

## St Mary's Roman Catholic Primary School, Sabden

### Admission Policy 2025/2026

St Mary's Sabden is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Lancashire Local Authority as a voluntary aided school.

The school's Governing Body is the Admission Authority and is responsible for taking decisions on applications for admission. For the school year commencing 2025/2026 the governing body's planned admission number is 12.



Applications for a place in reception for September 2025 should be made via the online admissions system which can be accessed via [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools) then click on 'Apply for a school place'. Parents who wish to seek priority for baptised Catholic children should also complete the school's Supplementary Information Form (SIF) and return it at the same time. The SIF can be downloaded from the Lancashire County Council website in the 'Apply for a primary school place' section or from the school website. The closing date for applications is **15 January 2025**.

As required by law all children with an Education, Health and Care Plan (EHC Plan) or Statement of Special Educational Needs naming the school will be admitted before the application of the oversubscription criteria.

Where more applications are received than the planned admissions number for the school the oversubscription criteria will be applied in the following order:

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.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Roman Catholic children resident in the former parish of St Mary Queen of Peace (Sabden), the former parish of St Philip the Apostle (Padiham) and the parish of English Martyrs' (Whalley).
4. Other children who have a sibling in the school at the time of admission.
5. Other baptised Roman Catholic children.
6. All remaining applicants.

**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 two addresses have the same distance, or the cut off point is for addresses within the same building, then the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

**Admissions Policy 2025/2026 – Notes**

- a) The governing body is the admissions authority. The admissions committee is comprised of the following governors: chair of governors, parish priest, head teacher, parent governor and independent clerk.
- b) In the autumn term all parents who have expressed an interest in a school place will be advised to apply for a school place online at [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools). The Local Authority produces a limited number of the 'Primary Admission Booklet' for parents who are unable to access the internet. These are available from Local Authority offices and primary schools.
- c) Parents must complete a common application form and express three preferences for primary school admission. The closing date is **15 January 2025**. All applicants will be considered by the governors at the same time in a fair way according to the published criteria.
- d) Parents will be informed of the governors' decision by Lancashire County Council on **16 April 2025**. An offer of a place does not guarantee a place for siblings in subsequent years.
- e) Each Catholic applicant will be required to produce a baptismal certificate.
- f) Parents should check carefully whether they are resident within the the former parish of St Mary Queen of Peace (Sabden), the former parish of St Philip the Apostle (Padiham) and the parish of English Martyrs' (Whalley), and the head teacher will be able to advise.
- g) All applicants resident in the former parish of St Mary Queen of Peace (Sabden), the former parish of St Philip the Apostle (Padiham) and English Martyrs (Whalley) will be required to provide proof of address, by supplying an original up-to-date utility bill or child benefit statement.
- h) It is the duty of governors to comply with class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30 children other than in exceptional circumstances (as governed by recent DfE/Lancashire recommendations).

- i) Where a child lives with parents with shared responsibility e.g. where the parents live at different addresses, and there is shared parenting, the address will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then 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.
- j) The term 'siblings' will be taken to include half brothers and sisters, step brothers and sisters, foster children and children of partners living in the same household. The governing body reserves the right to give special consideration to twins or triplets etc to prevent breaking the sibling link.
- k) If the school is oversubscribed, a waiting list will be maintained until **31 December** of the relevant year of admission. This will be ordered according to the admission over-subscription criteria.
- l) 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..
- m) The governing body reserves the right to admit children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing such application is submitted with appropriate evidence from a doctor, social worker or qualified professional indicating why our school is most suitable.
- n) 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 14 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.
- o) Deferred entry: Parents who are considering deferring their child's entry to school should be aware that teachers are skilled in differentiating the curriculum to meet a diverse range of needs. Where a parent wishes to defer their child's admission until the following school year, parents are encouraged to make requests to defer in good time before the closing date for the normal admission round. Parents will need to provide the detailed reasons to enable their request to be given proper consideration and are encouraged to include any supporting evidence from relevant professionals. Parents need to complete the County Council's application form 'Application for a Lancashire school place for summer born children'. Parents submitting a request for admission out of the normal age group are also required to make an application for a place in their child's normal age group at the same time. If the application to defer is made by the national closing date for applications the admission authority will ensure

that the parent receives the response to their request before the primary school national offer day. All summer born requests for deferred admission will be considered by the individual admissions authority of each preferred school. When considering a request for deferred admission for a community or voluntary controlled school the following factors will be considered:

- any delayed social, emotional or physical development which may be affecting the child's readiness for school (supported by a relevant professional);
- premature birth and the fact that the child may have naturally fallen into a lower age group if they had been born on their expected date of birth;
- any medical incapacity, if this has prevented access to early years provision.
- any significant learning or special educational needs (supported by a relevant professional);
- the views of the head teacher of the preferred school
- parental views

It will not be sufficient for the parent to provide personal views and opinions and /or to refer to national research. The request should demonstrate why it would be in a child's interest to be admitted to reception following their fifth birthday, rather than year one.

- p) Delayed admission: children must be receiving full-time education by the start of the term following their fifth birthday.
- a. •For children born between 1 September and 31 December, they reach compulsory school age on 31 December and must be receiving full-time education at the start of the spring term (i.e. after the Christmas holidays, in January).
  - b. •For children born between 1 January and 31 March, they reach compulsory school age on 31 March and must be receiving full-time education by the start of the summer term (i.e. after the Easter holidays, in March or April).
  - c. •For children born between 1 April and 31 August, they reach compulsory school age on 31 August and must be receiving full-time education at the start of the new school year (i.e. after the summer holidays, in September).

In Lancashire, we provide for the admission of all children in the September following their fourth birthday. Parents of non-compulsory school age children (four year olds) may request a pattern of part-time attendance or deferment if that best suits the needs of their child. Parents will be offered the opportunity for their child to:

- Start Year R (Reception) in September on a full-time basis from their first day of attendance or on a part-time basis up to the point of reaching compulsory school age.
- Defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the summer term of the school year for which the offer of the school place was made.

**SUPPLEMENTARY INFORMATION FORM (SIF)**

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**ST MARY'S ROMAN CATHOLIC PRIMARY SCHOOL SABDEN**

**Admission to Primary School – September 2025**

**SCHOOL APPLIED FOR:**

Name of school: \_\_\_\_\_

Address of school: \_\_\_\_\_

\_\_\_\_\_

**APPLICANT INFORMATION:**

Name of parent(s)/guardian(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**CHILD INFORMATION:**

Name of child: \_\_\_\_\_

Address of child: \_\_\_\_\_

(if different from above)

\_\_\_\_\_

Is the child a baptised Catholic?    Yes                       No  

If 'yes', give the parish and date of baptism:

\_\_\_\_\_

**\*\*\* Please attach a copy of the baptismal certificate with this form**                     Yes

In which parish does the child currently live:

\_\_\_\_\_

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## **NOTES FOR INFORMATION:**

### **1. Supplementary Information Form (SIF)**

If you are applying for a place at any Catholic primary school in Lancashire and wish to have your admission request considered against that school's faith/denomination criteria then you should complete this SIF. This is in addition to the common application form. You should complete a SIF for each Catholic primary school and return it direct to that particular school.

### **2. Evidence of Baptism – Catholic**

If you are applying to St Mary's and wish to be considered for priority under our Admissions Policy due to your child being a Catholic then we need evidence of baptism through a copy of your child's baptismal certificate. School will retain this for use when your child takes the Sacramental Programme (normally in Y3) as a copy is required then. A copy will also be required by your child's high school if this is a Catholic school. Once your child has left St Mary's then we will destroy any copies of the baptismal certificate held in school together with this SIF. We are asking in which parish your child resides because this information is requested as part of the annual Census carried out by the Diocese.

**PLEASE RETURN THIS SUPPLEMENTARY FORM DIRECT TO ST MARY'S RCP SCHOOL. THIS IS IN ADDITION TO THE LOCAL AUTHORITY APPLICATION FORM.**