



**ST MARY'S R C PRIMARY SCHOOL**  
**LIME ROAD, HASLINGDEN**

**"Our school, our family, modelled on Christ"**

**PROPOSED ADMISSIONS POLICY 2023-24**

St Mary's is a Catholic Primary School under the trusteeship of the Diocese of Salford. It is maintained by Lancashire Authority and is a voluntary aided school.

As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority. For the school's year commencing September 2022, **the Governing Body has determined that the number of children to be admitted to the Reception Year will be 20.**

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 Board. Parents must apply online via the website: <https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/apply-for-a-primary-school-place>. (from 1<sup>st</sup> September 2021) and completed no later than 15<sup>th</sup> January 2023. If making an online application is not possible there is a paper application form available from the East Area Education Office. You can contact them on 01254 220 747.

If you wish to have your application considered against the school's religious criteria, then you must ALSO complete the Supplementary Form attached to this policy which is available from the school and returned to the head teacher via post or email (head@st-marys-haslingden.lancs.sch.uk) by 15<sup>th</sup> January 2023.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 4 and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January 2023.

Late applications will be administered in accordance with Lancashire Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

### Oversubscription Criteria

If there are fewer than 20 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. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parish of St Marie's.
4. Other baptised Catholic children
5. Other children who have a sibling in the school at the time of admission.
6. All remaining applicants.

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 measured by the proximity to the school measured by a straight line 'radial' measure between the centre of the family home to the centre of the school.

In the event of distances being the same for 2 or more applicants where this distance would determine the last place/s to be allocated, the local authority's system of a random draw will determine which address(es) receive the offer(s).

You will be advised of the outcome of your application on 16<sup>th</sup> April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

### **ALL APPLICATIONS- HOW PLACES ARE ALLOCATED**

The Local Authority forward details of all applicants to the governing body. Using the information on the application form, the governing body draws up a ranked list using the oversubscription criteria listed above. The Local Authority then allocates places on behalf of the school up to the admissions number. When a place can be offered at more than one of the schools listed on your application, the Local Authority will offer a place at the highest preferred school where a place is available.

### **ADMISSION OF CHILDREN BELOW COMPULSORY SCHOOL AGE, DEFERRED ENTRY AND SUMMER BORN CHILDREN**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory

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school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Parents of summer born children, i.e. a child born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group to Reception Year rather than Year 1. However, parents need to be aware that if the request is approved (see below on decisions on applications for 'admission outside of normal age group') they will need to apply again in the next admissions round for a place in that Reception Year and should be aware that a place is not guaranteed as the application will be considered alongside all other applications in that year and the Oversubscription Criteria will still apply.

Further information is on the Local Authority web site at [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools) (Primary Admission Information for Parents)

## **INFANT CLASS SIZE REGULATIONS**

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher. Parents/carers should be aware that when the Governing Body is considering applications for places, they must keep to the 30 limit.

## **ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. It is anticipated that children will be educated out of their normal age group in only a small number of very exceptional circumstances.

Should you wish to seek a place for your child outside of their normal age group you should still make an application for a school place for your child's normal age group and you should also submit a request for admission out of the normal age group at the same time, following the procedure set out by Lancashire Local Authority..

Any such request should be made in writing to **the headteacher via school** at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

## **IN YEAR APPLICATIONS- APPLICATIONS DURING THE ACADEMIC YEAR**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made by contacting Miss McNicoll either by telephone or email ([head@st-marys-haslingden.lancs.sch.uk](mailto:head@st-marys-haslingden.lancs.sch.uk))

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see below).

You will be advised of the outcome of your application in writing within 10 days, and you have the right of appeal to an independent appeal panel.

### **WAITING LISTS FOR ALL YEAR GROUPS**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list in case a place becomes available mid-year. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until 21<sup>st</sup> July 2023.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

### **FAIR ACCESS PROTOCOL**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

### **PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN OR A STATEMENT OF SPECIAL EDUCATION NEEDS (see note 1)**

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **Notes for Applicants:**

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. All applications will be considered at the same time and after the closing date for admissions which is 15 January 2023. 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.
3. 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.

4. 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.
5. The Governing Board 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 appropriate diocesan authority 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.
6. 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.
7. '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.
8. 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.
9. If an application for admission has been turned down by the Governing Board, 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.
10. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
11. It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The Governing Board may exceed the regulations for twins and children from multiple births where one of the children is the 30th 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.

**DIOCESE OF SALFORD  
SUPPLEMENTARY INFORMATION FORM: 2023-2024 ADMISSIONS**

**ST MARY'S R C PRIMARY SCHOOL, HASLINGDEN**

**DISTRICT NO:** 14

**SCHOOL NO:** 032

**LOCAL AUTHORITY:** LANCASHIRE

**PLEASE COMPLETE IN BLOCK CAPITALS AND RETURN TO SCHOOL BY 15<sup>TH</sup> JANUARY 2023**

**SURNAME OF CHILD:** \_\_\_\_\_

**FORNAME(S):** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**ADDRESS OF APPLICANT:** \_\_\_\_\_

\_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**Parish Community in which you live / worship:**

\_\_\_\_\_ -

**PLACE OF BAPTISM:** \_\_\_\_\_

**PARISH** \_\_\_\_\_

**PARISH LOCATION (TOWN/CITY)** \_\_\_\_\_

**PARISH COMMUNITY IN WHICH YOU LIVE/WORSHIP:** \_\_\_\_\_

**You are asked to enclose a copy of the baptismal certificate with this form. If this is not possible explain below.**

**Signed** \_\_\_\_\_

**DATE:** \_\_\_\_\_