

# **Our Lady's Catholic High School**

## **Determined Admissions Policy**

### **2019-2020**

*'Our Lady's is first and foremost a Catholic school. It follows from this that the ethos of our school should reflect the values proclaimed by Christ in the Gospels and recognise the unique value of each individual. Everyone at Our Lady's has the right to be treated with respect at all times'.  
(from OLCHS Mission Statement)*

**Reviewed - October 2017**  
**Review date – October 2018**

**Admissions to Our Lady's Catholic High School:**

The Governing body is the admissions authority. It is responsible for admissions within the requirements of the law and will admit children in the order of priority set out below. Our Lady's is a Catholic High School in which the Catholic faith and the teachings of the Catholic Church are essential aspects of school life and influence the school curriculum. The Governing body has set the planned admissions number for September 2019 at **180**. The Local Authority and other parties required by law have been consulted on this.

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1. Looked after children and previously looked after children.
2. Catholic children living in a nominated parish and attending an associated primary school
3. Catholic children living in a nominated parish and attending other Catholic primary schools
4. Catholic children attending an associated primary school
5. Catholic children living in a nominated parish
6. Catholic children having a brother or sister already in attendance at the school in the September of the year of admission
7. Catholic children who attend other Catholic primary schools
8. Non-Catholic children having a brother or sister already in attendance at the school in the September of the year of admission
9. Non-Catholic children who attend an associated primary school
10. Other Catholic children
11. Children of members of staff who have been employed at the school for at least 2 years
12. Children of other faiths who show written evidence of commitment to that faith
13. All other children

Reasonable steps may be taken to verify that the above criteria are met.

If the acceptance of all the children in a given criterion were to take the number of places offered to above the admission number, then places will be offered first to those pupils living nearest to the school by a straight line (radial) measure. The distance will be measured using the Lancashire County Council's geographical information system, the measurement being taken from the central point of the property to the central point of the school until the admission number is reached. In the event of a tied distance measurement between address points the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

A baptismal or first holy communion certificate will be requested as evidence of belonging to the Catholic faith.

**Looked After Children**

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.

**Siblings**

Sibling 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 classed as siblings

### **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 Lancashire County Council's admissions deadline. Further evidence, eg utility bills, may also need to be submitted.

The Governing Body may on occasion seek verification of addresses from individual applicants.

### **Late Applications**

All applications will be considered at the same time until the LA closing date for admissions. 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.

### **Waiting List**

A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria. The waiting list will remain in operation until the last day of the Autumn term.

### **Multiple Births**

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. If places for both twins or all triplets, etc cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group. If only a single place can be offered then the Local Authority's system for a random draw will decide which pupil receives an offer.

### **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 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.

### **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.

**Parishes and Primary Schools:**

Our Lady's serves, in the first instance, the Catholic community living in the nominated parishes (set out below) or attending their associated primary schools:

Hill Chapel – Goosnargh

Holy Family – Ingol

Our Lady & Saint Edwards – Fulwood

St Walburge & Sacred Heart– Ashton

Saint Andrew's – Cottam

Saint Anthony's – Fulwood

Saint Edmund Campion - Ashton

Saint Mary's – Fernyhalgh

Saint Mary's – Lea Town

Saint Mary's, Newhouse – Barton

Saint Mary & Saint Michael's – Garstang

Saint Robert's – Catforth

Saint Thomas' – Claughton



## SUPPLEMENTARY INFORMATION FORM

**OUR LADY'S CATHOLIC HIGH SCHOOL.**

Saint Anthony's Drive, Fulwood, Preston, PR2 3SQ

Tel: (01772) 326900

**IT IS ESSENTIAL THAT ALL SECTIONS ARE COMPLETED AND THIS FORM RETURNED  
TO OUR LADY'S CATHOLIC HIGH SCHOOL**

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

**This supplementary faith request 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.**

Surname: \_\_\_\_\_ Forename: \_\_\_\_\_ Middle Name(s): \_\_\_\_\_

Chosen Name: \_\_\_\_\_ Gender: M / F Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

PARENT / CARER / CONTACT INFORMATION:

Full Name: \_\_\_\_\_

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

Tel No: \_\_\_\_\_ Does the child live at this address? Yes / No

Names of Brother(s) / Sister(s) still attending OLCHS in September of the coming school year.

Name of current primary school: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

**For Catholics: I confirm that the above child is a baptised Catholic and enclose proof of baptism eg copy of Baptismal certificate or letter from a priest confirming applicant's preparation for Catholic baptism.**

Yes  No

Date and Place of Child's First Communion: \_\_\_\_\_

Parish you live in: \_\_\_\_\_ (Not necessarily the Church you attend)

**To be completed by your Faith Representative (eg Vicar/ Imam/Swami)**

**For pupils who are not Catholic but wish to have a faith based education in a Catholic school: please complete below to confirm that the applicant is known to you and a member of your faith community.**

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_ Position held \_\_\_\_\_