

**Our Lady & St Edward's Catholic Primary School**  
**Lightfoot Lane, Fulwood, Preston, PR2 3LP**  
**Determined Admission Policy and Arrangements for Admission for**  
**September 2023**

**Introduction**

Our Lady & St Edward's is a Catholic school situated in the Diocese of Lancaster and is maintained by the Lancashire Local Authority.

The Governors welcome applications from Catholic and non-Catholic parents who would like their children educated within the aims and ethos of Our Lady & St Edward's Catholic School.

In Our Lady & St Edward's School the practice of the Catholic faith and the teachings of the Catholic Church are important aspects of the school's life and work and influence the curriculum.

The Governing Body is responsible for admissions within the requirements of the law. In doing so, the Governing Body has a regard for:

- The advice of the Diocesan Trustees on the nature and purpose of Catholic schools;
- The Governing Body's responsibility towards the school and the Catholic community it serves;
- The Catholic character of the school and its Mission Statement.

The Governing Body has set the planned admissions number for 2023 at 30. The Diocese of Lancaster, the Local Authority and other parties required by law have been consulted on this.

No more than 30 children will be admitted to any one reception or infant class.

**Arrangements for Admission**

- 1) Applications for a place at the school should be made on the Local Authority form or online and returned to the Local Authority no later than 15th January 2023
- 2) Parents must complete the Local Authority application form. Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the supplementary form attached. If the school is oversubscribed, failure to complete the supplementary form 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 application on the basis of the applicant's baptism.

The supplementary form should be returned to the school by 15th January 2023

- 3) Each baptised Christian will be required to produce a baptismal certificate or other evidence of baptism.
- 4) The Admissions Committee of the Governing Body will consider all applications at the same time after the given closing date.
- 5) Parents or guardians will be informed of the outcome of their application in writing by the Local Authority by 17th April 2023.
- 6) For unsuccessful applications, the letter will give the reason for the decision and will tell parents of their right to appeal. Guidance on how to appeal will also be included.
- 7) A waiting list for children who have not been offered a place will be kept until 31<sup>st</sup> December 2023 and will be ranked according to the admissions criteria. Letters advising of an unsuccessful application will also inform parents/guardians of their child's position on the waiting list.
- 8) Late applications will be considered after all applications received by the closing date of 15th January 2023 have been processed.
- 9) As required by law all children with a Statement of Special Educational Needs or EHC plan naming the school will be admitted before the application of the admission/oversubscription criteria.

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**Admissions Criteria – September 2023**

The Governors will admit up to 30 children in September 2023.

Where the number of applications exceeds the places available, the Governors will use the following criteria to determine priority.

1. Children in Public Care including adopted children who were previously looked after
2. Baptised Catholic children who live in Our Lady & St Edward's parish and who will have a sibling in school at the time of admission.
3. Baptised Catholic children who live in the parish of Our Lady and St Edward's
4. Other baptised Catholic children with a sibling in school at the time of admission.
5. Other baptised Catholic children.
6. Siblings of children who are in the school at the time of admission.
7. Baptised children of other Christian denominations
8. Children of other faiths.
9. Other children.

**Notes of Clarification**

1. Children in Public Care.  
This includes any "looked after child". A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.  
  
A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
2. The term sibling includes, half-siblings, adopted siblings, stepbrothers and sisters and foster children who reside in the same household as part of a family unit.
3. Where a child lives with parents with shared responsibility, each for part of a week, the "home" address will be interpreted as that which is closest to the school.
4. 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 system of a random draw will determine which address(es) receive the offer(s).
5. Where there are twins, etc 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 cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits.

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

### Non-routine 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

### **Deferred admission**

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.

### **Part time attendance**

Parents can request that their child attends part-time until the child reaches compulsory school age.

### **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 (between 1<sup>st</sup> April and 31<sup>st</sup> August) 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.

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 (i.e. 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.

