



## ST ANTHONY'S CATHOLIC PRIMARY SCHOOL

Headteacher: Mrs R Ballard

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Preston  
PR2 3SQ



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### ADMISSIONS POLICY FOR SEPTEMBER 2024 TO AUGUST 2025

St Anthony's is a Catholic Primary School situated in the Diocese of Lancaster and maintained by Lancashire County Council.

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

St Anthony's is a Catholic Primary School in which the Catholic faith and the teachings of the Catholic Church are important aspects of school life and influence the school curriculum.

We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

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

- a. The Advice of the Diocesan Trustees on the nature and purpose of Catholic Schools.
- b. The Governing Body's responsibility towards the school and the Catholic community it serves.
- c. The Catholic character of the school and its Mission Statement.

The Governing Body has set the planned admissions number for September 2023 at 45. The Local Authority and other parties required by law have been consulted on this.

In order to discharge the Governors' duty to comply with infant class size limits 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 at [www.lancashire.gov.uk/e-admissions](http://www.lancashire.gov.uk/e-admissions), and returned to the Local Authority no later than 15<sup>th</sup> January 2024.
2. Parents must complete the Local Authority Application Form. Parents who wish their application to their Catholic school to be considered against the priority faith criteria should also complete the supplementary form. 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 information form should **be returned to the school by 15<sup>th</sup> January 2024.**

3. Each Catholic applicant will be required to produce a baptismal certificate or other evidence of baptism before the closing date for applications.

4. The Admissions Committee of the Governing Body will consider all applications at the same time after the given closing date.
5. Offers will be made by the Local Authority on 16<sup>th</sup> April 2024.
6. A waiting list for children who have not been offered a place will be kept for the Autumn term in the academic year of admission and will be ranked according to the admissions criteria and not by the date that their application was received or their name was added to the list. Parents/guardians are invited to contact the school if they wish to be informed of the child's position on the waiting list.
7. As required by law all children with a Statement of Special Educational Needs naming the school will be admitted before the application of the admission/oversubscription criteria.

### **ADMISSION/OVERSUBSCRIPTION CRITERIA**

The Governors will admit up to 45 children in September 2024. If the number of applications for admission exceeds the places available, children will be admitted in the order of priority set out below.

1. Baptised Looked-After Catholic Children and previously Looked-After Catholic Children. This includes baptized 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.
2. Baptised Catholic children who live in the parish of St Anthony's with a sibling in the school at the time of expected admission.
3. Other Baptised Catholic children who live in the parish of St Anthony's.
4. Other Baptised Catholic with a sibling in the school at the time of expected admission.
5. Other Baptised Catholic children.
6. Other Looked-After Children and previously Looked-After Children. This includes 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.
7. Other children with a sibling in school at the time of expected admission.
8. Children with social or medical needs where the application is accompanied by a declaration from an appropriate medical professional naming the school.
9. Other children.

In the event of oversubscription in any of the above criteria places will be allocated according to the following tie breaker criteria which are listed in priority order:

**Applicants living nearest to the school.** The distance between an applicant's home and school is measured as a straight line from the centre of the home address to the centre of the school. Distances are measured using the Council's Geographic Information System.

#### **Definitions**

##### **Looked After 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.

A looked after child leaving care through an adoption order, special guardianship order or residence order will retain the same priority for school admissions that they had as a looked-after child.

### **Sibling**

Sibling refers to full brothers or sisters, half brothers or sisters, adopted brother or sister, or the child of the parent/guardian's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling. Stepchildren or foster children who live at the same address are also classed as siblings.

### **Address of Pupil**

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. In some cases, for example, where shared parental living arrangements are in place, a child's address may be difficult to determine. In these circumstances, the address used for child benefit purposes, i.e., the address of the parent claiming the child benefit, will be used.

If you are moving house and applying for the school and it is not oversubscribed, using your new address may not be a problem. In the event of over subscription it may be possible to consider your application on the basis of an address you are intending to move to. You must be resident at a specific address and not just a stated intention to move to an area. You must provide evidence that you have exchanged contracts on a house or have an offer of a tenancy on a property in which you intend to live and which will be in place when your child would start at the school. This evidence must be submitted as soon as possible and no later than the deadline stipulated. Further evidence, e.g. utility bills, will also need to be submitted.

### **Twins, etc.**

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.

### **Late Applications**

Applications received after the stipulated closing date will be treated as late applications. Only in exceptional circumstances, and where appropriate evidence is provided, will applications received after the closing date (but before offers of places have been made) be considered alongside those received on time.

### **Fraudulent Applications**

Where the Governing Body discovers that a child has been awarded a place as a result of an intentionally misleading application from a parent, for example, where a false address has been provided, then the Governing Body is required to withdraw the offer of a place. The application will then be considered afresh and a right of appeal offered if a place is refused.

### **Appeal Arrangements**

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 considered to be 2 working days after posting by first class post of the refusal to offer a place. The parents must give their reasons for appealing in writing. The decision of the appeal panel is binding on the parents and on the Governing Body.

### **In Year Admissions**

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as in-year admissions.

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. Parents wishing their child to attend this school should arrange to visit the school. If there is a place in the appropriate class, then the Governors will arrange for the admission to take place.

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.

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.

#### **Deferred admission** (Primary and Infant schools only)

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 (Primary and Infant schools only).

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

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).

**DIOCESE OF LANCASTER  
ADMISSION TO CATHOLIC SCHOOLS SEPTEMBER 2024  
SUPPLEMENTARY INFORMATION FORM**

If you are applying for a place for your child in a St Anthony's Catholic School on faith grounds please complete this form **in addition** to the Local Authority Form available online or issued by the Local Authority.

This supplementary information form will assist the Governors of the school in deciding whether your child qualifies for a place. Failure to complete the form may affect where your child is placed within the oversubscription criteria.

***This form must be completed by the parent/guardian***

1. Name of Child: \_\_\_\_\_
2. Address of Child: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Are you applying for a place because of:** (You may tick more than one box)

- |                      |                          |                              |                          |
|----------------------|--------------------------|------------------------------|--------------------------|
| Living in local area | <input type="checkbox"/> | Special social/medical needs | <input type="checkbox"/> |
| Sibling in school    | <input type="checkbox"/> | Faith commitment             | <input type="checkbox"/> |

**If you are applying on faith grounds, complete the following sections:**

3. Parish or area of faith community in which you live \_\_\_\_\_
4. If a **Catholic**, I confirm that the applicant is a baptised Catholic and enclose proof of baptism e.g. Copy of Baptismal Certificate or details of place and date of baptism
- Yes  No

5. Name(s) of any sibling(s) who will be attending St Anthony's at time of the applicant's planned admission in September 2023

Name	_____	Date of birth	_____
Name	_____	Date of birth	_____
Name	_____	Date of birth	_____

**SIGNATURE** (Parent/Carer): \_\_\_\_\_

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

**Please return form to:**

**St Anthony's Catholic Primary School, St Anthony's Drive, Fulwood, PRESTON, PR2 3SQ BY 15<sup>th</sup> January 2024**