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

"Our school, our family, modelled on Christ"

PROPOSED ADMISSION POLICY FOR 2028-29

St Mary's Roman Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with these admission arrangements.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round[1] . The admission authority has set the school's Published Admissions Number ("PAN") at **20** pupils to be admitted to the reception year in the school year which begins in September, 2028.

Parents must apply online via the website: https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/apply-for-a-primary-school-place. (from 1st September 2027) and completed no later than 15th January 2028. If making an online application is not possible, there is a paper application form available from the East Area Education Office. You can contact them on 01254 220 747.

If you wish to have your application considered against the school's religious criteria, then you must **ALSO complete the Supplementary Form** attached to this policy or available from the school and returned to the head teacher via post or email (head@st-marys-haslingden.lancs.sch.uk) by 15th January 2028.
If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 8 and this is likely to affect your child's chance of being offered a place.

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

Pupils with an Education, Health and Care Plan

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2028.

Late applications will be administered in accordance with Lancashire Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Oversubscription Criteria

If there are fewer than 20 applications, all applicants will be offered places. If there are more applications than the number of places available, the following oversubscription criteria will be applied**:**

1. Catholic looked after and previously looked after children.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Catholic children who are resident in the catchment area of the parish of **St Marie's** (see map)
4. Other Catholic children.
5. Other looked after and previously looked after children.
6. Catechumens and members of an Eastern Christian Church.
7. Other children who have a sibling in the school at the time of admission
8. Any other children.

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated **on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school using the local authority's computerised measuring system.** In the event of distances, being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out, and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out

You will be advised of the outcome of your application on 16th April 2028 or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher), you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

ALL APPLICATIONS- HOW PLACES ARE ALLOCATED

The Local Authority forward details of all applicants to the governing body. Using the information on the application form, the governing body draws up a ranked list using the oversubscription criteria listed above. The Local Authority then allocates places on behalf of the school up to the admissions number. When a place can be offered at more than one of the schools listed on your application, the Local Authority will offer a place at the highest preferred school where a place is available.

ADMISSION OF CHILDREN BELOW COMPULSORY SCHOOL AGE, DEFERRED ENTRY AND SUMMER BORN CHILDREN

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place, a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Parents of summer born children, i.e. a child born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group to Reception Year rather than Year 1. However, parents need to be aware that if the request is approved (see below on decisions on applications for 'admission outside of normal age group) they will need to apply again in the next admissions round for a place in that Reception Year and should be aware that a place is not guaranteed as the application will be considered alongside all other applications in that year and the Oversubscription Criteria will still apply.

Further information is on the Local Authority web site at www.lancashire.gov.uk/schools (Primary Admission Information for Parents)

INFANT CLASS SIZE REGULATIONS

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher. Parents/carers should be aware that when the Governing Body is considering applications for places, they must keep to the 30 limit.

ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP

A request may be made for a child to be admitted 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, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to **the headteacher, Miss D McNicoll** at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher,

including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate

IN YEAR ADMISSIONS

In-year admission is the process of applying for a school place during the school year. Any applications for the intake made after the start of the autumn term will be treated as an in-year application.
The in-year admission process is managed by the school. Parents are required to complete the in-year application form, which is available from the school website.
Where a place cannot be secured, parents will be offered a legal right of appeal to an independent appeal panel.
Lancashire County Council administers the appeals process on behalf of the school.
Parents can complete the school's appeal form on Lancashire County Council's website.
Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see below).

You will be advised of the outcome of your application in writing within 10 days, and you have the right of appeal to an independent appeal panel.

WAITING LISTS FOR ALL YEAR GROUPS

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list in case a place becomes available mid-year. This waiting list will be maintained in order of the oversubscription criteria set out above and ***not*** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until 21st July 2028.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

FAIR ACCESS PROTOCOL

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

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Notes for Applicants:

1. All applications will be considered at the same time and after the closing date for admissions which is 15 January 2028. Applications received after this date will be treated as a late application and will not be considered until after the main allocation of places has taken place.

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.

   A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

2. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

   For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

3. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

4. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church

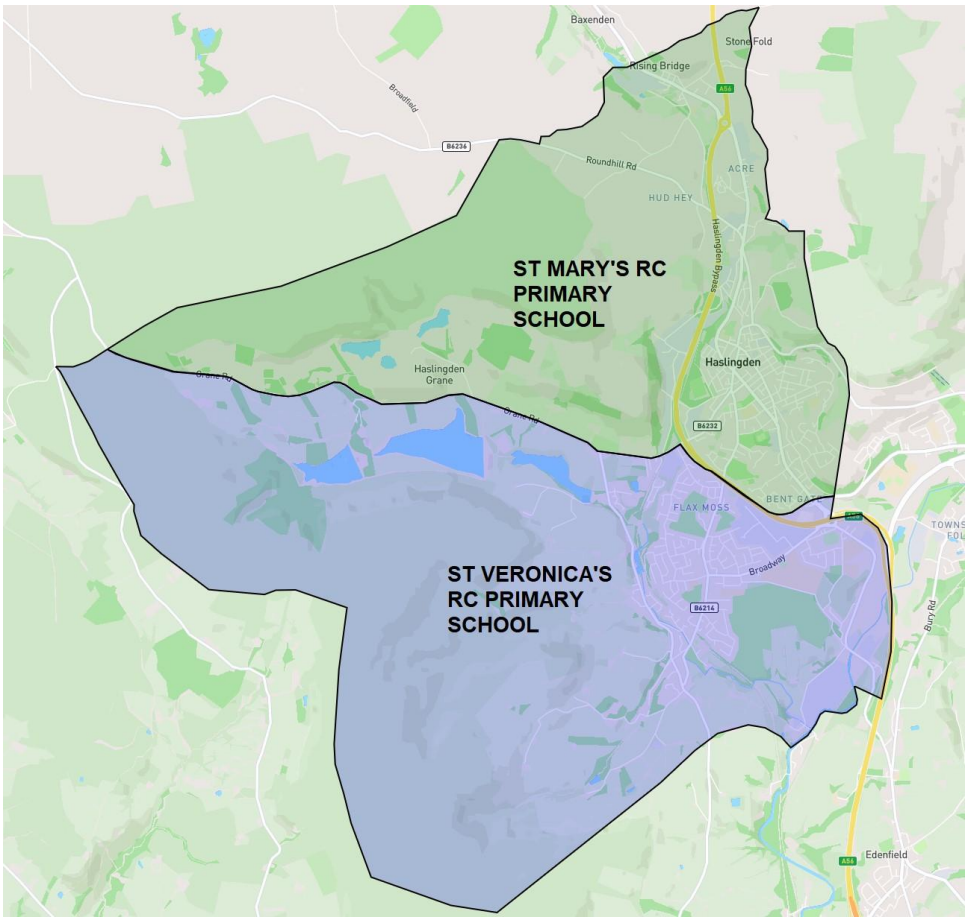
3. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.

4. 'Sibling' is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

5. For 'In Year' applications received outside the normal admissions round, if places are available, they will be offered to those who apply. If there are places available but more applicants than places, then the published oversubscription criteria will be applied.

6. If an application for admission has been turned down by the Governing Board, parents may appeal to an Independent Appeals Panel. Parents must be allowed at least twenty 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 the Governors.
7. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
8. It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The Governing Board may exceed the regulations for twins and children from multiple births where one of the children is the 30th child admitted. This also applies to in-year applicants who are Looked After/previously Looked After Children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.

MAP OF PARISH BOUNDARIES



The demarcation line for the catchment areas of St Mary's and St Veronica's Primary Schools is as follows:

From the Holden Arms eastwards down Grane Road to the slip road of the A56, then southward along the A56 then eastward along the slip road off the A56 leading to Bent Gate.

DIOCESE OF SALFORD

SUPPLEMENTARY INFORMATION FORM: 2028-2029 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 15TH JANUARY 2028

SURNAME OF CHILD: _____

FORNAME(S): _____

DATE OF BIRTH: _____

ADDRESS OF APPLICANT: _____

_____ _____

TELEPHONE NUMBER: _____

Parish Community in which you live / worship:

_____-

PLACE 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 _____

DATE: _____