

**ST MARY'S RC PRIMARY SCHOOL**  
**Clayton-le-Moors**

**ADMISSIONS POLICY**  
**2022/23**



Written February 2021

# Mission Statement



# St Mary's RC Primary School,

## Clayton-le-Moors

Tel : 01254 231277

*"We pray, We work, We play,  
We care, We do our best."*

### Admissions Policy 2020/21

St. Mary's, Clayton-le-Moors, is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by the Lancashire Local Education Authority as a Voluntary Aided School. The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. For the school year commencing September 2021 the Governing Body has set its planned admissions number at **17**.

Applications for a place in reception at September 2021 should be made on the Common Application Form (CAF) issued by Lancashire County Council and returned to the Local Area Education Office, the Globe Centre, St James Square, Accrington BB5 0RE by 15<sup>th</sup> January 2021. Parents who wish to seek priority for baptised Catholic children should also complete the school's Supplementary Information Form (SIF) and return it to school by the same date.

As required by law all children with a Statement of Special Educational Needs naming the school will be admitted before the application of the oversubscription criteria.

Where more applications are received than the planned admissions number for the school the oversubscription criteria will be applied in the following order:

1. Baptised Roman Catholic children who are in public care (Looked After Children or previously Looked After Children of the faith).
2. Baptised Roman Catholic children with proven and exceptional medical and social needs where admission to the school might best satisfy those needs, provided that appropriate evidence from a doctor or social worker is submitted with the application.
3. Baptised Roman Catholic children who have a brother, a sister or a half/step/foster/adopted sibling attending the school at the time of admission and are resident in the parish of St. Mary's, Clayton-le-Moors.
4. Baptised Roman Catholic children who are resident in the parish of St. Mary's, Clayton-le-Moors.
5. Other baptised Roman Catholic children who have a brother or a sister attending the school at the time of admission.
6. Other baptised Roman Catholic children.
7. Other children who are in public care (Looked After Children or previously Looked After Children not of the faith).
8. Children with proven and exceptional medical and social needs where admission to the school might best satisfy those needs, provided that appropriate evidence from a doctor or social worker is submitted with the application
9. Other children who have a brother or a sister attending the school at the time of admission
10. Other children

If, within any category, there are more applicants than places available priority will be given on the basis of proximity to the school measured by the walking distance along public highways between the front door of the family home to the main entrance door of the school. Where the number of applications exceeds the number of places available, the governors will apply the over subscription criteria as outlined in the notes below.

## NOTES

- a. The timetable will be that set by the Lancashire Education Authority. Applicants will be considered at the same time and after the closing date for admissions. Applications will be considered fairly according to the published admissions policy. Parents will be informed of the governors' decisions on the date agreed.
- b. Each Roman Catholic applicant will be required to produce a baptismal certificate. Parents should check carefully whether they are resident within the parish boundary of St. Mary's, Clayton-le-Moors. A map illustrating the boundary is available at school.
- c. 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.
- d. Where a child lives with parents with shared responsibility, each for part of the week, the 'home' address will be determined as being where the child sleeps for the majority of the school week. 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.
- e. The term "brother" or "sister" includes step brothers and sisters, children of partners, foster and adopted children who live at the same address. The Governing Body reserves the right to give special consideration to twins or triplets etc to prevent breaking the sibling link. 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 in the same year group. If only a single place can be offered for twins/triplets etc, then the Local Authority's system for a random draw will decide which pupil(s) receives an offer.
- f. 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.
- g. 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 has been relevant, significant and material change in the family circumstances

- h. In the event of over subscription, applicants will be placed on a waiting list in the order as defined above and contacted when a place becomes available. Late applications will be considered in accordance with the published admissions criteria. If the school is over-subscribed, late applications will be placed on the waiting list in priority order according to the published admissions criteria. This list will be maintained for the full autumn term in the academic year of admission. Priority will not be given to children based on the date either their application was received or their name was added to the list. In the event that a tie break is needed, the distance from the front door of the family home to the main entrance door of the school will be measured and the shortest will receive the offer. 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).
- i. Parents are asked to read and confirm receipt of the Governors' published admissions policy. Any changes to the policy will be circulated to all applicants on file for subsequent years. In the autumn term all applicants are advised to request a copy of the local education authority 'Primary Admission Booklet' which gives details of all local schools. These are available from local education offices, public libraries and primary schools.
- j. If an application for admission has been turned down by the Governing Body, parents can appeal to an independent Appeals Panel. This appeal should 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.
- k. Parents who are considering sending their child to the school may visit the school at any time by prior appointment with the Headteacher.

**ST MARY'S RC PRIMARY SCHOOL**  
**ADMISSION TO PRIMARY SCHOOL – SEPTEMBER 2022**

**SCHOOL APPLIED FOR:**

St Mary's RC Primary School, Devonshire Drive, Clayton le Moors. Accrington. BB5 5RJ

**APPLICANT INFORMATION:**

Name of parent (s) /guardian (s): -----

Address: -----

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**CHILD INFORMATION:**

Name of child : -----

Address of child: -----

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(if different from above)

Is the child baptised Catholic? Yes  No

If 'yes' give the parish and date of baptism: -----

In which parish does the child currently live (see note – overleaf):

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**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 – either the on-line or paper version. 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 letter confirming baptism by the Parish Priest will be required to confirm your child is a baptised Catholic.

**PLEASE PRINT A HARD COPY OF THIS FORM AND RETURN IT DIRECT  
TO ST. MARY'S RC PRIMARY SCHOOL.  
THIS IS IN ADDITION TO THE LOCAL AUTHORITY ON-LINE  
(OR PAPER) APPLICATION FORM.**



## Diocese of Salford



### **Supplementary Faith Request Form – Proof of Baptism into the Catholic Faith.**

School Name: \_\_\_\_\_

Local Authority: \_\_\_\_\_

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

Address of Applicant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parish Community in which you live/worship:

\_\_\_\_\_

Please confirm if the applicant to the school is a baptised Catholic

\_\_\_\_\_

The baptismal certificate or date of baptism must be presented to the school.

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