

**ST MARY'S RC PRIMARY SCHOOL**  
**Clayton-le-Moors**

**GOVENORS' DETERMINED**  
**ADMISSIONS POLICY**  
**2025/26**



Written February 2024

# Mission Statement



**"Let the children come to me."**



***"We pray, We work, We play,  
We care, We do our best."***

## **Admissions Policy 2025-26**

St. Mary's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Lancashire Local Authority as a voluntary aided primary school. The school's governing body is the admission authority and is responsible for taking decisions on applicants for admission. For the school year commencing 2025-26, the governing body's planned admission number is **17**. **Although we are a Roman Catholic school, we are proud to welcome children from all faiths and backgrounds.**

Admission to the school will be made by the Governing Body in accordance with the stated parental preferences it receives subject to the following criteria which will be used to form a priority order if there are more applications for admission than the school has places available.

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.

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year 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 for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided.

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

## **School Admissions Criteria**

1. Baptised Roman Catholic children who are in public care (Looked After Children or previously Looked After Children of the faith). ***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 Roman Catholic children with proven and exceptional medical and social needs where admission to the school might best satisfy those needs, provided that appropriate evidence from a doctor or social worker is submitted with the application.
3. Baptised Roman Catholic children who have a brother, a sister or a half/step/foster/adopted sibling attending the school at the time of admission and are resident in the parish of St. Mary's, Clayton-le-Moors.
4. Baptised Roman Catholic children who are resident in the parish of St. Mary's, Clayton-le-Moors.
5. Other baptised Roman Catholic children who have a brother or a sister attending the school at the time of admission.
6. Other baptised Roman Catholic children.
7. Other children who are in public care (Looked After Children or previously Looked After Children not of the faith). ***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.***

8. Children with proven and exceptional medical and social needs where admission to the school might best satisfy those needs, provided that appropriate evidence from a doctor or social worker is submitted with the application
9. Other children who have a brother or a sister attending the school at the time of admission
10. Other children

If, within any category, there are more applicants than places available priority will be given on the basis of proximity to the school measured by the walking distance along public highways between the front door of the family home to the main entrance door of the school. Where the number of applications exceeds the number of places available, the governors will apply the over subscription criteria as outlined in the notes below.

### **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.

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.

### **Waiting Lists**

If the school is oversubscribed, a waiting list will be maintained. This will be ordered according to the admission over-subscription criteria. Waiting List will give priority to children in accordance with the school's criteria. Waiting lists will be maintained for the full autumn term in the academic year of admission and will be maintained in accordance with the admission criteria.

### **NOTES**

- a. The timetable will be that set by the Lancashire Education Authority. Applicants will be considered at the same time and after the closing date for admissions. Applications will be considered fairly according to the published admissions policy. Parents will be informed of the governors' decisions on the date agreed.
- b. Each Roman Catholic applicant will be required to produce a baptismal certificate. Parents should check carefully whether they are resident within the parish boundary of St. Mary's, Clayton-le-Moors. A map illustrating the boundary is available at school.
- c. It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The Governing Board may exceed the regulations for twins and children from multiple births where one of the children is the 30<sup>th</sup> child admitted. This also applies to in-year applicants who are Looked After/previously Looked After Children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.
- d. Where a child lives with parents with shared responsibility, each for part of the week, the 'home' address will be determined as being where the child sleeps for the majority of the school week. 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.
- e. The term "brother" or "sister" includes step brothers and sisters, children of partners, foster and adopted children who live at the same address. The Governing Body reserves the right to give special consideration to twins or triplets etc to prevent breaking the sibling link. Where there are twins wanting admission and there is only a single place left within the admission number, then the Governing Body will exercise as much flexibility as possible within the requirements of infant class sizes. If places for twins or all triplets, etc cannot be

- offered, the family will be advised accordingly. This may also apply to siblings in the same year group. If only a single place can be offered for twins/triplets etc, then the Local Authority's system for a random draw will decide which pupil(s) receives an offer.
- f. If the school is oversubscribed, a waiting list will be maintained. This will be ordered according to the admission over-subscription criteria. Waiting List will give priority to children in accordance with the school's criteria. Waiting lists will be maintained for the full autumn term in the academic year of admission and will be maintained in accordance with the admission criteria.
  - g. Parents are asked to read and confirm receipt of the Governors' published admissions policy. Any changes to the policy will be circulated to all applicants on file for subsequent years. In the autumn term all applicants are advised to request a copy of the local education authority 'Primary Admission Booklet' which gives details of all local schools. These are available from local education offices, public libraries and primary schools.
  - h. 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.
  - i. Parents who are considering sending their child to the school may visit the school at any time by prior appointment with the Headteacher, who will be delighted to show you around school during the school day.

## **NOTES FOR INFORMATION:**

### **1. Supplementary Faith Request 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 (or the school's own SIF). This is in addition to the common application form – either the on-line or paper version. You should complete a SIF for each Catholic Primary School and return it direct to that particular school. (please see below)

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

If you are applying for a Catholic Primary School and your child was baptised in one of the named parishes which the school serves then the parish baptismal records will be checked by the school to confirm baptism. If your child was baptised in another parish, a Baptismal Certificate or letter confirming baptism by the Parish Priest will be required to confirm your child is a baptised Catholic. Again, please send these to the school.

**If you are not happy with the school place you have been given, you can apply for any school. Please visit the following page for more information or get in touch with us straight away at school.**

<https://www.lancashire.gov.uk/children-education-families/schools/appeal-against-an-admission-decision/>

**ST MARY'S RC PRIMARY SCHOOL  
ADMISSION TO PRIMARY SCHOOL – SEPTEMBER 2025-26**

**SCHOOL APPLIED FOR:**

St Mary's RC Primary School, Devonshire Drive, Clayton le Moors. Accrington. BB5 5RJ

**APPLICANT INFORMATION:**

Name of parent (s) /guardian (s): .....

Address: .....

.....

.....

**CHILD INFORMATION:**

Name of child : .....

Addresss of child: .....

.....

(if different from above)

Is the child baptised Catholic? Yes  No

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

In which parish does the child currently live (see note – overleaf):

.....

**PLEASE PRINT A HARD COPY OF THIS FORM AND RETURN IT DIRECT  
TO ST. MARY'S RC PRIMARY SCHOOL.  
THIS IS IN ADDITION TO THE LOCAL AUTHORITY ON-LINE  
(OR PAPER) APPLICATION FORM.**



## Diocese of Salford



### **Supplementary Faith Request Form – Proof of Baptism into the Catholic Faith.**

School Name: \_\_\_\_\_

Local Authority: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address of Applicant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parish Community in which you live/worship:

\_\_\_\_\_

Please confirm if the applicant to the school is a baptised Catholic

\_\_\_\_\_

The baptismal certificate or date of baptism must be presented to the school.

Date: \_\_\_\_\_