

## **ST MARY'S ROMAN CATHOLIC PRIMARY SCHOOL, OSBALDESTON DETERMINED ADMISSION POLICY 2018-19**

St Mary's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by The Lancashire Local Authority as a Voluntary Aided School. The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions.

For the school year commencing September 2018 the Governing Body has set its planned admissions number at 13.

Applications for a place in reception at September 2018 should be made on the Common Application Form (CAF) issued by Lancashire County Council and returned to the school by the date specified by Lancashire County Council (15<sup>th</sup> January 2018). Parents who wish to seek priority for baptised Catholic children should also complete the Supplementary Information Form (SIF) and return it at the same time.

As required by law all children with a Statement of Special Educational Needs naming the school will be admitted before the application of the over subscription criteria.

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

1. Baptised Roman Catholic children who are in public care and adopted children who were previously looked after.
2. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in the parish of St Mary's.
3. Baptised Roman Catholic children resident in the parish of St Mary's.
4. 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.
5. Baptised Roman Catholic children resident in the parish of St Mary and St John Southworth, Samlesbury.
6. Other baptised Roman Catholic children who are resident in another parish.
7. Other children who are in public care and adopted children who were previously looked after.
8. Exceptional Needs
9. Other children with a brother or sister attending the school at the time of admission.
10. Other children.

## NOTES

- a) The governing body is the admissions authority. The admissions committee is comprised of the following governors: Chair of governors, vice chair of governors, parish priest and headteacher.
- b) In the autumn term all parents will be sent a copy of the Local Authority 'Primary Admission Booklet; which gives details of the LA co-ordinated admissions arrangements. These are available from Local Authority offices, public libraries and primary schools.
- c) For information visit: [www.lancashire.gov.uk](http://www.lancashire.gov.uk) school admissions
- d) Parents must complete a common application form and express their preferences for primary school admission. The closing date for all applicants is 15<sup>th</sup> January 2018. The governors will consider all applicants at the same time in a fair way according to the published criteria.
- e) Supplementary Form: The supplementary form requests information relating to the fact of baptism. This should be downloaded from the online admissions system.
- f) Lancashire LA will inform parents of the governors' decision on 16<sup>th</sup> April 2018. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.
- g) Each Roman Catholic applicant will be required to produce a baptismal certificate.
- h) Parents should check carefully whether they are resident within the parish boundaries of St Mary's. (Map available in school)
- i) All applicants resident in the parish of St Mary's will be required to provide proof of address, by supplying an original, up-to-date, utility bill or Child Benefit Statement.
- j) 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.
- k) Exceptional Needs
- l) Children for whom the governors accept that there are exceptionally strong medical, social or welfare reasons associated with the child and/or family, which are directly relevant to the school concerned. Supporting professional evidence will be required. This may be from whatever sources/s the applicant feels are most appropriate. Examples of such evidence are doctors, health visitors and social services.
- m) If a child has a statement of special needs naming a specific school there is a duty for the school to admit the child.

- n) 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 the cut-off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).
- o) Where a child lives with parents with shared responsibility, each part of the week, the 'home' address will be determined as being where the child resides for the majority of the school week. Governors may request documentary evidence to confirm main home address.
- p) The term 'brothers and sisters' will be taken to include stepbrothers and sisters, foster children and children of partners living in the same household, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional 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 within the same year group. Where there are twins etc. wanting admission and there is only a single place left within the admission number
- q) If the school is oversubscribed, a waiting list will be maintained. This will be ordered according to the admission over-subscription criteria. The waiting list will be maintained for the Full Autumn Term.
- r) 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. If this is not exceptional the application will be dealt with after all others have been dealt with.
- s) Parents are asked to read and confirm receipt of the Governors' published admission policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.
- t) If the governing admission body has turned down an application, 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 the governors. The outcome of the appeal is binding on all parties.

- u) 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.
  
- v) It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. Parents wishing to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite address. If there is a place in the appropriate class then the governors will arrange for 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.
  
- w) Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

**CATHOLIC PRIMARY SCHOOLS IN LANCASHIRE**  
**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.**