

OUR LADY OF LOURDES CATHOLIC PRIMARY & NURSERY SCHOOL



School **POLICY STATEMENT** for **ADMISSIONS ARRANGEMENTS** **(2024/25)**

Vision and Mission

"We want our school to be a safe, secure and exciting place to learn and grow in Christ. A place where children, staff, families and governors work closely together to answer Christ's call."



Our Catholic School community works with a Christian purpose:

- To promote an enthusiasm for enjoyment of learning
- To provide a broad and well balanced curriculum
- To challenge children to reach their full potential
- To learn about God and his creation
- To answer Christ's call through our love for each other
- To foster in children independence and a sense of responsibility

"For you are precious in my eyes"
(Isaiah 43)

The Governing Board of **Our Lady of Lourdes Catholic Primary & Nursery School** adopted this policy and it will be reviewed on an annual basis.

Our Lady of Lourdes is a Catholic school situated in the Diocese of Lancaster and is maintained by the Lancashire Local Authority.

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 of 17.

The Local Authority and other parties required by law have been consulted on this.

In accordance with legislation no more than 30 children will be admitted to any Foundation Stage or Key Stage 1 class. The Governors will endeavour to ensure that no more than 34 children will be in any Key Stage 2 class.

As required by law all children with a Statement of Special Educational Needs naming the school will be admitted before the application of the oversubscription criteria.

Applications for a place in Reception for September 2024 must be made online. The online admissions system can be accessed via www.lancashire.gov.uk then search on the A-Z for 'school admissions'. Once on the site, families can access the admissions information. Parents who wish to seek priority under any criterion that requires additional evidence should also complete the school's Supplementary Information Form (SIF) and return it to the school at the appropriate time. The closing date for Primary applications is **15th January 2024**, with offers sent out by Local Authority by **16th April 2024**.

Parents or guardians will be informed by letter of the outcome of their application on a common date designated by the Local Authority. Where an application has been successful parents must tell the school of their intention to accept the place within 10 working days.

In the event of applications exceeding the number of places on offer admission to Our Lady of Lourdes Catholic Primary School is reserved in the following order of priority for:

1. Looked after Catholic 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 will have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parishes of Our Lady of Lourdes, St Mary's of the Angels, Bolton Le Sands and St. Mary's Yealand.
4. Other baptised Catholic children.
5. Other 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.

6. Children who attended our nursery who are eligible for Pupil Premium or Service Pupil Premium.
7. Other children who will have a sibling (for the purposes of this document brothers, sisters, step brothers, step sisters, half brothers, half sisters, fostered and adopted children residing at the same address are considered to be 'siblings') in school at the time of admission.
8. Other children with a specific educational, medical, social or emotional need which is relevant to the school and whose application is supported in writing by an appropriate authority (e.g. doctor or social worker).
9. Other Baptised children.
10. Other children.

Tie breaker criterion

In the event of oversubscription in any of the above criteria places will be allocated to applicants living nearest to the school. The measure is a radial measure from the centre of the school to the home.

The Ordnance Survey address point is a point within the boundary of the property and is usually located at its centre. Distances are measured using the Councils' Geographic Information System.

In the event of a tied distance measurement between address points the Local Authority's system of a random draw will determine which address receives the offer.

Late applications

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 which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria. The Admissions Committee of the Governing Body will consider all applications at the same time after the closing date. Lancashire LA will write to all parents who completed the common application form to inform them of the offer of a school place.

Appeals for Admission

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.

Waiting Lists

A waiting list for places will be kept in accordance with the priorities in the published admission arrangements. Applications received after letters offering places have been issued will be kept on the waiting list and prioritised according to the admissions criteria. Late applications may therefore be slotted into the waiting list according to their individual priority within the admissions criteria. If a place becomes available within the school's published admissions number, the child whose name is at the top of the list will be offered a place. This is not dependent upon an appeal having been submitted for the child concerned. The waiting list will be kept until the end of the autumn term in the academic year of admission.

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.

Shared Parenting

Please ensure that the information you put on the common application form is accurate. Places can be withdrawn where false or misleading information has been provided. Only permanent addresses should be used. Where a child lives with one parent for part of the week and another for the rest of the week only one address can be used on the application form; the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings and the address from which the child usually travels. If there is any doubt about this, then the address of the Child Benefit recipient will be used. The Governing body may ask parents to present the necessary evidence. Evidence is to be provided by parents directly (such as recent bank statement) and not by approaching HMRC. The Governing Body may on occasion seek verification of addresses from individual applicants.

Multiple Births

Where there are twins or multiple birth children wanting admission and there is only one 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 we are now able to offer places for both twins and all triplets, even when this means breaching infant class sizes. The family will be advised accordingly. This may also apply to siblings who are in the same year group.

Admission Organisation

Parents of new pupils are invited to a series of meetings at the school in the June/July before admission. During these meetings parents will have the opportunity to discuss their child's admission and how they might help them prepare for school. In addition to this school will arrange for a member of school staff to visit each child's nursery provider in the May/June before admission.

Usually, children at Our Lady of Lourdes Catholic Primary are admitted in the September following their 4th birthday - over a short settling in period. Once children are admitted they usually stay at school for the full school day. If a child is finding the transition from home to school traumatic in any way a personal induction programme will be worked out in consultation with the parents/carers, class teacher and head teacher. Parents may request that their child attends part time until they reach 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^[1] 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. Parents will need to talk this through with school if they are considering this as an option.

Our Lady of Lourdes will base their 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. *When informing a parent of our decision on the year group the child should be admitted to, we will give clear reasons for our decision.*

When agreeing 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 (ie the age group to which pupils are normally admitted to the school) the local authority and school will 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. School will 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.*

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.

^[1] *The term summer born children relates to all children born from 1April to 31 August. These children reach compulsory school age on 31August following their fifth (or on their fifth birthday if it falls on 31 August) It is likely that most requests for summer born children admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely.*

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. 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.

Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the school's Supplementary Information Form and return it directly to the school. If the school is oversubscribed with mid-year applications at the time of requested admission, failure to complete the Supplementary Information Form may result in your application for a place in this school being considered against lower priority criteria.

The admission of all students to Lancashire schools will be co-ordinated by the Lancashire Local Authority, in line with recent changes in legislation.

Please note: It is not possible to 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

This policy will be reviewed annually.



SEPTEMBER 2024

SUPPLEMENTARY INFORMATION FORM

If you are applying for a place for your child in Our Lady of Lourdes Catholic Primary School on faith grounds please complete this form **in addition** to the Common Application 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 and signed by a Minister of Religion.

PART A *(To be completed by child/applicant's parent or guardian)*

1. Name of child/applicant:
2. Address of child/applicant:

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

3. Parish or area of faith community in which you live _____
e.g. *Our Lady of Lourdes, Carnforth*

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 or letter from a priest confirming applicant's preparation for Catholic baptism or faith membership

Yes No

If the child has not been baptised in the parishes of Our Lady of Lourdes, Bolton-Le-Sands or Yealand please complete the details below.

Signed (Minister of Religion) _____

Print name _____

Address _____

Position held: _____

5. Name(s) of any sibling(s) who will be attending Our Lady of Lourdes at time of the applicant's planned admission in September 2024

Name _____

Date of Birth _____

Name _____

Date of Birth _____

Name _____

Date of Birth _____

Please return this Form to: Our Lady of Lourdes Catholic Primary School **by 15th January 2024**

PART B

If the child is baptised but not Catholic

Priest's Verification of Baptism

Signed (Minister of Religion) _____

Print name _____

Address _____

Position held: _____

Please return this Form to: Our Lady of Lourdes Catholic Primary School **by 15th January 2024**