



St Mary's  
Roman Catholic Primary School

# ADMISSIONS POLICY 2022/23

*We will enable everyone to fulfil their potential,  
utilising their gifts and talents, establishing firm  
foundations for life.*



Review Date: January 2021  
Next review : January 2022



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## **ST MARY'S ROMAN CATHOLIC PRIMARY SCHOOL, OSBALDESTON DETERMINED ADMISSION POLICY - 2022- 2023**

St Mary's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by The Lancashire Local 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 2022 the Governing Body has set its planned admissions number at 13.

Applications for a place in reception at September 2021 should be made via the online admissions system which can be accessed via [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools) then click on 'Apply for a school place'. Parents who wish to seek priority for baptised Catholic children should also complete the school's Supplementary Information Form (SIF) and return it at the same time. The closing date is 15th of January 2022.

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 over subscription criteria. Where more applications are received than the planned admissions number for the school the over subscription criteria will be applied in the following order.

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 and are resident in the parish of St Marys
4. Baptised Catholic children resident in the parish of St Mary's.
5. Baptised Catholic children who have a sibling in the school at the time of admission and are resident in another parish.
6. Baptised Catholic children resident in the parish of St Mary and St John Southworth, Samlesbury.
7. Catholic children of a staff member\* with two or more years' service at the date the child enters school.
8. Other baptised Catholic children who are resident in another parish.
9. Children of a staff member\* with two or more years' service at the date the child enters school.
10. Other children with a sibling attending the school at the time of admission.
11. Other children.

*\* This applies to all staff, full and part time, who are employed by the school on a permanent contract of employment*

Jan 2021

### **NOTES**

- a) The governing body is the admissions authority. The admissions committee is comprised of the following governors: Chair of governors, vice chair of governors, parish priest and headteacher.
- b) For admissions information and Application form visit: [www.lancashire.gov.uk/school/admissions](http://www.lancashire.gov.uk/school/admissions)

- c) Parents must complete an online application form and express their preferences for primary school admission. The closing date for all applicants is 15<sup>th</sup> January 2022. The governors will consider all applicants at the same time in a fair way according to the published criteria.
- d) Supplementary Form: The supplementary form requests information relating to the fact of baptism. This should be obtained and returned to school.
- e) Lancashire LA will inform parents of the governors' decision on 18<sup>th</sup> April 2022. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.
- f) Each Roman Catholic applicant will be required to produce a baptismal certificate.
- g) Parents should check carefully whether they are resident within the parish boundaries of St Mary's. (Map available in school)
- h) All applicant's resident in the parish of St Mary's will be required to provide proof of address, by supplying an original, up-to-date, utility bill or Child Benefit Statement.
- i) 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.
- j) If a child has a statement of special needs or EHC Plan naming a specific school, there is a duty for the school to admit the child.
- k) 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).
- l) 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. Governors may request documentary evidence to confirm main home address.
- m) The term 'brothers and sisters' will be taken to include half siblings, step brothers and sisters, Children in the care system or previously in the care system, adopted Children and children of partners living in the same household, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits.
- n) If the school is oversubscribed, a waiting list will be maintained. This will be ordered according to the admission over-subscription criteria. The waiting list will be maintained until the 31<sup>st</sup> of December of the relevant admissions round.
- o) 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. 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.
- p) Parents are asked to read and confirm receipt of the Governors' published admission policy.
- q) If the governing admission body has turned down an application, 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 reason for appealing in writing and the decision of the appeal panel is binding on all parties
- r) 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.

- s) It sometimes happens that a child needs to change school other than at the “normal” time; such admissions are known as non-routine admissions. Parents wishing to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite address. If there is a place in the appropriate class then the governors will arrange for 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.

t) **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 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.

To make such an application parents must apply within the relevant admissions round and make it clear that a deferral is requested and then contact the Local Education Authority. The Local Education Authority will then co-ordinate the application with the affected schools.

The governors will 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. The governors will also take into account the views of the head teacher. When informing a parent of our decision on the year group the child should be admitted to, the governors will set out clearly the reasons for our decision.

Where the governors agree 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 the school will 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. The governors will 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.

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.

**SUPPLEMENTARY INFORMATION FORM (SIF): STANDARD VERSION**  
**CATHOLIC PRIMARY SCHOOLS IN LANCASHIRE**

**Admission to St Mary's R C Primary School, Osbaldeston– September 2022**

**SCHOOL APPLIED FOR:**

Name of school: **St Mary's R C Primary School**

Address of school: **Longsight Rd, Osbaldeston, Blackburn BB2 7HX**

**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. Please attach a copy of your child's baptismal certificate.

**PLEASE RETURN THIS SUPPLEMENTARY FORM TO St Mary's R C Primary School THIS IS IN ADDITION TO THE LOCAL AUTHORITY APPLICATION FORM WHICH IS AVAILABLE AT [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)**