

**Our Lady's Catholic College**  
**Determined Admission Criteria 2019/20**

Parents must complete the online application form no later than 31<sup>st</sup> October 2018. The online admissions system can be accessed via [www.lancashire.gov.uk](http://www.lancashire.gov.uk) then search on the A-Z for 'school admissions'.

Offer letters will be sent out by the Local Authority by 1<sup>st</sup> March 2019.

Admission to Our Lady's Catholic College depends on two factors. These are in order of priority:-

- 1) Parental preference – subject to the target figure for entry required by the 1980 Education Act which for 2018 will be 180.
- 2) The Governors' order of priority for admissions.

The Governors' Priority for Admissions is as follows:-

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. In the event that there are more applicants than places, after admitting all children with a statement of educational need or EHC plan naming the school, the governing body will allocate places using the criteria below, which are listed in order of priority.

- 1) Baptised Catholic looked after children and previously looked after children.
- 2) Baptised Catholic pupils.
- 3) Non Catholic looked after children and previously looked after children.
- 4) Non Catholic brothers and sisters of children in attendance at the school at the time of transfer. (N.B. Footnote)
- 5) Non Catholic children:-
  - a) Children who attend associated Catholic primary schools (see Footnote)
  - b) Children with at least one practising Christian parent who attends church no less frequently than once a month, over a minimum period of one year as attested by the relevant minister of faith.
  - c) Special cases – children who have *proven and exceptional* medical or social needs. The Governors will take into account written medical/social reports and where appropriate will seek external specialist advice.
  - d) Non Catholic children whose families are actively seeking a Christian based education.
  - e) Other non Catholic children.

If there are more children in any of the individual categories than there are places remaining, then those pupils who live nearest to the school by a straight line (radial) measure will have priority. The distance is measured using a geographical

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information system and the measurement is taken from the centre point of the property to the centre point of the school. 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).

### Waiting List

In the event of oversubscription a waiting list will be compiled that will give priority to children in accordance with the Governors' order of priority for admissions and will not give priority to children based on the date their application was received or name was added to the list. The waiting list will be maintained by the admissions authority for the full autumn term in the academic year of admission.

### Non Routine or 'In Year' Admissions

It sometimes happens that a pupil needs to change school other than at the 'normal' time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school should arrange to visit the school.

All parents requesting a school place, either because they are new to Lancashire or because they are wishing to transfer schools within Lancashire, will be required to complete a Local Authority Application Form, allowing them to express up to 3 preferences.

The admission of all students to Lancashire schools will be co-ordinated by the Lancashire Local Authority Pupil Access Team, in line with recent changes in legislation.

### Footnote

- Siblings include half brothers and sisters and children who are fostered or adopted and step brothers and sisters residing at the same address for the majority of the time. 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 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 for twins, the Local Authority's system for a random draw will decide which pupil receives an offer.
- Where a child lives with parents with shared responsibility, the home address will be considered to be where the child wakes up for the majority of Monday to Friday mornings. This will be checked by requesting details from all adults with shared parental responsibilities. 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.
- In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of over-subscription criteria set out above and **not** in the order in which applications are received or added to the list.

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- Applications received after the closing date will only be considered after other applicants. Whilst the Governors will make every effort to consider each application in line with the above criteria, it may not be possible in the case of very late applications. Evidence for the reasons for the late applications may be requested.

**NO SUPPLEMENTARY INFORMATION FORM IS REQUIRED**

Associated Catholic Primary Schools

Saint Mary's Primary, Morecambe  
Saint Joseph's Primary, Lancaster  
Cathedral Primary, Lancaster  
Saint Patrick's Primary, Heysham  
Saint Bernadette's Primary, Lancaster  
Our Lady of Lourdes Primary, Carnforth