

ST JOHN'S CATHOLIC PRIMARY SCHOOL
POULTON-LE-FYLDE

DETERMINED ADMISSIONS POLICY FOR SEPTEMBER 2025 TO AUGUST 2026

St John's is a Catholic Primary School provided by the Diocese of Lancaster and is maintained by Lancashire Local Authority as a voluntary aided primary school. The school's Governing Board is the admission authority and is responsible for taking decisions on applicants for admission. For the school year commencing 2025-2026 the Governing Board's planned admission number is 30.

Admission to the school will be made by the Governing Board. All references 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.

ADMISSIONS CRITERIA

The Governors will admit up to 30 children in September 2025. If the number of applications for admission exceeds the places available, children will be admitted in the order of priority set out below.

1. Baptised Catholic looked after children or children who were 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 who will have a sibling attending school at the time of admission and resident in the parishes of St John's Poulton-le-Fylde, English Martyrs Poulton-le-Fylde and St Francis, Hambleton.
3. Baptised Catholic children who are resident in the parishes of St John's Poulton-le-Fylde, English Martyrs Poulton-le-Fylde and St Francis, Hambleton.
4. Baptised Catholic children who will have a sibling attending the school at the time of admission and are resident in another parish.
5. Other Baptised Catholic children.
6. Other looked after children or children who were 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.
7. Other children with a sibling attending school at the time of admission.
8. Children of staff employed at St John's Catholic Primary School may be conferred priority where the member of staff has been employed at the school for two or more years at the time the application is made or the member of staff is recruited to fill a vacant post where there is a demonstrable skills shortage.
9. Other children.

Definitions

Sibling means: brothers, sisters, step siblings, half siblings, foster and adopted siblings.

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 function (under section 22(1) of the Children Act 1989).

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.

Tie Break

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

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. Where parents live at different addresses, the current-at-the-time-of application, normal address of the child will be used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address e.g. family allowance booklet, identity cards of various sorts showing child's address as the one claimed. Where there is dispute about the current address to use, the governors reserve the right to make enquires of any third party, e.g. the child's G.P.

Twins/Triplets etc

Where there are twins wanting admission and there is only one single place left within the admission number, then the governing board will exercise as much flexibility as possible within the requirements on infant class size. In exceptional circumstances we are now able to offer a place for twins, siblings in the same year group and children from multiple births where any of the children is the 30th child admitted.

Waiting List

Waiting lists must give priority to children in accordance with the school's published oversubscription criteria and not on any other basis. Waiting lists must be maintained by each admissions authority until 31st December in the academic year of admission, and must not give priority to children based on the date either application was received or their name added to the list, but by admission criteria only.

Late Applications

Where there are extenuating circumstances for an application being received after the last date for applications (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 received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

Deferred admission and 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.

Admission of children outside their normal age range

Parents may seek a place for their child 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* may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

Requests for admissions out of the normal age group must be made in writing to the Governing Board who will make decisions on any such requests on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Governing Board will also take into account the views of the head teacher.

When informing a parent of their decision on the year group the child should be admitted to, the Governing Board will set out clearly the reasons for their decision.

Where the Governing Board agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and Governing Board will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They will not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

** The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). It is likely that most requests for summer born children to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely.*

FURTHER NOTES

- (a) Admissions to the school will be ranked by the Governing Board according to the criteria. Parents must complete a Local Authority online application Preference Form via the website www.lancashire.gov.uk/schools. Paper copies of the prospectus and application form are not routinely available. They will however, be supplied on request in exceptional circumstances from the Area Education Office.
- (b) **Supplementary Form** Parents must complete the common application form (CAF). Parents who wish their application to this Catholic school to be considered against the faith priority criteria should also complete the supplementary form available from and to be returned to the school office, enclosing a copy of the baptismal certificate. If the school is oversubscribed, failure to complete the supplementary 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.
- (c) Parents will be informed of the governors' decision by Lancashire Local Authority. An offer of a place does not guarantee a place for siblings in subsequent years.
- (d) Each Catholic applicant will be required to produce a baptismal certificate, to be sent to the school by the closing date set by the Local Authority.
- (e) Parents should check carefully whether they are resident within the parish boundaries of St John's Poulton-le-Fylde, English Martyrs Poulton-le-Fylde and St Francis Hambleton by contacting the Parish Priest of that church.
- (f) All applicants resident in the parishes of St John's Poulton-le-Fylde, English Martyrs Poulton-le-Fylde and St Francis Hambleton will be required to provide proof of address, by supplying an original, up-to-date, utility bill or child benefit statement.
- (g) It is the duty of governors to comply with class size limits at Key Stage One. This means that the school cannot ordinarily operate classes in Key Stage One of more than 30 children other than in the exceptional circumstances previously identified.
- (h) Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where the cut-off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).
- (i) **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://www.stjohnscatholicprimarypoulton.co.uk/in-year-admissions-3/> 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.

- (j) **Non-Routine Admissions** It sometimes happens that a child needs to change school other than at the “normal” time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange admission to take place. If there is no place, then the admission committee will consider the application and information about how to appeal against the refusal will be provided. 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, stating your preferences, please contact us. 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.
- (k) Parents are asked to read and confirm receipt of the Governors’ published admission policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.
- (l) 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 2 working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the appeals panel is binding on all parties.
- (m) Parents can request that the date their child, if below compulsory age, is admitted to school is deferred to later in the school year or until the term when they reach compulsory school age.
- (n) The Governing Board reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connection or place of residence.

**DIOCESE OF LANCASTER
ADMISSION TO LANCASHIRE CATHOLIC SCHOOLS
SUPPLEMENTARY FAITH REQUEST FORM**

If you are applying for a place for your child in a Catholic School on faith grounds please complete this form **in addition** to the Local Authority Form available online or issued by the Local Authority.

This supplementary faith request 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.

ST JOHN'S CATHOLIC PRIMARY SCHOOL

This form must be completed by the parent/guardian

SECTION A

Name of child: _____ DATE OF BIRTH _____

Name and address of parents:

_____ TEL. _____

What is your faith community? _____

Parish/area of faith community in which you live _____

If **Catholic**, I confirm that my child is a baptised Catholic

Yes No

If **Catholic**, I enclose proof of baptism

Yes No

**Please return form and copy of the baptism certificate, if applicable, to:
ST JOHN'S CATHOLIC PRIMARY SCHOOL, POULTON-LE-FYLDE**