



# **ST. MARIA GORETTI CATHOLIC PRIMARY SCHOOL**

## **DETERMINED ADMISSIONS POLICY 2024-2025**

### **Mission Statement**

We all work together to do our best to shine with God's love, pride and success in a happy, peaceful and prayerful place where everyone tries to be kind, helpful and caring.

### **School Motto**

Shining with God's Love, Pride and Success

### **Introduction**

St Maria Goretti is a Catholic school situated in the Diocese of Lancaster and 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 welcomes applications from Catholic and non Catholic parents who wish their children to be educated within the aims and ethos of a Catholic school.**

In St Maria Goretti Catholic Primary the practice of the Catholic faith and the teachings of the Catholic Church are important aspects of our/the school's life and work and influence the curriculum.

Website Online Applications is [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)

	<b>Closing Date</b>	<b>Offer Date</b>
<b>Primary</b>	15/01/2024	16/04/2024
<b>Secondary</b>	31/10/2023	01/03/2024

### **Admissions Criteria**

Where the number of applications exceeds the places available, the Governors will use the following criteria to determine priority.

1. Baptised Catholic Looked After Children and previously looked after children, **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. Maria Goretti with a sibling in the school at the time of expected admission.
3. Other Baptised Catholic children who live in the parish of St. Maria Goretti.
4. Other Baptised Catholic children with a sibling in the school at the time of expected admission.
5. Other Baptised Catholic Children.

6. Looked After Children and previously looked after children **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 who attend St Maria Goretti Nursery in receipt of Early Years Pupil Premium
9. Other children

### **Notes of Clarification**

Evidence of Catholic Baptism when child is seeking admission in categories 1 to 5 must provide school with the baptism certificate to copy.

The term sibling includes stepbrothers, stepsisters, half brothers, half sisters and foster children who reside in the same household as part of a family unit.

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. 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. 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. You may also request that your child attend school part time until he/she reaches his/her fifth birthday.

Where a child lives with one parent for part of the week and another for the rest of the week only one address will be accepted for a school admission application. This will normally be the one where the child wakes up for the majority of school days (Monday to Friday). Proof of residence may be requested at any time throughout the admissions process.

“Looked After Children and children who were previously looked after” This includes any "looked after child" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. “Looked after children” are children who are in the care of a local authority or provided with care by that authority.

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.

### **Tie-Breaker**

- Where there are more applicants for the available places within the above categories, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as a final determining factor, nearer addresses having priority over more distance ones. This address point is within the body of the property and usually located at its centre. Where the cut off point is for the addresses within the same building ie flats, then the single measure between address points will apply and the local Authority's system of random draw will determine which address (es) receive the offer (s)

### **Arrangements for admission**

The Admissions Committee of the Governing Body will consider at the same time, and after the closing date, all applications.

Late applications, received before offers of places are made will be accepted, providing that there is a good reason for their late arrival, e.g. illness, moving into the area.

### **Waiting Lists**

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

This waiting list will operate for the full autumn term.

### **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.**

### **Applying for a place at our school during the school year**

In Year Admissions are admissions to school that take place outside the normal admissions rounds (ie Reception and Year 7)

If you are new to the area and require a school place or if you already reside in the area and you want to move your child from their current local school to

our school, your application should be made directly to our school and the child will be admitted **where there are available places**.

To apply for a place, complete our In Year Admissions form and return to:  
bursar@st-mariagoretti.lancs.sch.uk

If you would like your application to be considered under our faith criteria, in addition to the In Year Admissions form, please also complete a church reference form. Copies of both forms are available below or from the school office.

If you have any questions in relation to in year admissions, please contact us either by email our school office

You may ring the school office to confirm that the form and accompanying evidence has been received.

Your application will be acknowledged upon receipt and we will advise you of the outcome within a maximum of 15 school days.

If there are no places available, the child will be added to the waiting list and you have the right of appeal.

Please see below for appeal information. Please note, that the waiting list does NOT guarantee a place at our school and if your child is currently not in education you should either make an appeal to our school and/or apply for a place at an alternative school.

Further information on how to apply for a local school can be found on the Lancashire County Council website:

Admission number each year is confirmed at 30.

**Determined St. Maria Goretti Catholic Primary**

St Maria Goretti

## Supplementary Admission Form 2024/2025

Please complete the information below and return this form to the school office

### Pupil Details

<b>Surname:</b>		<b>Legal Surname:</b>	
<b>Forename:</b>		<b>Middle name:</b>	
<b>Chosen name:</b>		<b>Gender:</b>	
<b>Date of Birth:</b>		<b>Year:</b>	
<b>Address:</b>			
<b>Post Code:</b>			
<b>Telephone:</b>			
<b>Email:</b>			

**If Catholic, Church of Baptism.....**

**\*Date of Baptism.....**

**Parish where you worship.....**

**Your parish priest may be contacted to verify this information**

#### Details of person completing this form

<b>Name</b>	
<b>Contact Details</b>	
<b>Relationship to child</b>	

**Data Protection Act 1998:** The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE

**Signature:**

\*N.B. Please bring with you your child's Baptismal Certificate (If Applicable)