



ST VERONICA'S RC PRIMARY SCHOOL, RAVEN AVENUE, HELMSHORE.

## **ADMISSION POLICY 2024/2025**

St Veronica's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by 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 applicants for admission. For the school year commencing 2024/25 the Governing Body's planned admission number is 25.

Applications for a place in Reception at September 2024 should be made via [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools) no later than 15th January 2024. Parents who wish to seek priority for baptised Catholic children should also complete the School's Supplementary Information Form (SIF) and return it to St Veronica's RC Primary School.

### **Deferred admission/Part-time Provision**

Parents may ask to defer accessing an offered reception place until the first day of term after a child's fifth birthday.

If your child's fifth birthday is between April and August then they can start school from the September after this takes place. The expectation would be that parents have decided that the child will miss the full reception year and they would have to apply for Year 1 places (if any remained available). Requests for full year deferral with a retained reception start will be considered individually. Parents would be expected to provide substantial and exceptional evidence of the need for this to happen (personal views and reference to national research will not suffice). 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).

### **Oversubscription Criteria**

If there are fewer than 25 applications, all applicants will be offered places. Where more applications are received than the planned admissions number for the school, which is 25, then the Oversubscription Criteria will be applied in the following order:

<b>1</b>	Looked After Children and previously Looked After Children*
<b>2</b>	Baptised Roman Catholic children who will have a sibling attending the school at the time of admission.
<b>3</b>	Baptised Roman Catholic children resident in the catchment area of the school (see attached map in the appendix.)
<b>4</b>	RC children resident in the parish of St Marie (see attached map - as above)
<b>5</b>	Other baptised Roman Catholic children resident outside St Marie's parish.
<b>6</b>	Other children who will have a sibling attending the school at the time of admission.
<b>7</b>	Other children

\*Looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted.

1. 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).
2. If split parental responsibilities apply, the address nearest to the school main doorway will be given priority.
3. 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 within the requirements of infant class sizes. 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, then the Local Authority's system for a random draw will decide which pupil receives an offer.

4. Where there are extenuating circumstances for an application being received after the last date for applications, 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, applications that are received after the last date will be considered after all the others, and placed on the Waiting List in according to the criteria.
5. In-year admission is the process of applying for a school place during the school year. Any applications for the intake made after the start of the autumn term 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 the school website and also as an annex to this document.

Where a place cannot be secured, parents will be offered a legal right of appeal to an independent appeal panel.

Lancashire County Council administers the appeals process on behalf of the school. Parents can complete the school's [appeal form](#) on Lancashire County Council's website.

You will be advised of the outcome of your application on the 16<sup>th</sup> April or the next working day, by the local authority on our behalf. If you are unsuccessful you will be informed of the reasons, related to the oversubscription criteria above, and you have the right of appeal to an independent appeal panel.

Where we have more applications than places the Admission Criteria will be used. Children who are not admitted will have their name placed on a Waiting List, maintained by the Head Teacher for the full Autumn Term in the academic year of admission. The names on this Waiting List will be in the order resulting from the application of the Admission Criteria. Since the date of application cannot be a criterion for the order of names on the Waiting List, late applications for the school will be slotted in to the order according to the extent to which they meet the criteria. If a place becomes available within the Admission Number, the child whose

name fulfils the highest category of criteria will be offered a place. This is not dependent on whether an appeal has been submitted.

- Each Roman Catholic applicant will be required to produce a Baptismal Certificate.
- It is the duty of Governors to comply with class size limits at Key Stage 1. This means that the school cannot operate class in Key Stage 1 of more than 30 children.
- 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 14 days of notification of refusal. The date of notification will be two working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on all parties.

# Appendix A

## In-Year Admission form

*If your child has an EHCP and/or is Looked After, please do not complete this form and contact your area office.*

<p><b>Reason for transferring schools:</b> Please tick appropriate box(s)</p> <p><input type="checkbox"/> Moving to Lancashire from outside of the UK (Please state Country):</p> <p><input type="checkbox"/> Moving to Lancashire from another local authority (Please state Local Authority):</p> <p><input type="checkbox"/> Moving from one area of Lancashire to another (Please state area):</p> <p><input type="checkbox"/> School to School Transfer within the same authority:</p> <p><input type="checkbox"/> Leaving Private Education:</p> <p><input type="checkbox"/> Leaving Elective Home Education:</p> <p><input type="checkbox"/> Other (Please state):</p>
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You must complete an application for every child (i.e. one each for twin / sibling) who requires a school place.

<b>Child's Legal Surname:</b>		<b>Child's Forename(s):</b>	
<b>Child's Date-of-Birth:</b>	<b>School Year Group:</b>	<b>Age:</b>	<b>Male/Female:</b>
<b>Child's home address (current):</b>		<b>Child's new address (if you are moving):</b>	
<b>Postcode:</b>		<b>Postcode:</b>	<b>Date of move:</b>
<b>Name of Parent/Guardian(s):</b> Parental Responsibility: Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>Home address (If different to child's):</b>			
<b>Postcode:</b>			
<b>Is English the first language spoken? By Parent: Yes <input type="checkbox"/> No <input type="checkbox"/> By Child: Yes <input type="checkbox"/> No <input type="checkbox"/></b>			
<b>If no please state first language: By Parent:</b>		<b>By Child:</b>	
<b>Contact details</b>		<b>Home number:</b>	
		<b>Mobile number:</b>	
		<b>Email address:</b>	

Current School (If applicable)

Authority	Establishment Name/Address	Date from:	Date last attended:

Previous Schools/Educational Placements within the last 3 years

Authority	Establishment Name/Address	Date from:	Date last attended:

Details of siblings who will be attending the school now being applied for. (*Siblings include brothers and sisters, stepchildren, half brothers and sisters, adopted and foster children living with the same family at the same address*).

Name(s)	Date of Birth	School	Male/Female

**Pupil Background**

<b>(Previous Education/Support History (Please tick as appropriate))</b>		Yes	No
Is this pupil in care (Looked After/Previously Looked After)? If yes, to which Local Authority			
Children's Services involvement? If yes, please provide social worker's name:			
Previously Permanently Excluded?			
Previous Exclusion Record?			
Are you a Crown Servant? If you are UK service personnel or other Crown Servants living abroad with your family please tick YES. You will need to provide an official MOD, FCO or GCHQ letter declaring your relocation date and address.			
Special Educational Needs Status (SEN)	Education Health and Care Plan (EHCP)		
	Under Formal Assessment		

<b>Additional Information About Your Application/School Preferences</b>
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Additional information to support your application may be provided. This can be medical, social and welfare information relating to the pupil and/or the family. Evidence from an appropriate professional (e.g. doctor, health visitor, social worker) can be attached. Please continue on a separate sheet if necessary.

**Signature(s)**

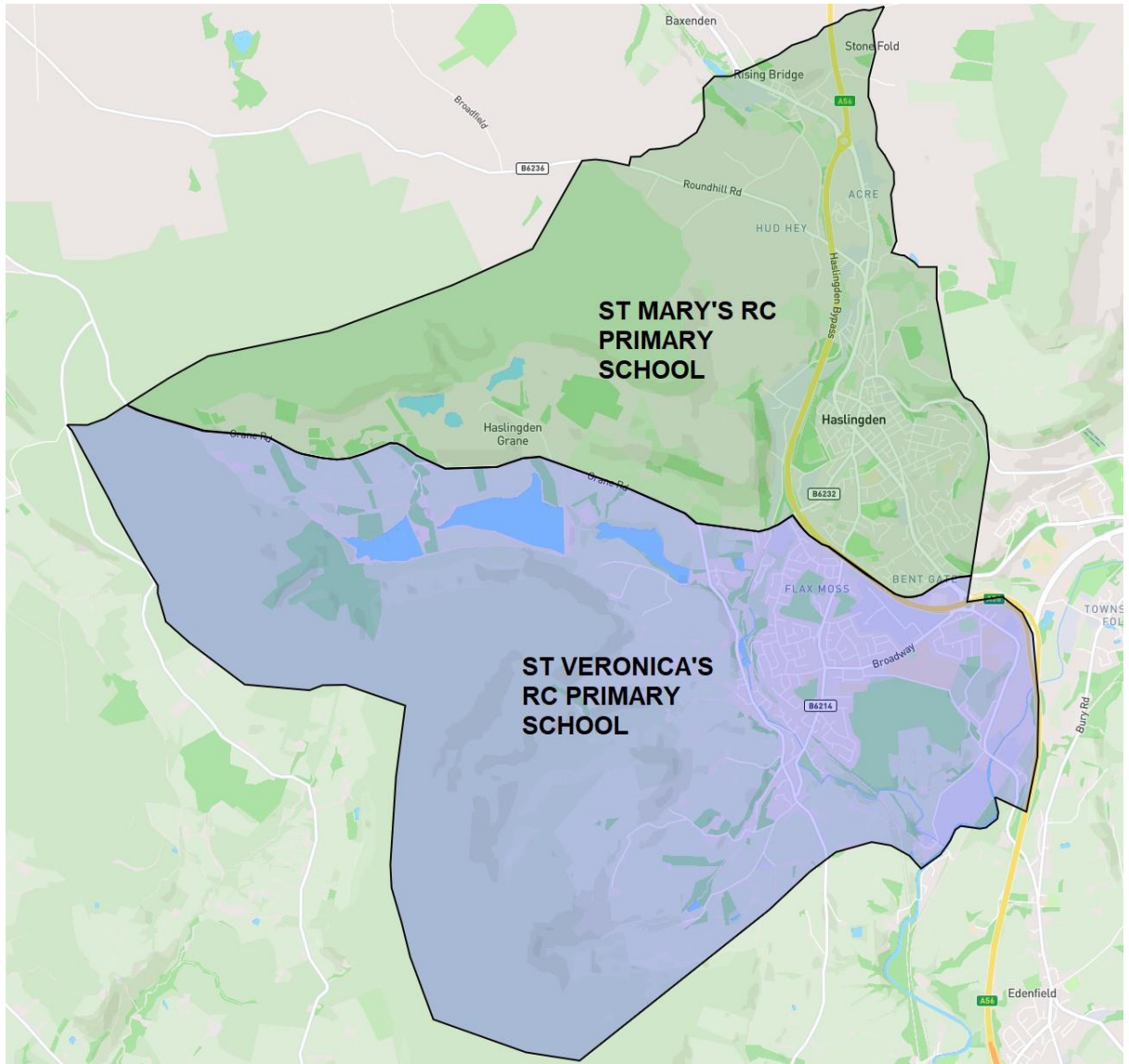
I/We confirm that the information provided is accurate at the time of this application. I/We acknowledge that the admission authority and/or Local Authority have the right to verify the information given on this application. I/We acknowledge that the offer of a place will be based upon this application and that an offer may be withdrawn if subsequently it is found to have been made in relation to inaccurate or misleading information. I/we will provide evidence of the pupil's permanent address and date of birth prior to or after taking up a school place if requested. I/We give permission to contact the school where my child is currently attending to seek background information in respect of behaviour/attendance/the involvement of outside agencies.

**Parent(s)/Guardian(s)**

**Date**

Submit this application form to

**Telephone / Email**



After discussion it was agreed that the demarcation line for the catchment areas of St Mary's and St Veronica's primary schools be as follows: from the Holden Arms eastwards down Grane Road to the slip road of the A56, then southward along the A56 then eastward along the slip road off the A56 leading to Bent Gate.



**DIOCESE OF SALFORD**  
**SUPPLEMENTARY INFORMATION FORM: 2024-2025 ADMISSIONS**  
**ST VERONICA'S R C PRIMARY SCHOOL, HASLINGDEN**

**DISTRICT NO: 14**

**SCHOOL**

**NO: 034**

**LOCAL AUTHORITY:**

**LANCASHIRE**

**PLEASE COMPLETE IN BLOCK CAPITALS AND RETURN TO SCHOOL BY 15TH JANUARY 2024**

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

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

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

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

\_\_\_\_\_

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

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

PARISH \_\_\_\_\_

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

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

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

SIGNED: \_\_\_\_\_

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