

# Brownedge St Mary's Catholic High School

## Determined Criteria for Admission Arrangements 2025/26

### Published Admission Number: 160



*Allocation of places will be determined using the criteria below. Please see the supplementary notes overleaf for further information.*

1. Looked after Children and previously Looked after Children. (see supplementary notes attached )
2. Catholic children from the following **Catholic feeder primary schools**:
  - St. Mary's & St. Benedict's, Bamber Bridge;
  - Our Lady & St. Gerard's, Lostock Hall;
  - St. Patrick's Walton le Dale;
  - St. Joseph's, Brindle;
  - St. Bede's, Clayton Green.
3. Catholic children living in the **designated parishes** named below:
  - Brownedge St. Mary's, Bamber Bridge;
  - Our Lady & St. Gerard's, Lostock Hall;
  - Our Lady & St. Patrick's Walton le Dale;
  - St. Joseph's, Brindle;
  - St. Bede's, Clayton Green; and
  - St. Mary and St John Southworth, Samlesbury
4. Catholic children who have a sibling at the school at the time of admission. This includes full, half or step-brothers and sisters, foster brothers and sisters and children living at the same address and part of the same family unit.
5. Other Catholic children.
6. Non-Catholic children living in the designated parishes (outlined above) and attending one of the Catholic feeder primary schools named in criterion 2 above.
7. Non-Catholic children who have a sibling at the school at the time of admission. This includes full, half or step-brothers and sisters, foster brothers and sisters and children living at the same address and part of the same family unit.
8. Children of staff at the school:
  - a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
9. Children from other Christian denominations. Proof of Baptism in the form of a Baptismal certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion is required.
10. Children of other faiths. An appropriate faith leader would need to confirm in writing that the applicant is a member of their faith group.
11. Other Children.

## Supplementary Notes



Where there are more applicants for the available places with a category, then the distance between the Ordnance Survey address points for the school and the home address, measured in a straight line, will be used as the final determining factor nearer the 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 for the 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).

### a) Looked after Children and previously Looked after Children

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 functions 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. Included in this definition are those children who appear to the governing board to have been in state care outside of England and who ceased to be in state care as a result of being adopted (Code 2021).

### b) Catholic children

For a child to be considered as Catholic, evidence of a Catholic Baptism is required.

### c) Late applications for admission

Where there are extenuating circumstances for an application being received after the last date for applications, and 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.

### d) Waiting list

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus, it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate until 31 December.

### e) Twins and Triplets etc

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. If places for twins or all triplets, etc cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group.

### f) 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 the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one 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., identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g., the child's GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

### **g) Transport**

For pupils from non-low-income families Lancashire County Council (LCC) has a statutory duty to meet the cost of travel for those pupils who reside three miles or more (measured by the shortest walking route) from the school and where an admission to a closer school is not available. For pupils from low-income families travel costs will additionally be paid by LCC if our school is one of the three nearest schools to your home and the distance is between two and six miles. If you are in doubt over the distance between your home and the school or your entitlement to travelling expenses, please check with the Area Education Office. This allowance is the sole responsibility of Lancashire County Council and may be subject to change by them. In respect of home to school journeys, the school is not liable to make any payments for travelling expenses or to provide transport. Low-income families are deemed to be those families receiving the maximum amount of working tax credit or the children are eligible for free school meals.

### **h) 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. 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.

### **i) Appeals**

If an application for admission has been turned down by the Governing Body, parents can appeal to an independent appeals panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

### **j) Withdrawal of places**

The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

# Brownedge St Mary's Catholic High School



## Supplementary Application Form

Please complete this form in addition to the online LCC Form  
<https://www.lancashire.gov.uk/schools>

## APPLICATION FOR ADMISSION 2025/26

### PUPIL DETAILS:

Forename.....

Surname.....

Address .....

..... Postcode .....

Date of Birth ..... Current Age .....

Name & Address of present school attended

.....

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Is your child Baptised?      Yes/No

### PARENT/CARER DETAILS:

Title .....

Forename..... Surname .....

Telephone Nos: Home..... Mobile .....

Email Address.....

(2<sup>nd</sup> Parent/Carer details contact, if applicable)

Title .....

Forename..... Surname .....

Telephone Nos: Home..... Mobile .....

Please state your religion and give details of the Parish in which you live/attend.

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Do you have any other children already attending Brownedge St Mary's?    Yes/No

If Yes, please provide their name/s.....

Signature of Parent/Guardian ..... Date .....

*\*This form MUST be completed fully if you wish to apply to Brownedge St Mary's Catholic High School and returned as soon as possible to Mrs Chester, Admissions Officer.*