

*St Bernadette's Catholic Primary School,  
Lancaster*

Admission Policy 2024-2025



## Admission arrangements

St Bernadette's Catholic Primary School is a Catholic School in the trusteeship of the Diocese of Lancaster. It is maintained by Lancashire Education Authority and is a voluntary aided School. The Governing Body is the Admissions Authority and is responsible for taking all decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority.

For the school year commencing September 2024, the number of children to be admitted will be 30.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

If any parent wishes to view St. Bernadette's School in session, prior to making an application, they would be most welcome. To arrange a convenient time they should telephone the School (T.01524 63934).

If more information is needed about St. Bernadette's School they should visit the website [www.st-bernadettes.org.uk](http://www.st-bernadettes.org.uk) or e-mail the School at [bursar@st-bernadettes.lancs.sch.uk](mailto:bursar@st-bernadettes.lancs.sch.uk)

## How to apply

Parents must complete a Local Authority Preference Form or apply online via the website [www.lancashire.gov.uk](http://www.lancashire.gov.uk) (search school admissions). If you wish to have your application considered against that school's religious criteria then you must also complete the Supplementary Information Form.

### Supplementary Information Form

Parents who wish their application to this 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.

This form is attached to this policy, available directly from the school and on the school's website.

If the school is oversubscribed with admissions, failure to complete the Supplementary Information Form may result in your application for a place in this school being considered against a lower priority admission criteria.

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

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.

## Over-subscription criteria

If the number of applications for admission exceeds the places available, children will be admitted in the order of priority set out below.

1. *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 with a sibling in the school at the time of admission.*
3. *Baptised Catholic children living in the parishes of St Bernadette's & SS Thomas & Elizabeth, Thurnham including Galgate.*
4. *Baptised Catholic children living outside the parishes.*
5. *Other children with a sibling in the school at the time of admission.*
6. *Other children.*

### **Note:**

As required by law children with a Statement of Special Education Needs or an Education Health Care Plan who name our school will be admitted before the application of the over-subscription criteria.

## Baptised Catholic

For a child to be considered as a Catholic evidence of a Catholic Baptism is required.

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with the appropriate diocesan authority will decide

how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Evidence of a Catholic Baptism must be received by 1 March at the very latest.

## 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.

## Siblings

These are brothers, sisters, half-brothers, half-sisters, step brothers, step sisters, fostered and adopted children residing at the same address in the school at the time of admission.

If the number of children in any of the categories 1 – 6 is greater than the places available, applications will be further ranked as follows:

- a) Children living nearest to the school as measured in a straight line (as the crow flies) from the centre point of the home address to the centre point of the school (as determined by the LEA straight line measure). In the event of a tied distance, measurement between address points the Local Authority's system of a random draw will determine which address(es) will receive the offer(s).
- b) In the event of a child living with parents with shared responsibility, each for part of the week, the home address will be determined to be the address at which the child lives and sleeps for the greater amount of time.

If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address used.

- c) In the event of twins, triplets, children in the same year group 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, we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits.
- d) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list.
- e) Where there are extenuating circumstances for an application being received after the last date for admissions (backed up with evidence) and it is before the governors have established their list of pupils to be admitted, then it may 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.

## 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.

<https://st-bernadettes.lancs.sch.uk/wp-content/uploads/2021/11/In-year-Application-Form-2021.pdf> An application should be made to the school by completing the in-year admissions application form and returning it to:

Bursar, St Bernadette's Catholic Primary School, Bowerham Road, Lancaster, LA1 4HT.  
Applications can also be emailed to [bursar@st-bernadettes.lancs.sch.uk](mailto:bursar@st-bernadettes.lancs.sch.uk).

An application can be made for a child at any time outside the admission round and the child will be admitted where there are available places. Where a place cannot be secured, parents will be offered the 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.

Where there are places available but more applications than places, the published oversubscription criteria, as set out in the admission arrangements for 2024 - 2025 will be applied. Parents are advised to read the admission arrangements carefully before making their application.

If there are no places available, the child will be added to the waiting list. The published oversubscription criteria is also applied when a place becomes available and where there is more than one child on the waiting list. Waiting lists for admission will operate throughout the school year.

Once school receives the application and supporting documents, an acknowledgement email will be sent to you. You will be advised of the outcome of the application in writing as soon as possible and within 15 days.

You have the right to appeal to an independent appeal panel if your application is unsuccessful.

Please note that you cannot re appeal 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

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 your child's fifth birthday 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.

If a child is a "summer born child" (1 April-31 August) parents may request that the date their child is admitted to school be deferred to later in the school year. However, the child must start school before the end of that school year.

If a parent wishes their child to be educated out of their normal school year (e.g. kept back a year), they must discuss this with the school before applying. However, the final decision on this rests with the headteacher.

## Part time attendance

Parents can request that their child attends part time until the child reaches compulsory school age (ie 5 years of age).

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**Supplementary Information Form**  
*(to support admission to the school)*

Please complete this supplementary information form carefully. The information provided will be used by the Governors to apply the school's admission criteria.

Child's surname ..... Forename(s) .....

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

Address (i.e where the child wakes up for the majority of Monday to Friday mornings):

.....

Post Code ..... Telephone Number .....

Name(s) of parent(s)

.....

Is the child in public care? – Yes / No (Please circle)

Name of guardian(s) .....

Address of parent/guardian if different to above:

.....

Post Code ..... Telephone Number .....

Names of other siblings attending St Bernadette's at the time of admission

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Is the child baptised Catholic? Yes / No

Name and address of place of Baptism

.....

Post Code .....

Date of Baptism ..... Copy of Confirmation of Baptism attached  (please tick)

Signed ..... Date .....

Please return this completed form, **together with a copy of your child's confirmation of Baptism**, to the Headteacher, St Bernadette's Catholic Primary School, Bowerham Road, Lancaster, LA1 4HT. Please note that failure to attach confirmation of Baptism may result in your application for a place being considered against a lower priority admission criteria.

**For Reception Class entrants in September - Please return this form to school with confirmation of baptism no later than 1 March.**