



# St Mary's Roman Catholic Primary School



## Admissions Policy

With Christ at our centre, our mission for everyone at St Mary's is  
"Love one another as I have loved you."

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St Mary's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by the Lancashire Education Authority as a Voluntary Aided Primary School. The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admission. For the school year commencing September 2023-24, the Governing Body's planned admission number is 45.

Admission to the school will be made by the Governing Body in accordance with the stated parental preferences it receives, subject to the following criteria which will be used to form a priority order if there are more applications for admission than the school has places available.

1. Baptised Roman Catholic, looked after children and previously looked after children who are Baptised Roman Catholic.. Also, internationally adopted previously looked after children. "IAPLAC"
2. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in the parishes of St Mary's Langho or English Martyrs Whalley.
3. Baptised Roman Catholic children who are resident in the parishes of St Mary's Langho or English Martyrs Whalley.
4. Other baptised Roman 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 Roman Catholic children who are resident in another parish.
6. Looked after children and previously looked after children not of the faith. Also, internationally adopted previously looked after children. "IAPLAC"
7. Exceptional Needs (see notes)
8. Other children with a brother or sister attending the school at the time of admission.
9. Other children.

### **Tie break**

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).

The following notes offer guidance on admission procedures at St Mary's school, in response to the Schools Admissions Code February 2010:

#### NOTES

- a) The Governing Body is the Admissions Authority. The Admissions Committee is comprised of the following governors: chair of governors, parish priest, headteacher, SEN Governor & independent clerk
- b) In the autumn term the application process goes live online, this gives details of the LEA co-ordinated admissions arrangements. The website address for online applications is [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)
- c) Parents must complete an application online and express three preferences for primary school admission. All applicants will be considered by the Governors at the same time in a fair way according to the published criteria.
- d) The Diocesan supplementary faith reference form is issued for information relating to Baptism. All other information is requested after admission has been offered.
- e) Parents will be informed of the Governors' decision by Lancashire LEA. 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 Langho or English Martyrs Whalley. Maps illustrating both parish boundaries are available from the school and on the school website.
- h) All applicants resident in the parishes of St Mary's Langho and English Martyrs Whalley will be required to provide proof of address, by supplying an original, up-to-date utility bill.
- i) It is the duty of governors to comply with class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than thirty children.
- j) Exceptional Needs refers to 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. Supporting professional evidence will be required. This may be from whatever sources the applicant feels are most appropriate. Examples of such evidence are doctors, health visitors and social services.
- k) Special Needs – if a child has a statement of special educational needs naming a specific school there is a duty for the school to admit the child.
- l) In the event of a tie break, where there are more applications than places available, priority will be given on the basis of proximity to the school. This will be determined by the nearest, safest walking routes from the front door of the house to the main entrance door of school. In the event of a tie then the Local Authority's system for a random draw will decide which pupil receives an offer.
- m) Where a child lives with parents with shared responsibility, each for part of the week, the 'home' address will be determined as being where the child sleeps for the majority of the school week.
- n) The term 'brothers and sisters' will be taken to include step brothers and sisters, foster children and children of partners living in the same household. The Governors would also give the same consideration to half siblings living in the same household. Where there are twins or triplets wanting admission and there is only a single place left, the Governing Body will exercise as much flexibility as possible within the requirements of the infant class sizes. If places for twins or triplets 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, then the Local Authority's system for a random draw will decide which pupil receives an offer.
- o) If the school is oversubscribed, a waiting list will be maintained for the full autumn term. This will be ordered according to the admission over-subscription criteria.
- p) Late applications will be considered in accordance with the published admissions criteria. If the school is over-subscribed, 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. Parents will be expected to give a reason for the late application. If this is not exceptional the application will be dealt with after all the others have been dealt with.

- q) Parents are asked to read the Governors published Admission Policy.
- r) 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 the Clerk to the Governors at the school within fourteen days of notification of refusal. The date of notification will be two working days after posting by first class post. The parents should give their reasons for appealing in writing and the decision of the Appeals Panel is binding on all parties. The outcome of the appeal is binding on the parents and on the Governing Body.
- s) Deferred Admission and Part Time Provision  
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.
- t) In Year/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 admissions. In order to obtain a school place in mid-year, it is necessary to fill in the Local Authority's In Year Common Application Form, stating three preferences. The form must be returned to the Area Pupil Access Team. If you wish to apply to this school on the grounds of your faith commitment then it may be helpful to your application to complete the Diocesan Supplementary Form and return it to the school. The Local Authority will consider your three preferences equally, in liaison with other admissions authorities. **The offer of a place can only be made by the Local Authority.**  
If you wish to visit the school before stating your preferences, please contact us.  
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-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."

St. Mary's R.C. Primary School Langho

**INFORMATION FORM ON ADMISSION TO SCHOOL**

**PLEASE COMPLETE & RETURN ALONG WITH BAPTISM CERTIFICATE & PROOF OF ADDRESS**

**SURNAME** ..... **CHRISTIAN NAME** .....

**Date of Birth** ..... **Male/Female** ..... **Position in family** ..... (e.g. 1<sup>st</sup> of 3)

**ADDRESS**

.....  
.....

**Postcode**..... **Tel. No.**..... **Email** .....

**RESIDENT PARISH** .....

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**Names of Parents/Guardians** .....

**Emergency Contact Name & Phone No.** .....

**Name & Address of Nursery Attended (if applicable)**.....

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**Does your child have brothers/sisters in school?** ..... **Please give their names** .....

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**What is your Child's Religious Denomination?** ..... **Has your Child Been Baptised?** .....

**Date & Place of Baptism** .....

**I confirm that I have received and read the School Admission Policy**

**Signed** ..... **Date** .....

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**OFFICE USE ONLY**

**Date Form Received** .....

**Baptism Certificate** ..... **Utility Bill** .....

**Initials** .....

## **St. Mary's R.C. Primary School**

Whalley Road, Langho  
Blackburn, BB6 8EQ

Telephone 01254 247157

### **St Mary's RC Pre-School Class**

St Mary's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by the Lancashire Education Authority as a Voluntary Aided Primary School. The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admission. For the school year commencing 2023-24, the Governing Body's planned admission for preschool children is ten.

Admission to the school will be made by the Governing Body in accordance with the stated parental preferences it receives, subject to the following criteria which will be used to form a priority order if there are more applications for admission than the school has places available.

#### **Making an application**

Applications for admissions to the pre-school class for September 2023 should be made using the pre-school application form.

Parents who wish their application to this church school to be considered against the faith criteria should also complete the supplementary faith form. If the preschool class is oversubscribed, a failure to complete the supplementary form may result in your application for a place in this school being considered against lower priority criteria. Please present the school with a copy of your child's baptism form. The closing date for applications is Monday 3<sup>rd</sup> April 2023; we will inform you if your child has been successful in gaining a place by Tuesday 2nd May 2023.

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. Baptised Roman Catholic, looked after children and previously looked after children who are baptised Roman Catholic. Also, internationally adopted previously looked after children. "IAPLAC"
1. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in the parishes of St Mary's Langho or English Martyrs Whalley.
2. Baptised Roman Catholic children who are resident in the parishes of St Mary's Langho or English Martyrs Whalley.
3. Other baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in another parish.
4. Other baptised Roman Catholic children who are resident in another parish.
5. Looked after children and previously looked after children not of the faith.
6. Exceptional Needs (see notes)
7. Other children with a brother or sister attending the school at the time of admission.
8. Other children.

**INFORMATION FORM ON ADMISSION TO PRE-SCHOOL**

**PLEASE COMPLETE AND RETURN ALONG WITH BAPTISM CERTIFICATE AND PROOF OF ADDRESS**

**SURNAME** ..... **CHRISTIAN NAME** .....

**Date of Birth** ..... **Male/Female** .....

**Address**

.....  
.....

**Postcode**..... **Tel. No.**..... **Email**.....

**Resident parish** .....

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**Names of parents/guardians** .....

**Emergency contact name and phone number**.....

**Name and address of nursery attended (if applicable)**.....

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**Does your child have brothers/sisters in school?** ..... **Please give their names** .....

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**What is your child's religious denomination?** ..... **Has your child been baptised?** .....

**Date and place of baptism** .....

**I confirm that I have received and read the Pre-School Admission Policy**

**Signed** ..... **Date** .....

**Preferred dates – Please delete as appropriate**

**Monday all day**

**Tuesday all day**

**Wednesday all day**

**Thursday all day**

**Friday all day**

**I would like my child to stay for a school lunch on the following days, please delete as appropriate**

**Monday / Tuesday / Wednesday / Thursday / Friday**