

## Our Lady's Catholic College

### Determined Admission Criteria 2023/24

Parents must complete the online application form no later than 31<sup>st</sup> October 2022. The online admissions system can be accessed via [www.lancashire.gov.uk](http://www.lancashire.gov.uk) then search on the A-Z for 'school admissions'.

Parents who wish their application to this Catholic school to be considered against the faith criteria should also complete our oversubscription criteria form. The oversubscription criteria form is available as an appendix to this policy, to complete online via the school website [www.olcc.lancs.sch.uk](http://www.olcc.lancs.sch.uk) or directly from the school and also should be returned to the school by 31<sup>st</sup> October 2021. If the school is oversubscribed, a failure to complete the oversubscription criteria may result in your application for a place in this school being considered against lower priority criteria as the Governing Body will have no information upon which to assess the faith criteria.

Offer emails will be sent out by the Local Authority by 1<sup>st</sup> March 2023.

Admission to Our Lady's Catholic College depends on two factors. These are in order of priority:-

- 1) Parental preference – subject to the target figure for entry required by the 1980 Education Act which for 2022 will be 190.
- 2) The Governors' order of priority for admissions.

#### The Governors' Priority for Admissions is as follows:-

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. In the event that there are more applicants than places, after admitting all children with a statement of educational need or EHC plan naming the school, the governing body will allocate places using the criteria below, which are listed in order of priority.

- 1) Baptised Catholic looked after children and previously looked after children including those Baptised Catholic children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 2) Baptised Catholic pupils.
- 3) Non Catholic looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 4) Non Catholic brothers and sisters of children in attendance at the school at the time of transfer. (N.B. Footnote)
- 5) Children of current staff members

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6) Non Catholic children who attend associated Catholic primary schools (see Footnote)

7) Non Catholic children of other Christian denominations that have been baptised

8) Other Non-Catholic children

If there are more children in any of the individual categories than there are places remaining, then those pupils who live nearest to the school by a straight line (radial) measure will have priority. The distance is measured using a geographical information system and the measurement is taken from the centre point of the property to the centre point of the school. 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).

#### Waiting List

In the event of oversubscription a waiting list will be compiled that will give priority to children in accordance with the Governors' order of priority for admissions and will not give priority to children based on the date their application was received or name was added to the list. The waiting list will be maintained by the admissions authority until 31<sup>st</sup> December in the academic year of admission.

#### Non Routine or 'In Year' Admissions

It sometimes happens that a pupil needs to change school other than at the 'normal' time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school should arrange to visit the school.

All parents requesting a school place, either because they are new to Lancashire or because they are wishing to transfer schools within Lancashire, will be required to complete a school admissions form. The in-year admissions procedures, application form and oversubscription criteria form are available on the school website or on request from school.

The school follows the LCC late applications procedures.

#### Footnote

- Siblings include half brothers and sisters and children who are fostered or adopted and step brothers and sisters residing at the same address for the majority of the time. 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. 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, the Local Authority's system for a random draw will decide which pupil receives an offer.

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- Where a child lives with parents with shared responsibility, the home address will be considered to be where the child wakes up for the majority of Monday to Friday mornings. This will be checked by requesting details from all adults with shared parental responsibilities. 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.
- In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of over-subscription criteria set out above and **not** in the order in which applications are received or added to the list.
- Applications received after the closing date will only be considered after other applicants. Whilst the Governors will make every effort to consider each application in line with the above criteria, it may not be possible in the case of very late applications. Evidence for the reasons for the late applications may be requested.

### Associated Catholic Primary Schools

Saint Mary's Primary, Morecambe  
Saint Joseph's Primary, Lancaster  
Cathedral Primary, Lancaster  
Saint Patrick's Primary, Heysham  
Saint Bernadette's Primary, Lancaster  
Our Lady of Lourdes Primary, Carnforth  
St Mary and St Michael Primary, Garstang

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#### Our Lady's Catholic College Oversubscription Criteria Form

In the event of oversubscription we are required to collect further information to allocate places in line with our admissions policy criteria. Please complete the form below and return to your primary school to forward to Our Lady's or send directly to Katy Walker, Clerk to the Governors, at Our Lady's Catholic College as soon as possible.

There is an online version of this form available to complete and submit on the school website [www.olcc.lancs.sch.uk](http://www.olcc.lancs.sch.uk)

<b>Full name of Pupil</b>	
<b>Date of Birth</b>	
<b>Address and postcode</b>	
<b>Telephone number</b>	
<b>Parent/Carer (s) with parental responsibility that pupil lives with</b>	

<b>Please tick yes or no and include the appropriate supporting documents where requested</b>	<b>Yes</b>	<b>No</b>
<b>Is your child a baptised Catholic? If yes please submit a copy of their baptismal certificate or a letter confirming baptism by a parish priest.</b>		
<b>Does your child presently attend an associated Catholic school? (please see below for list)</b>		
<b>Is your child baptised in another Christian denomination? If yes please submit a copy of their baptismal certificate or a letter confirming baptism by a parish priest.</b>		

#### **Associated Catholic Schools:**

**St Mary's Primary, Morecambe**

**St Joseph's Primary, Lancaster**

**Cathedral Primary, Lancaster**

**St Patrick's Primary, Heysham**

**St Bernadette's Primary, Lancaster**

**Our Lady's Lourdes Primary, Carnforth**

**St Mary and St Michael's Primary, Garstang**