



# Admission Arrangements

## Academic Year 2025 -26

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Policy Approved By	Governing Body
Date	12 January 2024
Determined Date	12 January 2024

SS JOHN FISHER & THOMAS MORE  
~ Roman Catholic High School ~

Gibfield Road, Colne BB8 8JT

Telephone: 01282 865299

Headteacher: Ms C Hayes BSc (Hons)

# Saints John Fisher & Thomas More RC High School

## Determined Admission Criteria 2025 - 2026

### Making an Application

Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure, or on-line, via Lancashire County Council's **online admission system** which can be accessed via [www.lancashire.gov.uk](http://www.lancashire.gov.uk) then search the A-Z to locate 'School Admissions'. Once on the site, parents/guardians can then access the admissions information. In the event you encounter any difficulties in applying online, please contact your Primary School in the first instance.

### Supplementary Information/Faith Form

To assist the Governors in the allocation process, parents/guardians wishing to be considered under a faith-based criterion need to complete a **Supplementary Information Form** at the time of application. Copies are available on the Lancashire County Council admissions website, the school's website or by contacting the school direct.

**Completed forms should be returned directly to the school and NOT to Lancashire County Council on or before Thursday 31 October 2024.**

Ss John Fisher & Thomas More Roman Catholic High School serves the contributory parishes and associated primary schools as listed in the addendum below and aims to provide a place for every Catholic child from these areas who seeks a Catholic education.

The standard admission number will be 180. Admission will be in accordance with the following criteria in order of priority. As required by law all children with a Statement of Special Educational Need/Education Healthcare Plan, naming the school will be admitted before the application of the oversubscription criteria.

If the number of applications received exceeds the places available, the oversubscription criteria will be applied in the following order:

- 1) Baptised Catholic 'Looked After Children' and Baptised Catholic 'Previously Looked After Children' (see footnote vii)
- 2) Baptised Catholic pupils living in contributory parishes (see addendum) and who attend an associated feeder Roman Catholic Primary School
- 3) Baptised Catholic pupils living in contributory parishes (see addendum)
- 4) Baptised Catholic pupils attending an associated feeder Roman Catholic Primary School
- 5) Other Baptised Catholic pupils who have a sibling at the school (see footnote i)
- 6) Other Baptised Catholic pupils in a Roman Catholic Primary School
- 7) Other Baptised Catholic pupils
- 8) i) 'Looked After Children' and 'Previously Looked After Children' (see footnote vii)  
ii) The children of staff {teaching and non-teaching} of Ss John Fisher & Thomas More RCHS – who have been employed at the school for two or more years at the time the application is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- 9) **Children with a parent/guardian who worships in a Church which is in full membership of Churches Together in England or the Evangelical Alliance** and can provide a Christian faith reference and evidence of church attendance within the last two years at the time the application is made. This must be confirmed by the signature of an official of the church or place of worship
- 10) All remaining applicants:
  - a) Children who attend a main associated feeder Roman Catholic Primary School
  - b) Non-Baptised Catholic siblings of children in attendance at Ss John Fisher & Thomas More RCHS at the time of transfer (see footnote i)
  - c) Special cases – children who have *no* Statement of Special Educational Need but have **proven and exceptional** medical or social needs where admission to the school might best help satisfy those exceptional needs. The Governors will consider written medical/social reports and where appropriate will seek external specialist advice. Please contact school if you require further clarification regarding this
  - d) Other Non-Roman Catholic children - in this category, order of priority will be given on the basis of proximity to the school. This will be measured from the centre of the school in Gibfield Road to the centre of the applicant's home.

### Footnote

- i) **Siblings:** include children who are legally fostered or adopted, half brothers and sisters and step brothers and sisters residing at the same address and where the sibling is a pupil at Ss John Fisher & Thomas More RCHS at time of transfer.
- ii) **Shared Responsibility:** where the parents live at different addresses and share parental responsibility; the home address will be considered to be where the child benefit is paid. Governors may request documentary evidence to confirm the child's home address.
- iii) **A late application:** is classed as one which has been received (and or school notified) **after** the school has submitted its ranked list of offers to the Local Authority. Where there are extenuating circumstances for an application being received after the last date for applications, and if it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others. Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

- iv) **Waiting list:** in addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the over-subscription criteria set out above and **not** in the order in which applications are received or added to the list. The waiting list will be maintained up to and including 31 December in the academic year of admission
- v) If only a single place can be offered for twins or siblings who are in the same year group then the Local Authority's system for a random draw will decide which pupil receives an offer
- vi) In the event of a tied distance measurement between address points the Local Authority's system of a random draw will determine which address(es) receive the offer(s).
- vii) **Looked after children {Legal Definition}:** 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

### **Closing Date for Applications**

Please note the **closing date** for applications for 2025 admissions via Lancashire County Council's online admission system, is **31 October 2024**.

Letters/emails informing parents/guardians of whether or not their child has been allocated a place will be sent out by the Local Authority. Statutory date is 1 March of the year of transfer or the next working day

### **In-Year / Non-routine 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 wishing their child to attend Ss John Fisher & Thomas More RCHS should contact the school and request an in-year application form or download the form from the school website under the section Admissions. A supplementary information form in support of an application can be completed by the parent(s) and submitted along with the application form, the SIF is also available on the school website.

Where a place cannot be secured, parents will be offered a legal right of appeal to an independent appeal panel. The school is responsible for the **administration** of the appeals process once the appeal has been received via the county council. Parents can find the link to the county council on-line form via the school website or via the Lancashire County Council website.

Please note that you cannot re-appeal for a place at a school within the same academic year unless there has been relevant, significant and material change in family circumstances.

### **ADDENDUM**

#### **Contributory Parishes:**

St Joseph's, Barnoldswick  
 St John Southworth, Nelson  
 \*Sacred Heart, Colne  
 \*Holy Saviour, Nelson  
 \*Ss Peter & Paul, Barrowford  
 \* Known as 'The Good Shepherd Parish' from Jan 2010

#### **Associated Feeder Primary Schools:**

Holy Saviour Primary, Nelson  
 St John Southworth Primary, Nelson  
 Holy Trinity Primary, Brierfield  
 Sacred Heart Primary, Colne  
 St Joseph's Primary, Barnoldswick

Determined Policy : 19 January 2024
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**Ss JOHN FISHER & THOMAS MORE RC HIGH SCHOOL**  
**APPLICATION FOR ADMISSION 2025 - SUPPLEMENTARY FORM**

In order for the Governors to have the fullest information when considering admissions, it is requested that this sheet is completed and returned **directly to the school by 31 October 2024**. It will be used in the allocation process strictly in accordance with our Admissions Policy.

**SECTION A – PERSONAL INFORMATION**

NAME OF CHILD: ..... DATE OF BIRTH: .....

NAME(S) OF PARENT(S)/GUARDIAN(S).....

ADDRESS: .....

..... POSTCODE: .....

CONTACT PHONE NO: ..... EMAIL: .....

CURRENT PRIMARY SCHOOL..... START DATE: .....

NAME(S) OF SIBLING(S) AT Ss JOHN FISHER & THOMAS MORE ROMAN CATHOLIC HIGH SCHOOL:

.....

**SECTION B**

Has your son / daughter been Baptised into the Catholic Church      YES / NO

ANSWERED **NO** – GO TO SECTION C

Name of Church now attending **OR** associated with: .....

If your son/daughter is baptised Catholic but **NOT** attending one of our associated feeder primary schools then proof of baptism must be attached to this form. **Please do not send original copies**

**SECTION C**

Is your son/daughter practising his/her faith      YES / NO

Details of Church attended: .....

Frequency of attendance: (weekly, major festivals, etc.) .....

***The Governors require a letter from your Priest /Vicar /Minister /School to support your application where applicable. Please attach your letter of support to this form.***

SIGNED: ..... (Parent / Guardian)      DATE : .....

FOR OFFICE USE: Received By ..... Date: .....