

St Mary's Catholic Primary School  
Great Eccleston



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Admissions Policy  
2025-2026

Revised September 2018  
Reviewed March 2024

# St Mary's Catholic Primary School, Great Eccleston

## Admissions Policy 2025-2026

St Mary's, Great Eccleston, is a Catholic Primary School provided by the Diocese of Lancaster and maintained by Lancashire Local Authority as a voluntary aided primary school.

The Governing Body of St Mary's Catholic Primary School, Great Eccleston is the admissions authority and is responsible for taking decisions on applicants for admission to the school within the requirements of the law. In so doing the Governing Body has regard for:

- a) The advice of the Diocesan Trustees on the nature and purpose of Catholic Schools
- b) The Governing Body's responsibility towards the school and the Catholic Community it serves
- c) The Catholic character of the school and its Mission Statement.

### ARRANGEMENTS FOR ADMISSION IN SEPTEMBER 2025

#### The Admission Process:

- 1) Applications for a place at the school should be made on Lancashire Authority's Common Application Form or on its online facility at [www.lancashire.gov.uk](http://www.lancashire.gov.uk). Forms should be returned to Lancashire Authority **no later than 15<sup>th</sup> January 2025**
- 2) Parents must complete the Common Application form available from Lancashire Authority. Parents who wish their application to St Mary's, Great Eccleston, to be considered against the priority faith criteria should also complete the school's Supplementary Information Form. Should St Mary's be oversubscribed, failure to complete the supplementary form may result in your application for a place at St Mary's Great Eccleston being considered against a lower-priority-criteria, as the Governing Body will have no information upon which to assess the application on the basis of the applicant's baptism. The Supplementary Information Form should be returned to **St Mary's school by 15<sup>th</sup> January 2025**.
- 3) Each Roman Catholic applicant will be required to produce a baptismal certificate or other evidence of baptism. Each application made by other Christian faiths will be required to produce a baptism certificate or other evidence of baptism.
- 4) The Admissions Committee of the Governing Body will consider all applications at the same time after the given closing date.
- 5) Parents/guardians/carers will be informed, by letter/e-mail from Lancashire Authority, of the outcome of their application. Letters to parents, using second class mail, will be posted on **16<sup>th</sup> April 2025**.
- 6) As required by law, all children with an Education Health Care Plan (EHP) naming the school will be admitted before the application of the oversubscription criteria.

### ADMISSION CRITERIA

**The admission number for the school is 8 children.**

**Applications from both Catholic and non-Catholic parents who would like their children to be educated within the aims and ethos of St Mary's Catholic Primary School are welcomed.**

We ask that all parents applying for a place at St Mary's respect the school's aims and ethos and the importance of these within 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.

### OVERSUBSCRIPTION CRITERIA

The Governing Body of St Mary's Catholic Primary School, Great Eccleston will admit up to 8 children from September 2025.

Should more than 8 applications be received for a place at St Mary's Catholic Primary School, Great Eccleston then the criteria below will be followed in priority order.

1. Applications received for baptised Catholic children who are either "Looked after Children" or "previously looked after children". **For definition please refer to Explanatory Notes –Looked After Children below.**
2. Baptised Catholic children whose families reside in the communities served by St Mary's Parish Church, Great Eccleston namely: Little Eccleston, Great Eccleston, Elswick, St Michael's on Wyre, Singleton, Thistleton and Inskip who have siblings attending St Mary's School Great Eccleston at the expected time of admission.

3. Baptised Catholic children whose families reside in the communities which are served by St Mary's Parish Church, Great Eccleston namely: Little Eccleston, Great Eccleston, Elswick, St Michael's on Wyre, Singleton, Thistleton and Inskip with no siblings attending St Mary's School Great Eccleston at the expected time of admission.
4. Baptised Catholic children of families residing beyond the communities served by the Parish of St Mary's with siblings attending St Mary's School Great Eccleston at the expected time of admission.
5. Baptised Catholic children of families residing beyond the communities served by the Parish of St Mary's with no siblings attending St Mary's School Great Eccleston at expected time of admission.
6. Applications received for "Looked after Children" or "Children who were previously looked after not of the Catholic faith". **For definition please refer to Explanatory Notes –Looked After Children below.**
7. Children of other Christian denominations with siblings attending St Mary's School Great Eccleston at the expected time of admission.
8. Children of other Christian denominations who have no siblings attending St Mary's School Great Eccleston at the expected time of admission.
9. Children of a parent/carer with exceptional social or medical needs where the application is accompanied by a written statement from an appropriate professional eg consultant doctor, social worker, police officer, naming the school and demonstrating why the St Mary's school as the preferred school is suitable.
10. All other children.

In the event of oversubscription in any of the above criteria, places will be allocated according to the following tie-break criterion:

Applicants living nearest to St Mary's School Great Eccleston.

Proximity to the school will be: "The distance between an applicant's home (*in cases of shared parenting the address used for child benefit purposes is taken to be the address at which the child resides –see notes below*) and the school as measured in a straight line from the centre point of the home address to the centre point of the school. Distances are measured using Lancashire Authority measuring system.

In the event of a tied distance measurement between the address points the Local Authority's system of a random draw will determine the address(es) which will receive the offer(s).

Thereafter any remaining children will then be placed on a waiting list. For further information, please see the following explanatory notes.

### EXPLANATORY NOTES

#### **Baptised Catholic**

Please note for admission to St Mary's Catholic Primary School, Great Eccleston the Governors understand the term baptised Catholic to mean:

- One who has been baptised into full communion with the Roman Catholic Church by the Rites of Baptism of one of the various ritual churches in communion with the See of Rome (proof of Baptism with a copy of a baptismal certificate or details of the date and place of baptism **will** be required).
- A child baptised in another Christian Faith who has been received into full communion with the Roman Catholic faith. (Proof of baptism and reception from the register of receptions or Baptismal Register **will** be required).
- A child who with his/her family is enrolled in a recognised course of preparation leading to Catholic Baptism (Proof of enrolment with details of the place and date of enrolment from the appropriate parish records **will** apply)
- One who is a member of the eastern Christian churches and the Orthodox Churches. (Proof of Baptism with a copy of a baptismal certificate, details of the date and place of baptism or certificate of reception **will** be required).

#### **Looked after Children and Previously Looked after Children**

A Looked after Child is defined as a child under the public care of a Local Authority or who is provided with accommodation by a Local Authority in accordance with Section 22 of the children Act 1989.

Children who were "Previously Looked After" are defined as those who have immediately moved from the status of being under the public care of a Local Authority due becoming subject to an adoption, child arrangement or special guardianship order, or those 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..

#### **Siblings**

The Governing body understands the term siblings to include full brother or sister, half brothers, half sisters, foster and adopted brother or sister, the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling. Stepchildren or foster children who live at the same address are also classed as siblings.

#### **Admission of Children Outside their Normal Age-group**

Parents may seek a place for their child outside of their normal age group (for example, if a child is gifted and talented or has experienced problems such as ill-health).

In addition, the parents of a summer born child (born between 1<sup>st</sup> April and 31<sup>st</sup> August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group –for example to Reception Year Group rather than Year 1.

To make a request for admission to school in a year outside the child's normal year group the parents must:

- ✓ read the document on LCC's "Applying for a Primary School Place" page entitled: Summer-born Children deferring or delaying school entry

and then

- ✓ complete an application for a place in their child's normal age group

and

- ✓ complete the form: "Application for a Lancashire School Place for Summer-born Children.

The decision over admission of such a child will be based on the circumstances of each case and upon the best interests of the child concerned. This will include taking account of the parents' views; information about the child's academic, social and emotional development; medical history and views of a medical professional where relevant; whether the child has been educated out of their normal age group; and whether the child would have fallen into a lower age group if it were not for being born prematurely. The Admission Authority will also take into account the views of the school's Head Teacher. When informing the parents of its decision on the year group the child should be admitted to, the Admission Authority will set out clearly the reasons for the decision.

Where the Admission Authority agrees to the parents' request for their child to be admitted out of their normal age group, the child will be admitted to a relevant age group (ie the age group that pupils are normally admitted to school) the Local Authority and the Admissions Authority will process the application as part of the main admissions round unless the parental request is made too late to make this possible, and on the basis of their determined admissions arrangements only including the application of oversubscription criteria where applicable. The application will not be given a lower priority on the basis that the child is being admitted out of their normal age group.

Parents have statutory right to appeal against the refusal of a place at a school for which they have applied. **This right does not apply if they are offered a place but it is not in their preferred age group.**

### **Address**

The address used when completing the Common Application and Supplementary Information Forms must be the one that is current at the time the application is being made.

If the address subsequently changes, the parents must notify the school.

In some cases, for example, where shared parental living arrangements are in place, a child's address may be difficult to determine. In these circumstances the address used for child benefit purposes ie, the address of the parent claiming the child benefit, will be used.

If you are moving house and applying for a place at St Mary's and the school is not oversubscribed, using your new address may not be a problem. In the event of oversubscription, it may be possible to consider your application on the basis of an address you are intending to move to. You must be resident at specific address and not just a stated intention to move to an area. Evidence must be provided that you have exchanged contracts on a house or have an offer of a tenancy on a property in which you intend to live and which will be in place when your child would start at St Mary's. This evidence must be submitted as soon as possible and no later than the deadline of **15<sup>th</sup> January 2025**. Further evidence eg utility bills, may also need to be submitted at a later date. If this information is required, the Governors of the school will contact you.

The Governing Body may on occasion seek verification of the addresses from individual applicants

### **Multiple Births**

Where there are twins or multiple birth children wanting admission and there is only one single place or insufficient places available to admit within the admission number, then the Governing body may admit the other sibling of the multiple birth in question in line with regulations regarding the exceeding of KS1 Class size regulations.

### **Late Applications**

Applications received after the closing date of **15<sup>th</sup> January 2025** will be treated as late applications. Only in exceptional circumstances, and where appropriate evidence is provided, will applications received after the closing date (but before offers of places have been made) be considered alongside those received on time. These are as follows:

- If the number of preferences received for a school is below the published admission number or:
- There are extenuating circumstances justifying late application eg:
  - Parents moving into the school's catchment area, as outlined in oversubscription criteria 2 above, after the closing date.
  - Parent/carer illness which required hospitalisation for the major part of the period between publication of the composite prospectus and the closing date for applications.
  - Parents who were abroad for the whole period between the issue of primary school admission information and the closing date for applications.
  - Parents moving into the County after the closing date.

Applications received after **16<sup>th</sup> April 2025** will be considered if places are still available. If no places are available then the applicant will be put on a waiting list. (See waiting lists below)

This process will operate until the start of the **Autumn Term 2025** after which any enquiries for places should be made to the school directly. The Governors of the school will then make a decision and issue letters accordingly.

#### **Offer of Place Letters**

The Local Authority, on behalf of the Governing Body, will issue all offer letters/e-mails for places in Reception year group until the start of the **1<sup>st</sup> September 2025** after which the Governors of the school will then make a decisions with regard to admissions and issue letters accordingly.  
(Refer also to In Year/Mid Year/Non Routine/Casual Applications below.)

#### **Deferred Entry to Primary School**

Parents of children who are offered a place at St Mary's before they are of compulsory school age may request to defer their child's entry until later in the school year. Where entry is deferred, admission authorities are required to hold the place for that child and not offer it to another child. The parent cannot be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

#### **Part –time Provision**

Parents can request that their child attends part-time until the child reaches compulsory school age.

#### **Waiting Lists**

A waiting list for children who have not been offered a place will be kept open until **31<sup>st</sup> December 2024**. Parents may express an interest in a pupil's name being added to the school's waiting list at any time.

The Waiting List will be ordered in accordance with the admissions criteria cited above and will not give priority to children based on the date either of their application was received or the date their name was added to the list. Parents/guardians are invited to contact the school if they wish to be informed of their child's position on the waiting list.

If a place becomes available within the school's published admissions number, the child whose name is at the top of the list will be offered a place. This is not dependent upon an appeal having been submitted for the child concerned.

Applications received after letters offering places have been issued will be kept on the waiting list and prioritised according to the admissions criteria.

#### **Shared Parenting**

Where a child lives with one parent for part of the week and another for the rest of the week only one address can be used on the application form. This should be the address **used for child benefit purposes ie, the address of the parent claiming the child benefit**, will be used.

#### **Fraudulent Applications**

Where the Governing Body discovers that a child has been awarded a place as a result of an intentionally misleading application from a parent, for example where a false address, or false sibling connections, or false evidence received in relation to baptism has been provided, then the Governing Body is required to withdraw the offer of a place. The application will then be considered afresh and a right of appeal offered if a place is refused.

#### **Appeal Arrangements and Link to Lancashire Authority's Website Appeals Page**

If an application is refused by the Governing Body, then the parents have the right of appeal. This will be heard by an independent appeals panel. Parents wishing to lodge an appeal should notify the school and/or the LA **by letter** within **twenty school** days of notification of refusal. The date of notification will be considered to be two working days after posting by first class post of the refusal to offer a place. The parents must give their reasons for appealing in writing. The LA will arrange for the appeal to be heard and will draw up the Independent Appeals Panel from a list of names provided by Lancaster Diocese. The decision of the Independent Appeals Panel will be sent in writing to both the parents and the Governing Body. **The decision is final and binding on both parties.**

Please see the link below for the appeals page on Lancashire County Council's website

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.

#### **In Year/Mid-year/Non Routine/Casual Admissions**

All parents requesting a school place outside of the normal admissions round for reception aged pupils -that is during the period between **September 2025 and August 2026**, either because they are new to Lancashire LA or because they are wishing to transfer schools within Lancashire LA during the school year- should make enquiries for places directly to the school. Parents are required to complete the in-year application form, which is available from the school website. The Governors of the school will then make a decision as to whether a place can be offered and notify the parent accordingly. Where a place cannot be secured, parents will be offered a legal right of appeal to an independent appeal panel. Currently, Lancashire County Council administers the process of appeal on behalf of the school. Parents can complete the school's appeal form on Lancashire County Council's website.

The school will liaise with the Local Authority about any requests for in year Admissions for Reception pupils during the period September 2025 and August 2026.

The Admission of all pupils to Lancashire LA schools will be coordinated by the LA in line with legislation.

This policy will be reviewed annually.

Review of Policy: Autumn Term 2024

Policy agreed by: Staff

Date:

Governors

Date:

# St Mary`s Catholic Primary School, Gt Eccleston



Head Teacher: Mrs J Birch

## Diocese of Lancaster Admission to Lancashire Catholic Schools Supplementary Information Form

If you are applying for a place for your child in a Catholic School on Faith grounds please complete this form in addition to Lancashire Authority's common application form.

Completion of this form will assist the Governors of the school to decide whether your child qualifies for a place. Failure to complete the form may affect where your child is placed within the over subscription criteria.

The sections below must be completed by the parent/carer and signed by a Minister of Religion where necessary and returned to the school as soon as possible.

Child's first name(s) \_\_\_\_\_

Surname \_\_\_\_\_

Date of Birth \_\_\_\_\_

Name(s)parents/carers \_\_\_\_\_

Address of parents/carers *(in the case of shared parenting the address used for child benefit purposes is taken to be the address at which the child resides).*

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

Parents telephone number \_\_\_\_\_

Faith Community \_\_\_\_\_

What Parish/area of faith community do you reside \_\_\_\_\_

Details of sibling(s) who will be attending St Mary's at the time of the applicant's expected admission

Name : \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name : \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name : \_\_\_\_\_ Date of Birth \_\_\_\_\_

If a **Catholic** please confirm whether your son/daughter is a baptised Catholic and enclose proof of baptism e.g. copy of baptismal certificate or details of place and date of baptism. The certificate will be returned to you.

*(Please tick)*

My child has been baptised

My child has not been baptised

Place of Baptism \_\_\_\_\_

Date of Baptism \_\_\_\_\_

If **Christian**, please confirm whether your son/daughter is a baptised Christian and enclose proof of baptism e.g. copy of baptismal certificate or details of place and date of baptism. The certificate will be returned to you.

*(Please tick)*

My child has been baptised

My child has not been baptised

Place of Baptism \_\_\_\_\_

Date of Baptism \_\_\_\_\_

If none of the above apply please tick

Signed Parent/Carer \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_