



**ENGLISH MARTYRS' CATHOLIC PRIMARY SCHOOL**  
**ADMISSIONS POLICY 2024- 25**

English Martyrs' is a Catholic Primary School provided by the Diocese of Lancaster and maintained by Lancashire Local authority as a voluntary aided primary school.

**Our Mission**

Our children are all unique, beautiful **individuals** but together we are a **masterpiece**, brothers and sisters in **Christ**.

As witnesses of Christ, working together as a **Team**, we strive to promote the **Gospel Values** and Teachings of Jesus by providing a **caring, stimulating environment**, with **nurture, trust, love** and **tolerance** through our spirituality, learning and play. By making connections with Jesus, we promote **high ambitions** and **confidence** to achieve our goals.

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 English Martyrs' Catholic Primary School.

English Martyrs' is a Catholic Primary School in which the Catholic faith and the teachings of the Catholic Church are essential 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 community it serves.
- c. The Catholic character of the school and its Mission Statement.

The Governing Body Admissions Committee is comprised of appropriate Governors.

It is the duty of the Governors to comply with class size limits at Key Stage One.

The Governing Body has set the planned admissions number for September 2024 at 30. The Local Authority and other parties required by law have been consulted on this.

The Governing Body will report on the number of applicants being admitted under each criteria of the Admissions Policy.



## **ARRANGEMENTS FOR ADMISSION IN SEPTEMBER 2024**

1. Applications for a place at the school should be made on the Local Authority Common Application Form or online and returned to the Local Authority no later than the date specified by the Local Authority.
2. Parents must complete the Common Application Form available for the Local Authority. Parents who wish their applications to the 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 Information 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 baptism.

The Supplementary Information Form should be returned to the school by the date specified by the Local Authority.

3. Each Catholic applicant will be required to produce a baptismal certificate or other evidence of baptism.
4. The admissions committee of the Governing Body will consider all applications at the same time after the given closing date.
5. As required by law, all children with a Statement of Special Educational Needs naming the school will be admitted before the application oversubscription criteria.
6. Parents or guardians will be informed of the outcome of their application in writing by the date specified by the Local Authority.

## **ADMISSIONS/OVERSUBSCRIPTION 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 used to form a priority order.

1. Baptised Catholic Looked After and previously Looked After children.
2. Baptised Catholic children who live in the parishes of English Martyrs' and St. Walburge's with a sibling in the school at the time of expected admission.
3. Other baptised Catholic children who live in the parishes of English Martyrs' and St. Walburge's.
4. Other Baptised Catholic children with a sibling in the school at the expected time of admission.
5. Other Baptised Catholic children.
6. Other children who are Looked After and previously Looked After children.
7. Other children with a sibling in school at the time of expected admission.
8. Other children.

In the event of oversubscription in any of the above criteria places will be allocated according to the following tie breaker criterion:

Applicants living nearest to the school. The distance measure is a straight line (radial) measure from the centre of the building that is the applicant's home address to the centre of the school building. Distances are measured using the Councils' Geographic Information System.



If the Governing Body is unable to distinguish between applicants in any of the oversubscription criteria using this distance tie breaker (e.g. applicants in the same block of flats) places will be offered via a random draw.



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

**Baptised Catholic**

Please note this is not a change in our admission policy, it is a definition for the purpose of clarification. For admission to this Catholic school a baptised Catholic is:

- One who has been baptised into full communion with the Roman Catholic Church by the Rites of Baptism of one of the various ritual churches in communion with the See of Rome (Proof of baptism with a copy of baptismal certificate or details of the date and place will be required)
- A child, baptised in another Christian Faith who has been received into full communion with the Roman Catholic faith. (Proof of baptism and reception from the Register of Receptions or Baptismal Register will be required)
- A child who, with his or her family, is enrolled in a recognised course of preparation leading to Catholic baptism (proof of enrolment with details of the place and date of enrolment from the appropriate parish records will be required).
- One who is a member of the Eastern Christian Churches and the Orthodox Churches. (Proof of baptism with a copy of a baptismal certificate, details of the date and place or certificate of reception will be required).

**Looked After Children**

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 1089. 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.

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**

Sibling refers to full brothers or sisters, half brothers or sisters, adopted brothers or sisters, or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling. Stepchildren or foster children who live at the same address are also classed as siblings.

**Address of Pupil**

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. In some cases, for example, where shared parental living arrangements are in place, a child's address may be difficult to determine. In these circumstances, parents may be asked to provide the necessary evidence in the form of a copy of a tax credit award notice or a recent bank/building society statement showing Child benefit being paid into their bank account.

If you are moving house and applying for the school and it is not oversubscribed, using your new address may not be a problem. In the event of oversubscription it may be possible to consider your application on the basis of an address you are intending to move to. You must be resident at a specific address and not just have a stated intention to move to an area. You must provide evidence that you have exchanged contracts on a house or have an offer of a tenancy on a property in which you intend to live and which will be in place when your child would start school. This evidence must



be submitted as soon as possible and no later than the Local Authority deadline. Further evidence, eg utility bills, may also need to be submitted by the Local Authority deadline.

### **Multiple Births**

In the case of multiple births the school is allowed to exceed the statutory limit where the 31<sup>st</sup> child is a twin or from multiple births.

### **Late Applications**

Applications received after the closing date determined by the Local Authority will be treated as late applications. Only in exceptional circumstances, and where appropriate evidence is provided, will applications received after the closing date (but before offers have been made) be considered alongside those received on time.

### **Waiting List**

A waiting list for children who have not been offered a place will be kept and ranked according to the admissions/oversubscription criteria. Parents/guardians are invited to contact the school if they wish to be informed of their child's position on the waiting list. The waiting list will be closed at the end of the autumn term.

### **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.

### **Appeal Arrangements**

If an application for admission has been turned down by the Governing Body parents can appeal to an independent appeals panel. This appeal should be sent in writing to the clerk to the governors at the school within 20 days of notification of refusal. The date of notification will be considered to be 2 working days after posting by first class post of the refusal to offer a place. The parents must give their reasons for appealing in writing. The decision of the appeal panel is binding on the parents and the Governing Body.

### **In Year/Mid-Year/Non Routine/Casual Admissions**

For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied.

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.

If you wish to visit the school before stating your preferences, please contact us.

Applications are direct to school.



**Part Time Provision**

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.



**2024/2025 SCHOOL ADMISSIONS SUPPLEMENTARY INFORMATION FORM**  
**ENGLISH MARTYRS' CATHOLIC PRIMARY SCHOOL - 06007**

Please complete this form giving as much information as possible and return it to the school secretary together with a copy of **Baptism Certificate**.

Name of Child ..... Date of Birth ..... Male/Female

Name of Parents/Guardians .....

Address .....

Postcode ..... Telephone Number ..... Mobile .....

Date of Baptism ..... Church .....

Which Church(if any) do you, as parents attend? .....

Please give the name and address of the Priest to whom reference will be made

.....

Do you have a child who is already attending the school and will still be a pupil next September?

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Signed ..... Parent/Guardian Date .....

Form received by ..... Date .....