



*In Catholic voluntary aided schools, the admission authority is the governing body.*

## THORNEYHOLME ROMAN CATHOLIC PRIMARY SCHOOL

# ADMISSION POLICY 2025 – 2026

Thorneyholme Roman Catholic Primary School, Dunsop Bridge was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

As a Catholic school, we aim to provide a Catholic education for all our pupils. Notably, pupils are taught that God loves everyone.

***John 15:12: "My command is this: Love each other as I have loved you."***

Love is also part of our mission as a whole school and is embedded in our ethos: ***'We love, dream and believe under the umbrella of God.'*** As such, we are an inclusive school, where we openly welcome children from all faiths and backgrounds.

The governing body is the admissions authority and has responsibility for admissions to this school. The governing body has set its admission number at 10 pupils to be admitted to the reception year in the school year which begins in September, 2024.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

### **Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs**

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements.

### **Oversubscription Criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.*

1. 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 Catholic children who have a sibling in the school at the time of admission.
  3. Baptised Catholic children resident in the catchment area as shown on the map in Appendix 1.
  4. Baptised Catholic children resident in the parish of Our Lady of the Valley, as shown on the map in Appendix 2.
  5. Other children who have a sibling in the school at the time of admission.
  6. Other Baptised Catholic Children.
  7. All remaining applicants.

**Within each of the categories listed above, the following provisions will be applied in the following order.**

Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made.

### **Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between Ordnance Survey address points for the school and the home. This address point is within the body of the property and usually located at its centre. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round<sup>1</sup>, you must apply online via the website <https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/starting-primary-school/>. You are also requested to complete the Supplementary Information Form, see Appendix 3, if you wish to apply under oversubscription criteria 1,2,3 and 6. The Supplementary Information Form should be returned to Governing Body Admissions Committee by 15th January 2024.

You will be advised of the outcome of your application on 16<sup>th</sup> April, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the 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.

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January 2024.**

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<sup>1</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year.

## **Late Application**

Late applications will be administered in accordance with the Local Authority Primary Co-ordinated Admissions Scheme. They will be considered in accordance with the published 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. You are encouraged to ensure that your application is received on time.

## **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

## **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1<sup>st</sup> April and 31<sup>st</sup> August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to Thorneyholme Governing Body Admissions Committee at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the headteacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

## **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term.

## **In-Year Applications**

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.

### **Fair Access Protocol**

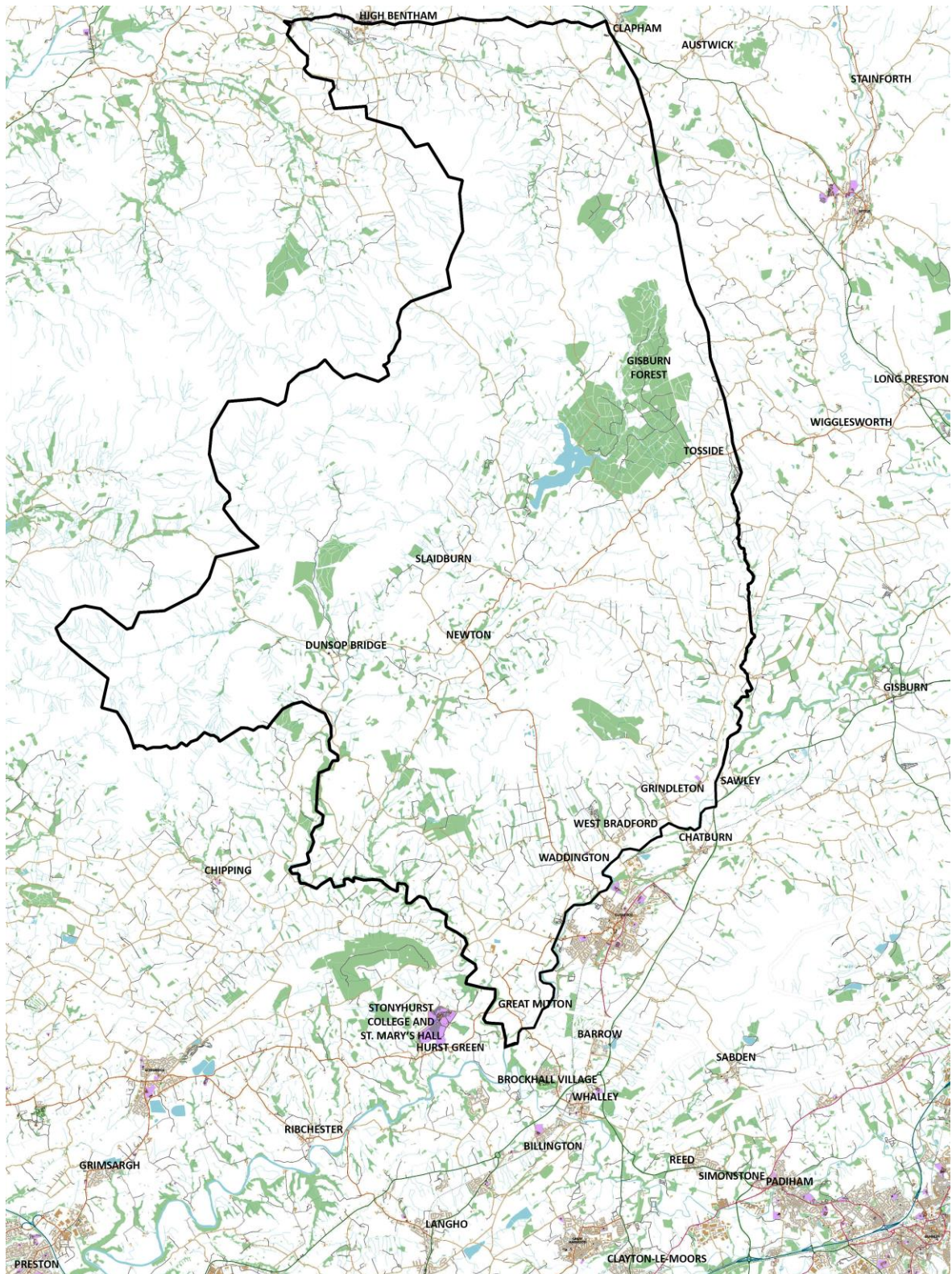
The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

### **Nursery**

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not always automatically guarantee that a place will be offered at the school.

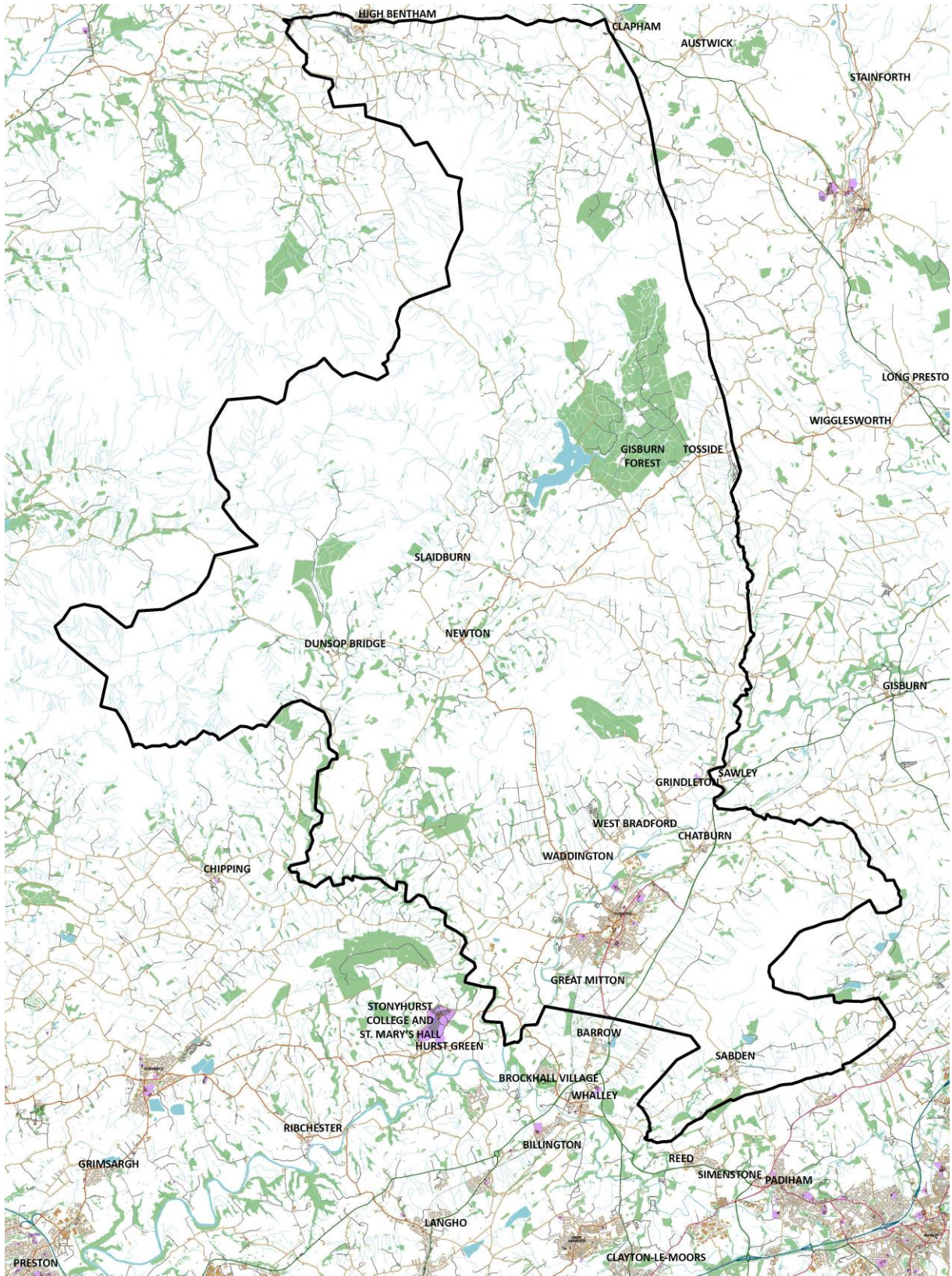


Appendix 1





Appendix 2



## Our Lady of the Valley, Boundary Description

NE from Apronfull Hill OS778394 by the civil parish boundary to Ogden Clough, and along it to and along the Ribble Valley and Pendle District Boundary over Pendle Hill to the diocesan boundary at Helliwell Wood OS833428. NW by the diocesan boundary across Twiston Moor to the start of Ings Brook W by this brook via Clough Head, Ings End OS815447 to its confluence with Swanside Beck OS785454 and by Smithies Brook to Smithies Bridge on the A59. N by the River Ribble N to Skirden Beck to Grunsagill OS782543. N by Tosside Beck to the point where it crosses B6478. Then N by a bee-line to the junction of A65 and B6480 at Clapham. Then W along B6480 to boundary between Lancaster and Craven Districts. S along that boundary and then the Ribble Valley – Lancaster Civil boundary over Hawthorntwaite Fell to the Ribble Valley – Wyre Civil boundary OS575505 SE to the cairn on Fair Snape Fell W by the Civil boundary with Bowland-with-Leagram to Burholme Bridge OS657479 S by the River Hodder to River Ribble SE by the Ribble to a point opposite the confluence of Pig Hill Brook OS723394 SE by a straight line to the junction of the A671 and the A59T and by a second straight line to the 315 trig point near Jeppe Knave Grave OS762380, then SE by the edge of the wood to and along the track and road past Wiswell Moor Houses to the track at Lower Clerk Farm OS751364, then by the stream to its confluence with Sabden Brook and by Sabden Brook to Old Read Bridge OS752354, then E along Old Roman Road, Back Lane and Stump Hall Road and Haddings Lane past Haddings Head, and right along the unnamed road and track to Spenbrook Road OS822383 and NW by tracks via Bull Hole to Well Head OS816393 on Well Head Road, then by straight lines to Driver Height, Spence Moor and Apronfull Hill.

Appendix 3

**SUPPLEMENTARY INFORMATION FORM (SIF) 2024 - 2025**  
**THORNEYHOLME ROMAN CATHOLIC PRIMARY SCHOOL DUNSOP BRIDGE**

Date of Admission to Primary School:

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SCHOOL APPLIED FOR:

Name of school:

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Address of school:

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APPLICANT INFORMATION:

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

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Address:

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CHILD INFORMATION:

Name of child:

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Address of child:  
(if different from above)

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Is the child a baptised Catholic? Please circle either: Yes / No  
If 'yes', give the parish and date of baptism:

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Please attach a copy of the baptismal certificate with this form

In which parish does the child currently live:

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