

Thorneyholme R C Primary School  
Dunsop Bridge.

Admissions Policy 2020-21

The Governors allow those children whose fifth birthday falls between 1<sup>st</sup> September 2020 and 31<sup>st</sup> August 2021 to be admitted at the beginning of the autumn term 2020.

The admission number is agreed annually and is for 10.

The Governors will give priority for admission to:

- (i) Looked after children and previously looked after children.
- (ii) Baptised Roman Catholic children who live in the parish of St Hubert's.
- (iii) Brothers and sisters of children already attending the school. We consider brothers, sisters, step brothers, step sisters, half-brothers, half-sisters, fostered and adopted children residing at the same address to be siblings.
- (iv) Children who live in the political boundaries of Bowland Forest High division. *A Map highlighting the boundaries of Bowland Forest High Division can be obtained from the school.*
- (v) Other applicants.

**Admissions Information**

Parents should refer to [www.lancashire.gov.uk](http://www.lancashire.gov.uk) – then search for “School Admissions”. This will forward families to the electronic booklets, details and online admissions site.

**Tie Break**

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).

**Late Applications**

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others. Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to criteria.

**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. Where the parents live at different addresses, the current-at-the-time-of-

application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other crown Servants returning to the area proof of the posting is all that is required.

### **Waiting List**

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

Waiting lists will be maintained for the full autumn term in the academic year of admission.

### **Twins/Triplets etc**

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 within the requirements of infant class sizes. 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, then the Local

Authority's system for a random draw will decide which pupil receives an offer.

### **Appeals**

The parent of any child whose admission to the school has been refused may appeal, in writing, to the Area Appeal Committee through the Clerk to the Governors, c/o the school.

Parents who are considering sending their children to the school are welcome to visit, by arrangement with the Headteacher.

### **Part time provision**

"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"

### **In Year/ 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 admissions. In order to obtain a school place in mid year, it is necessary to fill in the Local Authority’s Common Application Form, stating three preferences. The form must be returned to the Area Pupil Access Team. If you wish to apply to this school on the grounds of your faith commitment then it may be helpful to your application to complete the Diocesan Supplementary Form and return it to the school. The Local Authority will consider your three preferences equally, in liaison with other admissions Authorities. **The offer of a place can only be made by the Local Authority.** If you wish to visit the school before stating your preferences, please contact us. 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-apply for a place at a school within the same school year unless there is relevant, significant and material change in the family circumstances.”

**Supplementary Information Form (SIF) – *Please complete the online SIF if you wish to claim Faith affiliation***

**CATHOLIC PRIMARY SCHOOLS IN LANCASHIRE**  
**Admission to Primary School – September 2020**

**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.**