

## ALSTON LANE CATHOLIC PRIMARY SCHOOL

### ADMISSION POLICY 2024.25

Alston Lane Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families and is part of the Mater Ecclesiae Catholic Multi Academy Trust. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round (September admissions and not in-year). The governing body has set its admission number at 30 pupils to be admitted to [the reception year] in the school year which begins in September 2025.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

#### **Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs** (see note 1)

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements, this will reduce the number of places available to other children.

#### **Oversubscription Criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.*

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. (see note 2)
2. Catholic children who are resident in the parish and whose parents worship at Our Lady and St Michael's Church. (see notes 3&9)
3. Catholic children who are resident in the parish and whose parents worship in other Catholic parishes; Catholic children living outside the parish, whose parents worship at Our Lady and St Michael's Church. (see notes 3&9)
4. Siblings of children who are in the school at the time of enrolment. (see note 6)
5. Other Catholic children. (see note 3)
6. Children eligible for early years pupil premium, the pupil premium or service premium who attend Alston Lane Nursery.
7. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 4)
8. Children of other faiths whose membership is evidenced by a religious leader. (see note 5)
9. Any other children.

***Within each of the categories listed above, the following provisions will be applied in the following order.***

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 8)
- (ii) The attendance of a brother or sister (sibling) at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 6).

In the event of the number 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 (see note 10) to the centre of the school building. Distances are measured using the council's Geographic Measuring System. If the Governing body is unable to distinguish between applicants in any of the oversubscription criteria using this tie breaker (e.g. applicants in the same block of flats) places will be offered via a random draw.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round (September 2025), you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy. The Supplementary Information Form should be returned to the Headteacher by 15<sup>th</sup> January 2025.

You will be advised of the outcome of your application on 16<sup>th</sup> April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

***If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in the correct criteria, and this is likely to affect your child's chance of being offered a place.***

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January 2025.**

### **Late Applications**

Late applications will be administered in accordance with Lancashire Authority's Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

### **Admission of Children below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1<sup>st</sup> April and 31<sup>st</sup> August, may request that the child be admitted out of their normal age group, to Reception rather than Year 1.

Any such request should be made in writing to Mr FitzGibbon, the Headteacher, at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the Headteacher, including the Headteacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

## Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the final day of the summer term in that academic year.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

## In-Year Applications

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.

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.

## Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

## Nursery

For children attending the school's nursery, application to the Reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

**The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.**

### ***Notes (these notes form part of the oversubscription criteria)***

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their

Parish Priest [who, after consulting with the Diocese, 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].

4. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

5. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 4 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
  - A religion which involves belief in more than one God, and
  - A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

6. 'sibling' includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
7. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
8. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
9. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2025.26.

**The Parish Boundary Map for Our Lady and St Michael's Catholic Church, Longridge can be found on the school website with the Determined Admissions Policy 2025.26 (Home>Parents>Admission to school)**

10. A child's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Early Help Assessment ("EHA"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the EHA, provided that the child resides at that address for any part of the school week.



**ADMISSION TO ALSTON LANE CATHOLIC PRIMARY SCHOOL, LONGRIDGE  
SEPTEMBER 2025**



**MATER ECCLESIAE CATHOLIC MULTI ACADEMY TRUST**

**SUPPLEMENTARY INFORMATION FORM**

If you are applying for a place for your child at Alston Lane 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/guardian.**

**PART A** (To be completed by child/applicant's parent or guardian)

- 1. Name of child/applicant: \_\_\_\_\_
- 2. Address of child/applicant: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**If you are applying on faith grounds, complete the following sections:**

- 3. Parish or area of faith community in which you **live**: \_\_\_\_\_  
*e.g. Our Lady and St Michael's, Longridge*

- 3(i). Name of the Parish or area of faith community in which you **worship**: \_\_\_\_\_

**Your Parish Priest or minister of religion may be contacted to confirm this**

**4. If a Catholic**, I confirm that the applicant is a baptised Catholic and enclose proof of baptism e.g. copy of Baptismal Certificate or details of place and date of baptism or letter from a priest confirming applicant's preparation for Catholic baptism or faith membership.

Yes  No       Date of Baptism: \_\_\_\_\_      Name of Parish: \_\_\_\_\_

**5. Name(s) of any sibling(s) who will be attending Alston Lane at time of the applicant's planned admission in September 2025**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

**PART B** (For non-Catholic applicants. To be completed and signed by a Minister of Religion)

6. If a **Christian**, I confirm that the applicant is a baptised Christian and enclose proof of baptism.

Yes  No

7. If belonging to a **faith other than Christian** please confirm that the applicant is a member of your faith community.

Yes  No

8. Signed (Minister of Religion)

---

9. Print name

---

10. Address

---

---

---

11. Position held:

---

**PART C** (For applicants attending Alston Lane Nursery)

12. Is your child eligible for early years pupil premium, the pupil premium or the service premium?

Yes  No

You can [call your local area education office](#) to find out. It must be the person claiming the relevant benefit that calls.

You will need to provide your:

- Name
- Date of birth
- National insurance number

They will confirm whether you are entitled over the telephone.

Please contact the school office and we will give you the telephone number for the local education office.

**Please return this form to the school before 15<sup>th</sup> January in the year of planned admission:**

Alston Lane Catholic Primary School  
Preston Road  
Longridge  
Preston  
PR3 3BJ  
01772 783661