

Growing together in faith, hope and love.



## OUR LADY & ST ANSELM'S RC PRIMARY SCHOOL

### GOVERNORS' ADMISSION POLICY 2025/2026

Our Lady & St Anselm's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Lancashire County Council 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 30.

'The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Governing Body as part of the Catholic church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for, and be considered for, a place here.'

Applications for a place in reception at September 2025 must be made on line at [www.lancashire.gov.uk](http://www.lancashire.gov.uk), Schools Admissions by Wednesday, 15<sup>th</sup> January 2025. Parents must also complete the school's Supplementary Information Form (SIF) and return it to the school at the same time if they are applying under the faith or exceptional needs criteria.

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.

1. Looked after children or a child who was previously looked after.
2. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission resident within the historic boundaries of St. Anselm's parish.
3. Baptised Roman Catholic children resident within the historic boundaries of St. Anselm's parish.
4. Other baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission.
5. Other baptised Roman Catholic children.
6. Exceptional Needs.
7. Other children with a brother or sister attending the school at the time of admission.
8. Children of staff at the school.
9. Other children.

## PRIMARY NOTES

- a) The governing body is the admissions authority. The admissions committee is comprised of the following governors: Chair of governors, other governors and Headteacher.
- b) Local authority information for admissions will be available on the Lancashire County Council's admission website in the autumn term 2024.
- c) Parents must complete an on-line form and express first, second and third preferences for primary school admission. A Supplementary Information Form, which can only be obtained from the school office, should be completed also. The closing date for all applicants is Wednesday, 15<sup>th</sup> January 2025. All applicants will be considered by the governors at the same time in a fair way according to the published criteria.
- d) Lancashire LA will send letters to those who have applied by post informing parents of the governors' decision by 2<sup>nd</sup> class post on Wednesday 16<sup>th</sup> April 2025 or parents who have applied on-line can log onto [www.lancashire.gov.uk](http://www.lancashire.gov.uk), Schools Admissions. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.
- e) *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.*
- f) Each Roman Catholic applicant will be required to produce a baptismal certificate.
- g) Parents should check carefully whether they are resident within the historic boundaries of Our Immaculate Mother and St Anselm. Maps illustrating parish boundaries is available in the school office.
- h) All applicants resident within the historic boundaries of St. Anselm's will be required to provide proof of address, by supplying an original, up-to-date, utility bill or family credit book.
- i) 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.
- j) **Exceptional Needs** - Children for whom the governors accept that there are exceptionally strong medical, social or welfare reasons associated with the child and/or family, which are directly relevant to the school concerned. Supporting professional evidence will be required. This may be from whatever sources/s the applicant feels are most appropriate. Examples of such evidence are doctors, health visitors and social services.
- k) **Special Needs** - As required by law all children with a Statement of Special Educational Needs/EHC Plan naming the school will be admitted before the application of the oversubscription criteria.
- l) **Children of staff at the school** - This applies to all staff, full and part time, who are employed by this school on a permanent contract of employment with the school in either or both of the following circumstances:
- 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
  - the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- m) 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).

n) Where a child lives with parents with shared responsibility, each part of the week, the 'home' address will be determined as being where the child resides for the majority of the school week.

o) The term 'brothers and sisters' will be taken to include step brothers and sisters, foster children, adopted children and children of the parent/carers partner 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.

p) If the school is oversubscribed, a waiting list will be maintained until 31 December 2025. It will be ordered according to the admission oversubscription criteria.

q) Late applications will be considered in accordance with the published admissions criteria. If the school is oversubscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises. Parents will be expected to provide a reason/s for the late application. If this is not exceptional the application will be dealt with after all others have been dealt with.

r) 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.

s) If an application for admission has been turned down by the governing body parents can appeal to an independent appeals panel. This appeal must 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. The outcome of the appeal is binding on the parents and on the governing body.

t) **Twins, (other multiple births)** - 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. In exceptional circumstances we may be able to offer places for both twins and all triplets, even when this means breaching infant class size limits.

u) Usually, children at Our Lady & St. Anselm's RC Primary School are admitted in the September following their 4th birthday - over a short settling in period. Once children are admitted they usually stay at school for the full school day. If a child is finding the transition from home to school traumatic in any way a personal induction programme will be worked out in consultation with the parents/carers, class teacher and head teacher. Parents may request that their child attends part time until they reach compulsory school age.

Parents may ask to defer accessing an offered place with a child's reception year until the first day of term after a fifth birthday.

If your child's fifth birthday is between April and August then they can start school the following September. The expectation would be that parents have decided that the child will miss the full reception year and they would have to apply for Year 1 places (if any remained available.) Requests for full year deferral with a retained reception start will be considered individually. Parents would be expected to provide substantial and exceptional evidence of the need for this to happen (personal views and reference to national research will not suffice). Further information is on the Local Authority web site at [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools) (primary admission information for parents.)

v) **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.



Our Lady and St Anselm's R.C. Primary School  
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### SUPPLEMENTARY INFORMATION FORM

Name of Applicant:

Date of Birth:

Address of Applicant:

Telephone Numbers

Mobile:

Home:

Email Address:

Please confirm that the applicant is a baptised Roman Catholic?

Yes  No

If yes, the baptismal certificate must be presented to the school before 15<sup>th</sup> January 2025, prior to submission of CAF to the LA.

If your child is baptised Roman Catholic, please indicate the Parish Community in which you live/worship:

Additional Information to support application for admission:

Does your child have any exceptional needs?

I hereby apply for a place at Our Lady and St. Anselm's R.C. Primary School for the child named above.

Signature of Parent:

Date:

Please complete all the above details and return the form to the address detailed above on submission of your application to the LA.