \_\_\_\_\_

**PARISH** \_\_\_\_\_

**PARISH LOCATION (TOWN/CITY)** \_\_\_\_\_

**PARISH COMMUNITY IN WHICH YOU LIVE/WORSHIP:** \_\_\_\_\_

**You are asked to enclose a copy of the baptismal certificate with this form. If this is not possible explain below.**

**Signed** \_\_\_\_\_ **NAME (please print)**

\_\_\_\_\_

**RELATIONSHIP TO CHILD:** \_\_\_\_\_ **DATE:** \_\_\_\_\_