



## **ST PETER'S CATHOLIC PRIMARY SCHOOL**

### **ADMISSION POLICY 2024-2025**

St Peter's is a Catholic Primary School provided by the Diocese of Lancaster and maintained by Lancashire Local Authority as a voluntary aided primary school.

The Governing Body is the admissions authority and is responsible for taking decisions on applicants for admission.

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

St Peter'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 communities it serves.
- c. The Catholic character of the school and its Mission Statement.

The Governing Body Admissions Committee is comprised of the following governors: Parish Priest, Headteacher and 2 other members of the Governing Body.

It is the duty of the 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 30 children. No more than 30 children will be admitted to any one reception or infant class.

For September 2022, the Admission Number for St Peter's Catholic Primary was 30. A total of 78 applications were received by the closing date.

The Governing Body has set the planned admissions number for September 2023 at 30. The Local Authority and other parties required by law have been consulted on this.

## ARRANGEMENTS FOR ADMISSION IN SEPTEMBER 2024

1. Applications for a place at the school must be made on the Local Authority common application form or online and returned **to the Local Authority no later than 15<sup>th</sup> January 2024**
2. In addition to completing the common application form, parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the *enclosed school's* Supplementary Information 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 faith.

The supplementary information form, along with supporting documentation should **be returned to the school by 15<sup>th</sup> January 2024.**

3. Each Roman Catholic applicant will be required to produce a baptismal certificate or other evidence of baptism or evidence of later reception into the Catholic Church.
4. The admissions committee of the Governing Body will consider all applications at the same time after the given closing date.
5. Parents or guardians will be informed of the outcome of their application in writing by the Local Authority.
6. As required by law, all children with an Education, Health and Care Plan naming the school will be admitted before the application of the criteria.

The Governors will admit up to 30 children in September 2024. If the number of applications for admission exceeds the places available, children will be admitted subject to the following criteria which will be assessed in order of occurrence and used to form a priority order.

1. Baptised Catholic children who are looked after by the Local Authority and Catholic adopted children who were previously looked after, including those Catholic children who appear to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
2. Catholic children, a baptismal certificate or evidence of reception into the Catholic Church must accompany the supplementary form.
3. Other looked after children and other previously looked after children, including those non-Catholic children who appear to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
4. Other children who have a sibling in the school at the time of admission.
5. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
6. Children of families who are members of other Christian denominations. Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required.
7. Children who are members of other faiths. Evidence of membership of the faith provided by a priest, minister or religious leader of a designated place of worship will be required.
8. Children without a faith denomination whose parent(s) wish them to have a Catholic education as evidenced through the Supplementary Information Form.
9. Other children.

The following order of priorities will be applied when applications within category 2 exceed the places available and it is necessary to decide between applications.

- i. Catholic Children of families who regularly (a) attend Mass and who have a sibling on the school roll at the time of admission.
- ii. Catholic Children of families who regularly attend Mass and live in the Parishes of St Peter's Lytham, and St Joseph's Ansdell.
- iii. Catholic Children who live in the Parishes of St Peter's, Lytham and St Joseph's, Ansdell, and have a sibling on roll at the time of admission.
- iv. Catholic children who live in the Parishes of St Peter's, Lytham and St Joseph's, Ansdell.
- v. Other Catholic children who regularly attend Mass.
- vi. Other Catholic children.

#### **Tie Break**

Where there are more applicants for the available places within a criteria as detailed above, then the distance between the Ordinance Survey address for St Peters Catholic Primary School and the 'Home' (see Explanatory Note (f)) 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 in 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).

#### **Explanatory Notes**

**(These notes are part of the policy)**

- a) **Regular Attendance at Mass** is defined as attending weekly Sunday (Saturday evening) Mass more often than not (at least twice per month) as can be judged by observation. This evidence must be provided by parents/carers and endorsed by the Parish Priest at the Church(es) where the family normally worship. (School Supplementary Form.)
- b) All applicants will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January 2024. Applications received after the closing date will be treated as late applications.
- 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.
- (c) For a child to be considered as a **Roman Catholic** evidence of such Baptism will be required or later reception into the Catholic Church. Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the school's (*enclosed*) Supplementary Information Form and return it directly to the school. If the school is oversubscribed within year admissions 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.
- (d) **Part time provision:** Parents can request that their child attends part-time until the child reaches compulsory school age.
- (e) It is the duty of governors to comply with regulations on class size limits at Key Stage One. The Governing Body may exceed the regulations for twins, siblings in the same year group and children from **multiple births** where one of the children is the 30<sup>th</sup> child admitted.
- (f) The word 'Home' applied in the Tie Break shall be the 'permanent place of residence' of the child applying for a place at St Peters Catholic Primary School. Where a child lives with parents / guardians with shared responsibility, each for part of a week, the child's 'permanent place of residence' will be determined as the address of the parent / guardian who normally has responsibility for the majority of school days in a week.
- (g) **Sibling** is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
- (h) 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 not be operated for longer than the end of the Autumn Term.
- (i) For 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. 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.
- (j) If an application for admission has been turned down by the Governing Body, parents can appeal to an **Independent Appeals** Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on all parties.
- (k) Parents can request that the date their child, if below compulsory school age, is admitted to school is **deferred** to later in the school year or until the term when they reach compulsory school age.
- (l) 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

Diocese of Lancaster Education Service  
**DIOCESE OF LANCASTER**  
**ADMISSION TO CATHOLIC SCHOOLS**  
**SUPPLEMENTARY INFORMATION FORM 2024**

If you are applying a place for your child in **St Peter's 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/carers** and signed by a Priest where necessary

**PART A** *(To be completed by applicant's parent or carer)*

*Section 1*

Surname of child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Christian/forename(s) of child: \_\_\_\_\_

Religion/Denomination: (e.g. Roman Catholic) \_\_\_\_\_

Parent's names: \_\_\_\_\_

Parent's religions/denominations: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Contact telephone numbers: \_\_\_\_\_  
(Mother/Father/Carer)

*Section 2*

If **Catholic**, indicate which Mass you normally attend: Saturday at \_\_\_\_\_ (time)  
Sunday at \_\_\_\_\_ (time)

Parish in which you live (St Peter's, St Joseph's) \_\_\_\_\_

Usual place of worship (if different): \_\_\_\_\_

How long have you worshipped there? \_\_\_\_\_ years.  
If you have recently moved to the parish please give details of your previous parish

\_\_\_\_\_

Do you attend weekly Sunday (Saturday) Mass at least twice per month? Yes  No   
Please enclose a copy of Baptismal Certificate or details of place and date of baptism

\_\_\_\_\_

If **not a Roman Catholic**, do you wish your child to be educated within the aims and values of a Catholic school?  
Yes  No

Signed: \_\_\_\_\_ Parent/Carer Date: \_\_\_\_\_

**PART B** (*To be completed by Catholic Priest*)

I am satisfied that the child is a baptised Roman Catholic or a baptised member of a Church that is in full communion with Rome. Yes  No

If no are the parents/child enrolled in a RCIA/RCIC programme? Yes  No

I can confirm that the child/family worship as stated in Part A: Yes  No

Please comment, if appropriate, only to clarify the Mass attendance above:

Priest's name: \_\_\_\_\_ Parish \_\_\_\_\_

Address: \_\_\_\_\_ Tel: \_\_\_\_\_

Priest's signature \_\_\_\_\_ Date: \_\_\_\_\_

**PART C** (*To be completed by ministers of other denominations or faiths*)

*Non-Catholic parents/carers from other denominations or faiths should ask their minister or equivalent to complete the section below.*

I confirm that this family are members of our faith community

Name of minister: \_\_\_\_\_ Denomination/faith: \_\_\_\_\_

Parish or faith community: \_\_\_\_\_

Address: \_\_\_\_\_ Tel.: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to: St Peter's Catholic Primary School by 15<sup>th</sup> January 2024