

# ADMISSIONS POLICY (Determined)

2019/2020

St John the Baptist RC Primary School is a Catholic School in the trusteeship of the Diocese of Salford. It is maintained by Lancashire Authority and is a voluntary aided School. The Governing Body is the Admissions Authority and is responsible for taking all decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority.

For the school's year commencing September 2019, the Governing Body has determined that the number of children to be admitted to the Reception class in 2019 will be 30.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

Admissions to the school will be determined by the Governing Body. Parents must complete a Local Authority Preference Form or apply online via the website [www.lancashire.gov.uk/children-education-families](http://www.lancashire.gov.uk/children-education-families). If you wish to have your application considered against that school's religious criteria then you must also complete the Supplementary Form which is available from the school.

If there are fewer than 30 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. Looked After Children and previously Looked After Children.
2. Children with an exceptional social, medical, educational or religious need which can be best met, or only met at this school. \*
3. Baptised Catholic children who have a sibling in the school at the time of admission.
4. Baptised Catholic children resident in the parishes of St John the Baptist, Burney.
5. Other baptised Catholic children.
6. Other children who have a sibling in the school at the time of admission.
7. All remaining applicants.

\* Exceptional needs of this kind will occur very rarely. It is strongly recommended that a written application is submitted in advance of the normal admissions timetable.

If it is not possible to offer places for all applications within any criterion above, priority will be given to those living closest to the school. This will be measured by the distance between the Ordnance Survey address points for the school and the home measured in a straight line, nearer addresses having more priority over more distant ones. This address point is within the body of the property and is usually located at its centre. In the event of distances being the same for 2 or more applicants, places will be allocated by a random draw.

## Notes for Applicants:

- a. All applications will be considered at the same time and after the closing date for admissions which is 15 January 2019. 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.
- b. 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.
- c. For a child to be considered as a Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with the Salford 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.

- d. 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.
- e. '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.
- f. A waiting list for children who have not been offered a place will be kept for one term 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.
- g. 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.
- h. If an application for admission has been turned down by the Governing Body, 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.

- i. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- j. It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the 30<sup>th</sup> 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.
- k. If a child is a “summer born child”, parents may request that the date their child is admitted to school is deferred to later in the school year. However, the child must start school before the end of that school year. If a parent wishes their child to be educated out of their normal school year (kept back a year), they must discuss this with the school before applying. However, the final decision on this rests with the headteacher.
- l. Parents may request that their child attend school part-time until he/she reaches his/her fifth birthday.

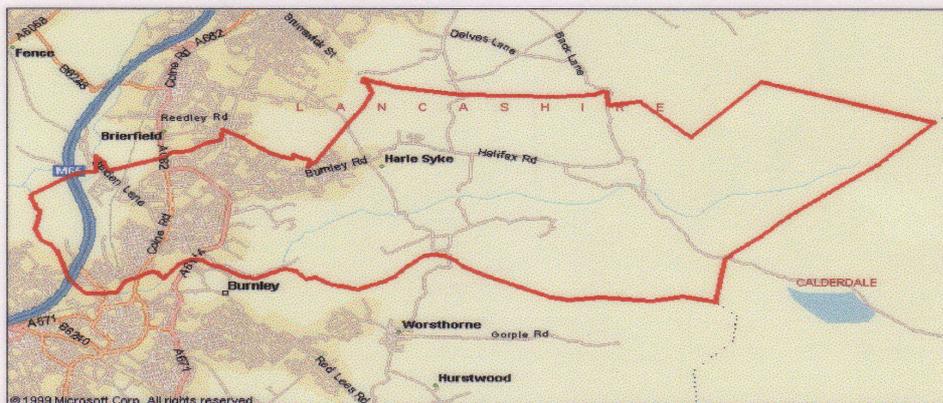
### Deferred Admission

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.

## Burnley, St John the Baptist

### Schedule 1: Definition of Parish Boundaries

From the River Calder by the Burnley - Pendle District Boundary across the M65 Motorway to Pendle Water, by Pendle Water to New in Pendle Bridge and by Barden Lane back to the Burnley - Pendle District Boundary so that the whole of the Healdwood Drive Estate lies within St John's parish, then by the Burnley - Pendle District Boundary to Back Lane by Upper Coldwell Reservoir and by this same boundary to the Diocesan (Lancashire - Yorkshire) Boundary. Then South East and South by this boundary to the boundary stone near Birkin Clough and then by a beeline to Swinden Water. By Swinden Water and the River Brun and the Leeds and Liverpool Canal and by the Canal to Colne Road and by the path to Burnley Central Station and by the railway to where it crosses the River Calder and then by the River Calder to the Burnley - Pendle District Boundary.



**St John the Baptist RC Primary Burnley**  
**DIOCESE OF SALFORD**  
**SUPPLEMENTARY FAITH REQUEST FORM**

LEA Number 12044

DfE Number 888/2015

School Name: St John the Baptist RC Primary, Thames Avenue, Burnley

Local Authority: Lancashire

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parish Community in which you live/worship: \_\_\_\_\_

\_\_\_\_\_

Please confirm that the applicant is a baptised Catholic

Yes  No

The baptismal certificate must be presented to the school

Signed (Parent/Guardian): \_\_\_\_\_

Date: \_\_\_\_\_