



St Michael & St John's RC Primary School

SSMJ Determined Admissions Policy 2025-2026

St Michael & St John's is a Roman Catholic Primary School is a Catholic School in the trusteeship of the Diocese of Salford. It is maintained by provided by the Diocese of Salford and is a voluntary aided School. The Governing Board is the Admissions Authority and is responsible for taking all decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority.

For the school's year commencing September 2025, the Governing Body has determined that the number of children to be admitted to will be **30**.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

Admissions to the school will be determined by the Governing Board. Parents must complete a Local Authority Preference Form or apply online via the website <https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-schoolplace/apply-for-a-primary-school-place>. If you wish to have your application considered against the school's religious criteria then you must **ALSO** complete the Supplementary Form which is available from the school.

If there are fewer than **30** applications, all applicants will be offered places. If there are more applications than the number of places available, the following oversubscription criteria will be applied:

1. Baptised Catholic 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 Roman Catholic children who will have a brother or sister attending the school at the time of admission.
3. Baptised Roman Catholic children in the Parish of Our Lady of the Valley specifically in the catchment area *from the point where Ogden Clough meets Ribble Valley and Pendle District boundary, N by that boundary to the diocesan boundary at Hellinwell 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. (former boundary between St Hubert and St Michael and St John: by river Ribble 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 and by a straight line the point where Ogden Clough meets Ribble Valley and Pendle District boundary. AS shown in the attached map (appendix 1).* <https://boundaries.stjosephsmanchester.co.uk/?page=H&id=H021>

4. Baptised Roman Catholic children who are resident in the Parish of Our Lady of the Valley as shown in the attached map (appendix 2).
<https://boundaries.stjosephsmanchester.co.uk/?page=H&id=H036>
5. Other Baptised Roman Catholic Children resident in another Parish.
6. Other 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.
7. The Governing Body reserve the right to admit children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing that such an application is submitted with evidence from sources deemed appropriate by the applicant. These may include a doctor, health visitor or social services.
8. Other Children with a brother or sister attending the school at the time of admission.
9. Other Children

*Exceptional needs of this kind will occur very rarely. It is strongly recommended that a written application is submitted in advance of the normal admissions timetable.

"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)."

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.

Notes for Applicants:

- a. All applications will be considered at the same time and after the closing date for admissions which is 15 January 2026 (primary)/31st October 2025 (secondary). Applications received after this date will be **treated as a late application** and will not be considered until **after** the main allocation of places has taken place.
- b. 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.

- c. For a child to be considered as a Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception.

The Governing Board will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with the **Episcopal Delegate for Education** will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

- d. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.
- e. 'Sibling' is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- f. A waiting list for children who have not been offered a place will be kept until 31st December of the relevant year and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.
- g. For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- h. If an application for admission has been turned down by the Governing Board, parents may 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.

- i. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- j. It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The Governing Board may exceed the regulations for twins and children from multiple births where one of the children is the 30th child admitted. This also applies to in-year applicants who are Looked After/previously Looked After Children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.
- k. If a child is a “summer born child”, parents may request that the date their child is admitted to school is deferred to later in the school year. However, the child must start school before the end of that school year. If a parent wishes their child to be educated out of their normal school year (kept back a year), they must discuss this with the school before applying. However, the final decision on this rests with the headteacher.
- l. Parents may request that their child attend school part-time until he/she reaches his/her fifth birthday.

DIOCESE OF SALFORD
SUPPLEMENTARY FAITH FORM

If you are making an application based upon Religious Affiliation, please complete this form and return it to school with the main application form.

School Name – St Michael & St John’s RC School, Clitheroe

Local Authority - Lancashire

Name of Applicant-

Address of Applicant-

Nursery attended

Parish Community in which you live / worship (Name of Parish)

Please confirm that the applicant is a baptised Catholic (tick appropriate response)

YES _____

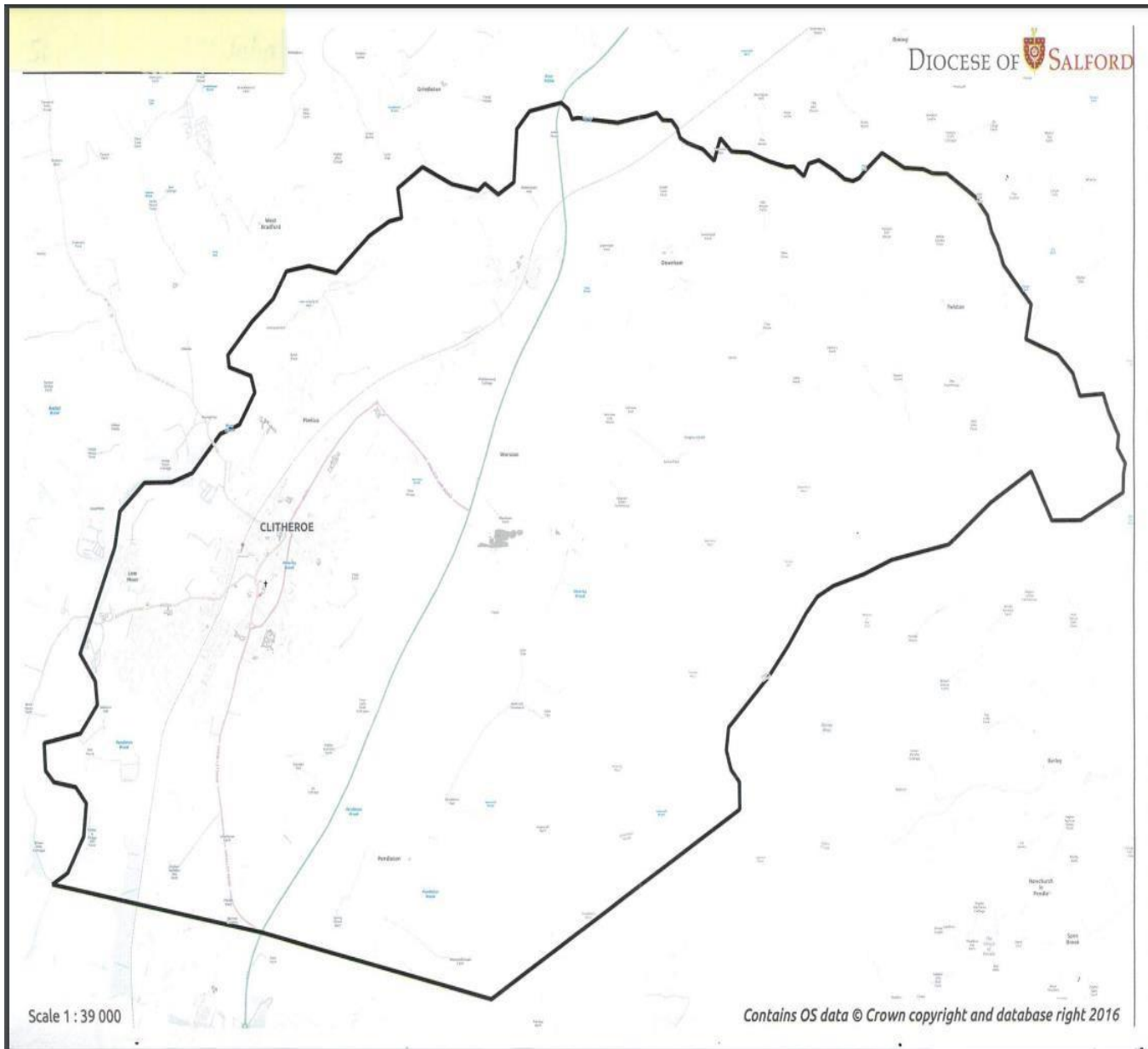
NO _____

A copy of the baptismal certificate (or letter of confirmation from Parish Priest of Baptismal Parish) must be presented to school. Please send this with this form or produce at school as soon as is practicable. All offers under this category will be subject to the production of proof of baptism.

Signed _____ (parent / carer)

Date ____

Appendix 1



Appendix 2

