



Diocese of Leeds

ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL, BARNOLDSWICK

DETERMINED ADMISSION POLICY 2026-2027

St. Joseph's Catholic Primary School, Barnoldswick 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. The school is conducted by its academy company as part of the Catholic Church in accordance with its trust deed and articles of association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with these admission arrangements.

The Bishop Wheeler Catholic Academy Trust (BWCAT) is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ("PAN") at 15 pupils to be admitted to the reception year in the school year which begins in September 2026

The admission authority 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 PAN.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

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. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children with a sibling(s) who attends St. Joseph's Catholic Primary School, Barnoldswick (see note 5)
3. Catholic children who live in the defined area. (see note 7)
4. Other Catholic children. (see note 3)
5. Other looked after and previously looked after children with a sibling who attends St. Joseph's Catholic Primary School, Barnoldswick (see note 2 & 5)
6. Other looked after and previously looked after children. (see note 2)
7. Members of an Eastern Christian Church. (see notes 4)
8. Other children with a sibling(s) who attends St. Joseph's Catholic Primary School, Barnoldswick (see note 5)
9. Any other children.

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated 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 two addresses have the same distance, or the cut-off point is for addresses within the same building, then the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

Application Procedures and Timetable

A standard application form, known as the Common Application Form must be completed online <https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/> by 15 January 2026. Failure to provide a Common Application Form (CAF) would mean that the application is not valid.

If parents/carers feel that they should be in a specific category i.e. Catholic, then they are required to complete a Supplementary Information Form and provide the required evidence. The Supplementary Information Form is attached to this policy and must be submitted by 15 January 2026 to the school addressed to The Chair of Governors, St. Joseph's Catholic Primary School, West Close Road, Barnoldswick, BB18 5EN. Therefore, failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

You will be advised of the outcome of your application on 16th April or the next working day, 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. (Details of the appeals process can be found on the school website).

Late Applications

If you return the Common Application Form after the deadline, we cannot consider your application at the same time as those received on time. Late applications will be dealt with once all other applicants have been considered in accordance with the Local Authority Primary Co-ordinated scheme.

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 1st April and 31st 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 The Chair of Governors, St. Joseph's Catholic Primary School, West Close Road, Barnoldswick, BB18 5EN at the same time as the admission application is made. The admission authority 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 head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority 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 end of the academic year.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are available places. 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 www.st-josephs-barlick.lancs.sch.uk/Admissions/.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel. Lancashire County Council administers the appeals process on behalf of the school. Details how to appeal can be found on the school website www.st-josephs-barlick.lancs.sch.uk/Admissions/.

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 admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even when admitting the child would mean exceeding the PAN (subject to the infant class size exceptions).

The admission authority reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989 and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.

A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required, alternatively a letter from a parish priest confirming membership of a church in communion with the See of Rome.

4. 'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
5. Sibling(s) (brother or sister) includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, living at the same address, and in attendance at the same school on the date of admission.
 - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
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- 6. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
 - 7. Defined area is a geographical area for the purposes of this policy as determined by the Diocese of Leeds. Defined area maps available on school website www.st-josephs-barlick.lancs.sch.uk/Admissions/
 - 8. A child's "home address" refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.



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SUPPLEMENTARY INFORMATION FORM 2026/27

If you are expressing a preference for a place for your child at St. Joseph's Catholic Primary School, Barnoldswick and wish to apply under a faith criterion, you should complete this Supplementary Information Form.

The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be returned to school - The Chair of Governors, St. Joseph's Catholic Primary School, West Close Road, Barnoldswick, BB18 5EN., by the closing date of the **15th of January 2026**.

- If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.
- If you do not provide the information required in this form and return it to the academy, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category, and this may affect your child's chance of being offered a place.
- Remember – you **must also** complete the Common Application Form.

Full name of child (including surname)	
Date of birth	
Child's permanent address including postcode	
Contact telephone number(s)	

Full name of parent/carer	Relationship to child

If, at the time of admission, you will have other children attending this school, please provide details below:	
Full name(s)	Date(s) of birth

CATHOLIC CHILDREN

If you think that your application should be considered under category 1-4 then you must supply the information below and attach the evidence requested.

Date of baptism <i>(You must attach proof of baptism i.e. baptism certificate or a letter from your priest)</i>		Place of baptism and address	
Name of your parish priest			

EASTERN CHRISTIAN CHURCH

If you think that your application should be considered under category 7 then you must supply evidence of baptism as requested in the admission policy.

Date of Baptism <i>(You must attach proof of baptism i.e. baptism certificate or a letter from the authorities of the church)</i>		Place of Baptism and address	
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Name of Eastern Christian Church of which you are a member	
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Notes

Evidence of Catholic Baptism

If an application is being made for a place at the school/academy for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school/academy.

[The admission authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.]

Evidence of Membership of an Eastern Christian Church

If an application is being made for a place at the school/academy for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school/academy.

Checklist:

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Copy of baptism or certificate of reception into the Eastern Christian Church (where applicable).

Have you completed and returned your local authority's Common Application Form?

I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the governing body may withdraw any offer of a place even if the child has already started school.

Signed.....

Date.....

Please return your completed form to the school - The Chair of Governors, St. Joseph's Catholic Primary School, West Close Road, Barnoldswick, BB18 5EN.

For school use only

Date SIF received

Verification of baptism

Year Group

In compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. The Bishop Wheeler Catholic Academy Trust is the data controller and St. Joseph's Catholic Primary School, Barnoldswick, is part of The Bishop Wheeler Catholic Academy Trust.

2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.

3. The person responsible for data protection within our organisation is Jemma Johnson and you can contact them with questions relating to our handling of the data. You can contact them by email at j.johnson@bwcat.org.

4. We require the information we have requested for reasons relating to our functions as the admission authority of the school.

5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the UK GDPR).

6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.

7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the UK GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the UK GDPR).

8. If the application is successful, the information you have provided on this form will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair privacy notice and data protection policies which apply to that data.

9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the BWCAT Records Management Policy.

10. To read about individual rights you can refer to the school's privacy notice and data protection policies.

11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation outlined in the BWCAT's Complaints Policy on the school website www.st-josephs-barlick.lancs.sch.uk . If you are unhappy with how your complaint has been handled, you can contact the Information Commissioners Office via their website at: <https://ico.org.uk/>.