



# Determined Admissions Policy – 2025/2026

## Our Mission:

*The life and soul of St Mary's is based on the example given to us by Jesus Christ. The caring, understanding, love and support for each other is present in all that we do and all that we strive to do. Every child and every adult at St Mary's is as important as the next. By working together we are all able to help each other and produce the best environment possible for each child's learning experiences to be as successful as possible. Our main concern is to make the school, in every sense a Christian community where all parents, pupils and staff are **working together for the good of each other.***

St Mary's is a Catholic school situated in the Diocese of Lancaster and is maintained by the Local Authority as a voluntary aided primary school.

The Governors welcome applications from Catholic and non-Catholic parents who would like their children educated within the aims and ethos of St Mary's Catholic School.

St Mary's is a Catholic Primary School in which the Catholic faith and the teachings of the Catholic Church are important aspects of school life and influence the school curriculum.

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.

The Governing Body is responsible for admissions within the requirements of the law. In doing so, the Governing Body has a regard for:

- *The advice of the Diocesan Trustees on the nature and purpose of Catholic schools;*
- *The Governing Body's responsibility towards the school and the Catholic community it serves;*
- *The Catholic character of the school and its Mission Statement.*

The Governing Body has set the planned admissions number for St Mary's at 25. The Local Authority and other parties required by law have been consulted on this. No more than 30 children will be admitted to any one reception or infant class.





Applications for a place in Reception in September 2025 should be made on the **Common Application Form (CAF)** issued by the Local Authority or online and be returned by 15 January 2025.

Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the school's **Supplementary Information Form (SIF)** and return it at the same time. If the school is oversubscribed, failure to complete the supplementary form may result in the application for a place in the school being considered against 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.

As required by law all children with a Statement of Special Educational Needs naming the school will be admitted before the application of the oversubscription criteria. Each Catholic applicant will be required to produce a baptismal certificate or other evidence of baptism.

Where more applications are received than the planned admissions number for the school the oversubscription criteria will be applied in the following order:

1. Baptised Catholic looked after children and adopted children who were previously looked after. This includes any "looked after child" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 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 Siblings (a full half or step brother or sister and fostered and adopted children residing at the same address) of children at the school who will still be on the school roll at the time of admission
3. Baptised Catholic Children with a specific educational, medical, social or emotional need relevant to the school, provided that appropriate written evidence from a suitably qualified professional (e.g. doctor or social worker) is submitted with the application.
4. Other baptised Catholic Children





5. Other looked after children and adopted children who were previously looked after. This includes any "looked after child" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 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.
6. Other siblings of children at the school who will still be on the school roll at the time of admission.
7. Other Children with a specific educational, medical, social or emotional need relevant to the school, provided that appropriate written evidence from a suitably qualified professional (e.g. doctor or social worker) is submitted with the application.
8. Baptised Children of other Christian denominations
9. Other Children

If, within any category, there are more applicants than places available priority will be given to those living nearest to the school measured by a straight line (radial) measure from the centre of the building that is the applicant's home address to the centre of school building. Distances are measured using the Council's Geographic Information System. If measured distance to the school cannot distinguish applications (from applicants who live in the same building for example) then a random draw would be used to resolve the matter.





### **Guidance Notes to the Admission Policy**

#### **Baptised Catholic**

Please note this is not a change in our admission policy, it is a definition for the purpose of clarification. For admission to this Catholic school a baptised Catholic is

- One who has been baptised into full communion with the 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 Catholic faith. (Proof of baptism and reception from the Register of Receptions or Baptismal Register will be required)
- A child who, with his or 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 be required).
- 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**

This means a child who is looked after by a local authority, and adopted children who were previously looked after, in accordance with section 22 of the Children Act 1989. This is a looked after child who is in the care of a local authority or provided with accommodation by that authority and includes any "looked after child" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.





## Siblings

Sibling refers to full brothers or sisters, half brothers or sisters, adopted brothers or sisters, or 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. (See below.)

## Address of Pupil

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should 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, i.e., the address of the parent claiming the child benefit, will be used.

If you are moving house and applying for the school and it 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 a specific address and not just a stated intention to move to an area. You must provide evidence 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 the school. This evidence must be submitted as soon as possible and no later than the deadline of 15 January 2025. Further evidence, e.g. utility bills, may also need to be submitted at a later date.

## Multiple Births

Where there are twins, etc. 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 triplets, even when this means breaching infant class size limits. This also applies to siblings who are in the same year group.

## Late Applications

Applications received after the closing date of 15 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.





## Waiting List

A waiting list for children who have not been offered a place will be kept and will be ranked according to the admissions criteria. Waiting lists are held by the Local Authority and then transferred to the school from 1 January 2026 and are kept for one term. Parents/guardians are invited to contact the school if they wish to be informed of their child's position on the waiting list.

## 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 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

If an application for admission has been turned down by the governing body parents can appeal to an independent appeals panel. This appeal should 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 considered to be 2 working days after posting of the refusal to offer a place. The parents must give their reasons for appealing in writing. The decision of the appeal panel is binding on the parents and on the governing body.

## In Year/Mid Year/Non-Routine/Casual 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.

All parents requesting a school place during the school year will be required to complete the relevant Application Form. Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the school's Supplementary Information Form and return it directly to the school. If the school is oversubscribed with mid-year applications at the time of requested admission, failure to complete the Supplementary Information Form may result in the application for a place in the school being considered against lower priority criteria.

### Deferred admission

If your child is due to start school in 2025-2026, 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.





Supplementary Information Form  
St Mary's Catholic Primary School Fleetwood



**September 2025 Admissions**

If you are applying for a place for your child at St Mary's on faith grounds please complete this form in addition to the Local Authority Form available online or issued by the Local Authority.

This supplementary faith request form will assist the Governors of St Mary's School in deciding whether your child qualifies for a place. Failure to complete the form may affect where your child is placed within the oversubscription criteria.

Name of Child .....Date of Birth.....

Name of Parent / Guardian .....

Address.....

..... Post Code.....

What is your faith community? .....

Parish/area of faith community in which you live? .....

*If a Roman Catholic, I confirm that the applicant is baptised Catholic and enclose proof of baptism e.g. Baptismal Certificate or details of place and date of baptism*

*If Christian, I confirm that the applicant is a baptised Christian and enclose proof of baptism e.g. Baptismal Certificate or details of place and date of baptism.*

Signed Parent / Guardian.....Date.....

