

Growing together in faith, hope and love.



## OUR LADY & ST ANSELM'S RC PRIMARY SCHOOL

### GOVERNORS' ADMISSION POLICY 2021/22

Our Lady & St Anselm's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Lancashire County Council as a voluntary aided primary school. The school's governing body is the admission authority and is responsible for taking decisions on applicants for admission. For the school year commencing 2021/22 the governing body's planned admission number is 30.

'The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. 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 Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for, and be considered for, a place here.'

Applications for a place in reception at September 2021 must be made on line at [www.lancashire.gov.uk](http://www.lancashire.gov.uk), Schools Admissions by Friday, 15<sup>th</sup> January 2021. Parents must also complete the school's Supplementary Information Form (SIF) and return it to the school at the same time if they are applying under the faith or exceptional needs criteria.

Admission to the school will be made by the governing body in accordance with the stated parental preferences it receives subject to the following criteria which will be used to form a priority order if there are more applications for admission than the school has places available.

1. Looked after children and previously looked after children.
2. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission resident within the historic boundaries of St. Anselm's parish.
3. Baptised Roman Catholic children resident within the historic boundaries of St. Anselm's parish.
4. Other baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission.
5. Other baptised Roman Catholic children.
6. Exceptional Needs.
7. Other children with a brother or sister attending the school at the time of admission.
8. Children of staff at the school.
9. Other children.

## PRIMARY NOTES

- a) The governing body is the admissions authority. The admissions committee is comprised of the following governors: Chair of governors, other governors and Headteacher.
- b) Local authority information for admissions will be available on the Lancashire County Council's admission website in the autumn term 2020.
- c) Parents must complete an on-line form and express first, second and third preferences for primary school admission. A Supplementary Information Form, which can only be obtained from the school office, should be completed also. The closing date for all applicants is Friday, 15<sup>th</sup> January 2021. All applicants will be considered by the governors at the same time in a fair way according to the published criteria.
- d) Lancashire LA will send letters to those who have applied by post informing parents of the governors' decision by 2<sup>nd</sup> class post on Friday 16<sup>th</sup> April 2021 or parents who have applied on-line can log onto [www.lancashire.gov.uk](http://www.lancashire.gov.uk), Schools Admissions. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.
- e) **Looked After and Previously Looked After Children** - This includes children who were looked after but ceased to be so because they became subject to a Child Arrangement Order or Special Guardianship Order.
- f) Each Roman Catholic applicant will be required to produce a baptismal certificate.
- g) Parents should check carefully whether they are resident within the historic boundaries of Our Immaculate Mother and St Anselm. Maps illustrating parish boundaries is available in the school office.
- h) All applicants resident within the historic boundaries of St. Anselm's will be required to provide proof of address, by supplying an original, up-to-date, utility bill or family credit book.
- i) It is the duty of governors to comply with class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30 children.
- j) **Exceptional Needs** - Children for whom the governors accept that there are exceptionally strong medical, social or welfare reasons associated with the child and/or family, which are directly relevant to the school concerned. Supporting professional evidence will be required. This may be from whatever sources/s the applicant feels are most appropriate. Examples of such evidence are doctors, health visitors and social services.
- k) **Special Needs** - As required by law all children with a Statement of Special Educational Needs/EHC Plan naming the school will be admitted before the application of the oversubscription criteria.
- l) **Children of staff at the school** - This applies to all staff, full and part time, who are employed by this school on a permanent contract of employment with the school in either or both of the following circumstances:
- where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- m) 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).
- n) Where a child lives with parents with shared responsibility, each part of the week, the 'home' address will be determined as being where the child resides for the majority of the school week.

o) The term 'brothers and sisters' will be taken to include step brothers and sisters, foster children, adopted children and children of the parent/carers partner in the same household. The governing body reserves the right to give special consideration to twins or triplets etc to prevent breaking the sibling link.

p) If the school is oversubscribed, a waiting list will be maintained until 31 December 2021. It will be ordered according to the admission oversubscription criteria.

q) Late applications will be considered in accordance with the published admissions criteria. If the school is oversubscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises. Parents will be expected to provide a reason/s for the late application. If this is not exceptional the application will be dealt with after all others have been dealt with.

r) Parents are asked to read and confirm receipt of the Governors' published admission policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.

s) If an application for admission has been turned down by the governing body parents can appeal to an independent appeals panel. This appeal must be sent in writing to the clerk to the governors at the school within 14 days of notification of refusal. The date of notification will be 2 working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the appeals panel is binding on all parties. The outcome of the appeal is binding on the parents and on the governing body.

t) **Twins, (other 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 within the requirements of infant class sizes. In exceptional circumstances we may be able to offer places for both twins and all triplets, even when this means breaching infant class size limits.

u) Usually, children at Our Lady & St. Anselm's RC Primary School are admitted in the September following their 4th birthday - over a short settling in period. Once children are admitted they usually stay at school for the full school day. If a child is finding the transition from home to school traumatic in any way a personal induction programme will be worked out in consultation with the parents/carers, class teacher and head teacher. Parents may request that their child attends part time until they reach compulsory school age.

### **Deferred admission**

Parents may ask to defer accessing an offered place with a child's reception year until the first day of term after a fifth birthday.

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.

### **Admission of children outside of their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child<sup>[1]</sup> may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group - to reception rather than year 1. Admission Authorities **must** make clear in their admission arrangements the process for requesting admission out of the normal age group.

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[1] The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth (or on their fifth birthday if it falls on 31 August) It is likely that most requests for summer born children admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely

Admission authorities **must** make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They **must** also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision.

Where an admission authority agrees to a parents' request for their child to be admitted out of their normal age group and. As a consequence of that decision, the child will be admitted to a relevant age group (ie the age group to which pupils are normally admitted to the school) the local authority and admission authority **must** process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application oversubscription criteria where applicable. They **must** not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against refusal of a place at a school for which they have applied. *This right does not apply if they are offered a place at the school but it is not in their preferred age group.*

v) **Non-routine or in-year 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.



Our Lady and St Anselm's R.C. Primary School  
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web site: [www.olsa.lancs.sch.uk](http://www.olsa.lancs.sch.uk)

### SUPPLEMENTARY INFORMATION FORM

Name of Applicant:

Date of Birth:

Address of Applicant:

Telephone Numbers

Mobile:

Home:

Email Address:

Please confirm that the applicant is a baptised Roman Catholic?

Yes  No

If yes, the baptismal certificate must be presented to the school before 15<sup>th</sup> January 2021, prior to submission of CAF to the LA.

If your child is baptised Roman Catholic, please indicate the Parish Community in which you live/worship:

Additional Information to support application for admission:

Does your child have any exceptional needs?

I hereby apply for a place at Our Lady and St. Anselm's R.C. Primary School for the child named above.

Signature of Parent:

Date:

Please complete all the above details and return the form to the address detailed above on submission of your application to the LA.