

St James the Less R C Primary School

Determined Admission Policy for 2024/25

St James the Less is a Roman Catholic Primary School under the trusteeship of the Diocese of Salford. It is maintained by Lancashire Local Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority. For the school's year commencing September 2024, the Governing Body has set its admissions number at 30.

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

As required by law all children with a Statement of Educational Need or Education Health Care Plan naming the school will be admitted before the application of oversubscription criteria.

An on-line Admissions System is used to make applications. This 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.

ADMISSIONS TO THE SCHOOL will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admissions than the school has places available.

- 1 Baptised Catholic 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 proven and exceptional medical and social needs, where admission to the school might best satisfy those needs, provided that appropriate evidence from a Doctor or Social Worker is submitted with the application.
- 3 Baptised Catholic children who have a sibling in the school at the time of admission.
- 4 Baptised Catholic children resident in the parish of St James the Less who are registered members of and attend the Children's Sunday Liturgy Group at St James the Less Church in the 12 months prior to the closing date for applications.
- 5 Other Baptised Catholic children resident in the parish of St James the Less.
- 6 Baptised Catholic children resident outside the parish of St James the Less.
- 7 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.

- 8 Other children with proven and exceptional medical and social needs, where admission to the school might best satisfy those needs, provided that appropriate evidence from a Doctor or Social Worker is submitted with the application.
- 9 Other children with a sibling at the school at the time of admission.
- 10 Other children.

The admission of a non-Catholic child in a year when there are vacancies remaining after the demand from Catholics is met DOES NOT guarantee a place for a sibling in a year where the Catholic demand is greater.

TIE BREAKER CLAUSE

If in any category there are more application than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line (radial) measure from the centre of the building to centre of the building using the Local Authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.

NOTES

- A All applicants will be considered at the same time and after the closing date for applications which is 15th January 2024.
 - B All Catholic applicants will be required to produce baptismal certificates.
 - C It is the duty of Governors to comply with regulations on class size limits at Key Stage One.
 - D In the case of oversubscription the Governors will invoke the oversubscription criteria as outlined in the policy.
 - E Where a child lives with parents with shared responsibility, each for part of a week, the child's home address will be that at which the child wakes up for the majority of Monday – Friday mornings. If there is any doubt about this, 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. The evidence may be in the form of a recent bank/building society statement showing Child Benefit being paid into their account.
 - F Sibling is defined as a brother or sister, half brother or sister, fostered and adopted brother or sister, step brother/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 for the majority of the school week.
 - G 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.
 - H Priority is given to looked after children¹ and children who were looked after, but ceased to be so because they were adopted² (or became subject to a residence order³ or special guardianship order⁴). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.
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¹ 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 (see the definition in section 22(1) of the Children Act 1989).

² Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).

³ Under the terms of the Children Act 1989. See section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

⁴ See section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order

I A waiting list will be created for all years that are full. Names of children who have not been offered a place will be kept and will be ranked according to the Admission 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. It is therefore 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. 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.

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

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.

K 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 is binding on all parties. 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.

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.

LATE APPLICATIONS

If the school is undersubscribed the inclusion of late applications may be possible. If the school is up to (or over) the published admission number the following arrangements will apply:

Applications received by the Local Authority after the closing date of 15th January 2024

The closing date for receipt of the Common Application Forms will be strictly observed. Applications received after this date will therefore only be considered after all applications received have been processed via the agreed policies.

Only in circumstances judged to be exceptional by the admissions authority may late applications be considered alongside those which were received by the closing date. These may include:

- Families who move to an address within Lancashire area after the closing date for the receipt of applications.
- Parents who were abroad for the whole period between issue of primary admissions information and the closing date for applications.

The onus will be placed upon applicants to provide the necessary evidence to support an exceptional case for late application. The admissions authority will decide about the appropriateness of each case.

Applications received after the offer letter date of 15 April 2024 will be considered in accordance with the co-ordinated admission arrangements for Lancashire LA. The LA will take responsibility for issuing offers to parents up to 31 August 2025.

This process will operate until the start of the autumn term 2024 after which any enquiries for places would be dealt with by the school which will liaise with the LA about the waiting list then make decisions and issue a letter accordingly.

ST JAMES THE LESS R C PRIMARY SCHOOL
SUPPLEMENTARY INFORMATION FORM (FAITH REQUEST)

School Name: _____

Local Authority : _____

Name of Applicant: _____

Address of Applicant: _____

Parish Community in which you live/worship: _____

Please confirm that the applicant is a baptised Catholic

Yes No

Place of Baptism _____

A copy of the baptismal certificate must be presented to the school even if your child was baptised at St James the Less Church.

_____ Signed (parent/guardian)

Date: _____