



**HOLY SAVIOUR ROMAN CATHOLIC PRIMARY SCHOOL (13/004)
NELSON, LANCASHIRE**

DETERMINED ADMISSION POLICY 2023/2024

Holy Saviour is a Catholic Primary School provided by the Diocese of Salford and is maintained by the Lancashire Local Authority as a Voluntary Aided Primary School. The school's Governing Body is the Admission Authority and is responsible for taking decisions on applications for admission. For the school year commencing 2023/2024, the Governing Body's planned admission number is 30.

Applications for a place in Reception at September 2023 should be made on-line at <https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/> and searched under School Admissions by 15 January 2023. Alternately a paper application can be requested from the Lancashire Local Authority Area Education Office and returned to the Local Authority by the same date.

All preferences listed on the Local Authority preference form will be considered on an equal basis with the following set of admissions criteria forming a priority order where there are more applications than the school has places available.

Parents who wish to seek priority under any criterion that requires additional evidence should also complete the school's Supplementary Information Form (SIF).

As required by law all children with an Educational Health Care Plan actually naming Holy Saviour RC Primary will be admitted before the application of the oversubscription criteria.

All applicants will be considered at the same time and after the closing date for admissions which is 15 January 2023.

1. Baptised Catholic Looked After Children (LAC), baptised Catholic previously Looked After Children (Post LAC) and baptised Catholic children adopted from state care outside of England (IAPLAC).
2. Baptised Catholic children who will have a brother or sister attending the school at the time of admission and are resident in the former parish boundaries of Holy Saviour and SS Peter and Paul Parishes that now form part of The Good Shepherd Parish.
3. Baptised Catholic children who are resident in the former parishes of Holy Saviour, Nelson and SS Peter and Paul, Barrowford, that now form part of The Good Shepherd Parish.
4. Other baptised Catholic children who will have a brother or sister attending the school at the time of admission and are resident in another parish.

5. Other baptised Catholic children who are resident in another parish.
6. Other Looked After Children (LAC), previously Looked After Children (Post LAC) and children adopted from state care outside of England (IAPLAC).
7. Other children with a brother or sister attending the school at the time of admission.
8. Children of a member of staff who has been employed at the school for two or more years at the time at which the application for admission to the school is made/or when a member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.
9. Other children.

Tie break

Where there are more applicants for the available places within any 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).

NOTES

- a) The Governing Body is the admissions authority. The admissions committee is comprised of the following governors: Chair of Governors, Headteacher, and a further two members of the Governing Body.
- b) The school Supplementary Information Form must be returned to the school by 15 January 2023.
- c) 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. A child who is adopted from state care outside of England (IAPLAC) is given the same status as a current Looked After Child (LAC).
- d) Parents will be informed of the Governors' decision by email for online applicants or letter issued via second class post from the Local Authority on 16 April 2023. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.
- e) All children whose Educational Health Care Plan names Holy Saviour RC Primary will be admitted.
- f) Each Catholic applicant will be required to produce a baptismal certificate by the last working day of February 2023 to be considered under the religion criteria.
- g) Each applicant will be required to produce a birth certificate after a place has been allocated.

- h) Parents should check carefully whether they are resident within the former parish boundaries of Holy Saviour and SS Peter and Paul Parishes. Further information is available from the school. A map of the boundaries can be found on the school website.
- i) It is the duty of governors to comply with Regulations on class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30 children except in exceptional circumstances.
- j) The term 'brothers and sisters' will be taken to include half brothers and sisters, step brothers and sisters, adopted siblings, foster children and children of partners living in the same household.
- k) Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. 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 either in the form of a copy of a tax credit award notice or a recent bank/building society statement showing child benefit being paid into their account.
- l) Where there are twins or triplets 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.
- m) Parents of children with a fifth birthday between 1 September 2023 and 31 August 2024 may defer their child's admission date. Where parents wish to defer entry, this **must** be agreed with the school and the LA. Parents should indicate their intention to defer on their On-line or paper application form. (This will not affect the priority of the application within the appropriate published admission criteria). Primary admission may be deferred by up to two school terms (although all children must start school on the first day of the school term following their fifth birthday). Where deferred arrangements are agreed, school places will be reserved.
- n) If a parent wishes their child to be educated out of their normal school year, they must provide the school information/evidence to support their request before applying, such requests will be considered individually. However, the decision outcome rests with the Governing Body of the school (para 2.17 of the Admissions Code) and parents will be notified in writing prior to the primary national offer day. Full information is in the Local Authority information for parents (website and booklet) at www.gov.uk/government/publications/school-admissions-code

Parents cannot apply for and be offered a reception place and then defer a child's entry for a full school year.

- o) For children who are under compulsory school age, once a school place has been accepted, parents may, if they wish, agree with the school a pattern of part time attendance or a deferred start until later in the school year (but not later than the beginning of the summer term). Parents should discuss this with school.
- p) If the school is oversubscribed, a waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. Parents will be informed of their child's position on the waiting list, which will be operated until 31 December 2023.

- q) All applicants will be considered at the same time and after the closing date for admissions which is Wednesday 15th January 2023. Applications received late will be receipted and date stamped and Parents will be expected to provide a reason/s for the late application in writing. Where there are extenuating circumstances for an application being received after the closing date and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others. Otherwise, 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.
- r) Parents are asked to read the Governors published admission policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.
- s) In-year admission is the process of applying for admission into an existing year group within a school. Applications for the Reception intake made after the start of the autumn term 2023 will be treated as an in-year application. The in-year admission process is managed by the school. Parents are required to complete the in-year application form, which is available from and returnable to the school. 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. For children with an education, health and care plan, the in-year admission process will not apply. Parents are advised to contact their home Local Authority's Inclusion Team. The child will be offered a place if the school is named in the education, health and care plan.

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.

- t) 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 Mr Bernard Swarbrick, Chair of Governors care of Holy Saviour Primary School, Holland Place, Nelson, BB9 8HD. Parents are allowed 20 school days from the date of notification that their application was unsuccessful to submit that appeal, notification will be 2 working days after posting by first class post. The parents must give their reasons for the appeal in writing. The decision of the appeals panel is binding on all parties.
- u) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

HOLY SAVIOUR RC PRIMARY SCHOOL (13/004)

ADMISSION REQUEST

Please complete in BLOCK CAPITALS and return to school before 4pm on 15/01/2023

SURNAME OF CHILD _____

FORENAME(S) _____

DATE OF BIRTH _____

ADDRESS OF CHILD _____

_____ POSTCODE _____

YOUR TELEPHONE NUMBER _____

HAS YOUR CHILD BEEN BAPTISED INTO THE CATHOLIC CHURCH?

YES NO

FOR BAPTISED CATHOLICS

MONTH OF BAPTISM _____ YEAR _____

PARISH _____

PARISH LOCATION (TOWN/CITY) _____

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

SIGNED _____ NAME (please print) _____

RELATIONSHIP _____ DATE _____

For office use only

Date of Birth to be verified if position offered

Date of Baptism must be verified
by the last working day of February