

St. Joseph's Roman Catholic Primary School – Wesham

Admissions Policy Document 2025/2026 (Determined Policy)

St. Joseph's Roman Catholic Primary School is a Voluntary Aided primary school provided to serve principally Roman Catholic children resident in St. Joseph's parish and the area of Medlar with Wesham. It provides for children between the ages of 4 and 11 and is maintained by Lancashire County Council as the Local Education Authority. Admissions to the school are controlled by the Governors. The school is conducted in accordance with the principles of the Roman Catholic Church and religious worship and religious teaching is based on a syllabus of religious education adopted by the Lancaster Diocese.

The governors of St. Joseph's Roman Catholic School have agreed with the authority a standard admission number of 15 (giving a full roll total of 105 pupils). Where more than 15 applications are received, the school governors operate a selection procedure in order to secure the efficient education for those whom the school can accommodate.

If the number of applications exceeds 15, a committee of Governors will meet to discuss each and every application in order to determine which children can be offered places at the school to commence their education during the next school year. It is the policy of the governors to admit children in the following order of priority, subject to available places:

1. Baptised Roman Catholic children who are looked after by the Local Authority and Roman Catholic adopted children who were previously looked after, including those Roman Catholic children who appear to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
2. Baptised Roman Catholic children residing in the Parish of St Joseph's Wesham as it existed prior to amalgamation with the Parish of St. John the Evangelist (The Willows) Kirkham to become the Parish of the Holy Cross on 21ST July 2013
3. Baptised Roman Catholic siblings of existing pupils at the time of admission
4. Baptised Roman Catholic children from the remaining part of the Parish of The Holy Cross.
5. Baptised Roman Catholic children with a specific educational, medical, social or emotional need which is relevant to the school and whose application is supported in writing by an appropriate authority (e.g. doctor or social worker).
6. Other Baptised Roman Catholic children resident outside the Parish of The Holy Cross
7. Non-Roman Catholic Looked After children and Non-Roman Catholic adopted children who were previously looked after, including those children who appear to have been in state care outside of England and Wales who ceased to be in state care as a result of being adopted.
8. Siblings of existing pupils
9. Other children

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 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).

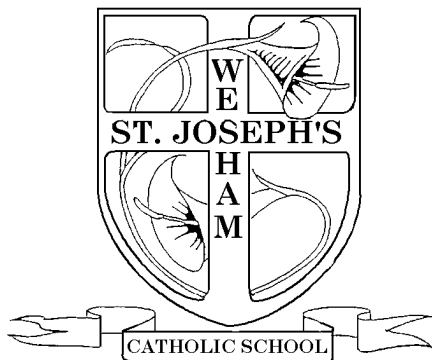
- Shared responsibility – Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address used.
- Twins/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 within the requirements of infant class sizes. In exceptional circumstances we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits.
- Waiting List - Waiting lists must give priority to children in accordance with the school's published oversubscription criteria and not on any other basis. Waiting lists must be maintained by each admissions authority for the full autumn term in the academic year of admission, and must not give priority to children based on the date either their application was received or their name was added to the list.
- Deferred Admission and Part Time Provision - 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.
- In Year/Non-Routine Admissions – In-year admission is the process of applying for a school place during the school year. Any application 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 and Parents are required to complete the in-year application form which is available on the school website or from the school office. Parents wishing their child to attend St Joseph's are advised to arrange a visit to the school. If there is a place in the appropriate class, the Governors will arrange for the admission to take place. If there is no place, the Admissions Committee will meet to consider the application and, if refused, information about how to appeal against the decision will be provided. Parents can complete the schools appeal form [Appeal for a school place - Lancashire County Council](#) 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.

- Siblings are defined as brothers or sisters who are related by blood, those who are stepbrothers and sisters through marriage and those who may have become brothers and sisters through the process of adoption or fostering.
- Late applications received after the date given by the Admissions Authority will be placed on a waiting list and ranked in the order of the criteria listed for over-subscription.

APPEALS

In the event of the Governors being unable to admit a child, the parent of the child, whose admission has been refused, may appeal against the Governors' decision by setting out in writing the grounds of the appeal. This appeal should be sent to the Clerk to the Governors c/o St Joseph's Roman Catholic Primary School, Wesham within 20 days of refusal.



St. Joseph's Roman Catholic Primary School
Garstang Road North,
Wesham,
Lancashire PR4 3HA
Telephone/Fax: (01772) 683009
Head Teacher
Mrs Louise Freeman

Request for place at St Joseph's Roman Catholic Primary School
Wesham

CHILD'S FIRST NAME SURNAME

Date of Birth

Name of Parents

Address of Parents

.....

.....

Postcode

Home Telephone No.

Name of older brothers/sisters currently attending St Joseph's school

NameDate of Birth School

NameDate of Birth School

Religion

Church of BaptismDate of Baptism

(You will be asked to show the Baptism Certificate to confirm this date)

Signed.....(Parent/Guardian) Date

FOR OFFICIAL USE ONLY

Year of Entry

Baptism Certificate confirmed.....