

## St Mary's Roman Catholic Primary School, Sabden

### Admission Policy 2018/2019

St Mary's Sabden is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Lancashire Local Authority as a voluntary aided school.

The school's Governing Body is the Admission Authority and is responsible for taking decisions on applications for admission. For the school year commencing 2018/2019 the governing body's planned admission number is 12.



Applications for a place in reception for September 2018 should be made via the online admissions system which can be accessed via [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools) then click on 'Apply for a school place'. Parents who wish to seek priority for baptised Catholic children should also complete the school's Supplementary Information Form (SIF) and return it at the same time. The SIF can be downloaded from the Lancashire County Council website in the 'Apply for a primary school place' section or from the school website. The closing date for applications is **15 January 2018**.

As required by law all children with an Education, Health and Care Plan (EHC Plan) or Statement of Special Educational Needs naming the school will be admitted before the application of the oversubscription criteria.

Where more applications are received than the planned admissions number for the school the oversubscription criteria will be applied in the following order:

- 1) Looked after children and previously looked after children.
- 2) Baptised Roman Catholic children with proven and exceptional medical and social needs where admission to the school might best satisfy those needs, provided that appropriate evidence from a doctor or social worker is submitted with the application.
- 3) Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and resident in the parishes of St Mary Queen of Peace, Sabden, St Philip's, Padiham and English Martyrs', Whalley.
- 4) Baptised Roman Catholic children resident in the parishes of St Mary Queen of Peace, Sabden, St Philips, Padiham and English Martyrs', Whalley.
- 5) Other baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in another parish.
- 6) Other baptised Roman Catholic children who are resident in another parish.

- 7) Children with proven and exceptional medical and social needs where admission to the school might best satisfy those needs, provided that appropriate evidence from a doctor or social worker is submitted with the application.
- 8) Other children with a brother or sister attending the school at the time of admission.
- 9) Other children.

**Tie break**

Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school 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. Where two addresses have the same distance, or the cut off point is for addresses within the same building, then the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

**Admissions Policy 2018/2019 – Notes**

- a) The governing body is the admissions authority. The admissions committee is comprised of the following governors: chair of governors, parish priest, head teacher, parent governor and independent clerk.
- b) In the autumn term all parents who have expressed an interest in a school place will be advised to apply for a school place online at [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools). The Local Authority produces a limited number of the 'Primary Admission Booklet' for parents who are unable to access the internet. These are available from Local Authority offices, public libraries and primary schools.
- c) Parents must complete a common application form and express three preferences for primary school admission. The closing date is **15 January 2018**. All applicants will be considered by the governors at the same time in a fair way according to the published criteria.
- d) Parents will be informed of the governors' decision by Lancashire County Council on **16 April 2018**. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.
- e) Each Roman Catholic applicant will be required to produce a baptismal certificate.
- f) Parents should check carefully whether they are resident within the parishes of St Mary Queen of Peace, Sabden, St Philip's, Padiham or English Martyrs, Whalley, the parish priests and the head teacher will be able to advise.
- g) All applicants resident in the parishes of St Mary Queen of Peace, Sabden, St Philip's, Padiham and English Martyrs, Whalley will be required to provide proof of address, by supplying an original up-to-date utility bill or child benefit statement.

- h) It is the duty of governors to comply with class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30 children other than in exceptional circumstances (as governed by recent DfE/Lancashire recommendations).
  - i) Where a child lives with parents with shared responsibility e.g. where the parents live at different addresses, and there is shared parenting, the address 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 used.
  - j) The term 'brothers and sisters' will be taken to include step brothers and sisters, foster children and children of partners living in the same household. The governing body reserves the right to give special consideration to twins or triplets etc to prevent breaking the sibling link.
  - k) If the school is oversubscribed, a waiting list will be maintained for the full autumn term in the academic year of admission. This will be ordered according to the admission over-subscription criteria.
  - l) Late applications will be considered in accordance with the published 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.
  - m) The governing body reserves the right to admit children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing such application is submitted with appropriate evidence from a doctor, social worker or qualified professional indicating why our school is most suitable.
  - n) 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 14 days of notification of refusal. The date of notification will be 2 working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the appeals panel is binding on all parties.
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**SUPPLEMENTARY INFORMATION FORM (SIF)**

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**ST MARY'S ROMAN CATHOLIC PRIMARY SCHOOL SABDEN**

**Admission to Primary School – September 2018**

**SCHOOL APPLIED FOR:**

Name of school: \_\_\_\_\_

Address of school: \_\_\_\_\_

\_\_\_\_\_

**APPLICANT INFORMATION:**

Name of parent(s)/guardian(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**CHILD INFORMATION:**

Name of child: \_\_\_\_\_

Address of child: \_\_\_\_\_

(if different from above)

\_\_\_\_\_

Is the child a baptised Catholic?    Yes                         No  

If 'yes', give the parish and date of baptism:

\_\_\_\_\_

**\*\*\* Please attach a copy of the baptismal certificate with this form**                       Yes

In which parish does the child currently live (*see note 2 – overleaf*):

\_\_\_\_\_

## **NOTES FOR INFORMATION:**

### **1. Supplementary Information Form (SIF)**

If you are applying for a place at any Catholic primary school in Lancashire and wish to have your admission request considered against that school's faith/denomination criteria then you should complete this SIF (or the school's own SIF). This is in addition to the common application form. You should complete a SIF for each Catholic primary school and return it direct to that particular school.

### **2. Evidence of Baptism – Catholic**

If you are applying for a Catholic primary school and your child was baptised in one of the named parishes which the school serves then the parish baptismal records will be checked by the school to confirm baptism. If your child was baptised in another parish a Baptismal Certificate **or** the completion of the statement form overleaf will normally be required to confirm your child is a baptised Catholic. It is always helpful to attach a copy of your child's baptismal certificate.

**PLEASE RETURN THIS SUPPLEMENTARY FORM DIRECT TO ANY CATHOLIC PRIMARY SCHOOL WHICH IS ONE OF YOUR PREFERRED OPTIONS (ONE FORM TO EACH CATHOLIC SCHOOL WHICH IS A PREFERENCE). THIS IS IN ADDITION TO THE LOCAL AUTHORITY APPLICATION FORM.**