



## **St Gregory's Catholic Primary School**

Blackpool Road, Preston, PR1 6HQ

Tel: 01772 795415

Website: [www.stgregorysps.co.uk](http://www.stgregorysps.co.uk)

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# **PROPOSED ADMISSIONS POLICY FOR SEPTEMBER 2027**

## **INTRODUCTION**

*St Gregory's* 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 is the admissions authority and is responsible for taking decisions on applicants for admission.

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

*St Gregory's* is a Catholic Primary School in which the Catholic faith and the teachings of the Catholic Church are essential 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 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.

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The Governing Body Admissions Committee is comprised of the following governors: *The Headteacher, a Staff Governor (Mrs M Ryan) and a Foundation Governor (Cath Wallace, Pat Cairns).*

It is the duty of the Governors to comply with class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30 children. No more than 30 children will be admitted to any one reception or infant class.

The Governing Body has set the planned admissions number for September 2027 at 30. The Local Authority and other parties required by law have been consulted on this.

## **ARRANGEMENTS FOR ADMISSION IN SEPTEMBER 2027**

1. Applications for a place at the school should be made on the Local Authority form or online at [www.lancashire.gov.uk/e-admissions](http://www.lancashire.gov.uk/e-admissions) and returned to the Local Authority no later than 15<sup>th</sup> January 2027.
2. Parents must complete the Local Authority Application Form. Parents who wish their application to their Catholic school to be considered against the priority faith criteria should also complete the Supplementary Information Form. If the school is oversubscribed, failure to complete the Supplementary Information Form may result in your application for a place in this 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.
3. The Supplementary Information Form should ***be returned to the school no later than 15<sup>th</sup> January 2027.***
4. The admissions committee of the Governing Body will consider all applications at the same time after the given closing date.
5. Offers will be made by the Local Authority on 16<sup>th</sup> April 2027.
6. As required by law, all children with an Educational Health Care Plan naming the school will be admitted before the application of the oversubscription criteria.

## **ADMISSIONS/OVERSUBSCRIPTION CRITERIA**

The Governors will admit up to 30 children in September 2027. If the number of applications for admission exceeds the places available, children will be admitted subject to the following criteria which will be used to form a priority order.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Other looked after and previously looked after children. (see note 2)
3. Catholic children who are resident in the parish of St Gregory's
4. Other Catholic children. (see note 3)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
8. Any other children.

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

1. 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. (see note 10)
2. The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).
3. **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 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).

**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. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, 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.
4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. "Children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.  
All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial

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communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. “Children of other faiths” means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. ‘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, whether or not they are living at the same address; and
- (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.

9. 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.

10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

11. 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.

## **EXPLANATORY NOTES**

**(These notes are part of the 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 Roman Catholic Church. A copy of a baptismal certificate will be required.
- A child baptised in another Christian Church who has been received into full communion with the Roman Catholic Church. A certificate of reception into the Roman Catholic Church will be required.

***Please note that all proofs of Baptism must be submitted by the closing date of no later than 15<sup>th</sup> January 2027. It is not the responsibility of the Governors to chase up evidence of Baptism.***

### **Other Christian Denominations - (Categories 6 and 7)**

Proof of eligibility for this category will be by:

- Submission of a Baptismal certificate for the applicant **no later than 15<sup>th</sup> January 2027**

### **Children in public care**

This means the highest priority **must** be given to looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order, residence order or special guardianship order). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after. Also, 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.

### **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

### **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 have 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 **no later than 15<sup>th</sup> January 2027**. Further evidence, e.g. utility bills, may also need to be submitted *prior to the admissions committee meeting to allocate the available places*.

### **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 cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits.

### **Late Applications**

Applications received after the closing date of **15<sup>th</sup> January 2027** 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/oversubscription* criteria. Parents/guardians are invited to contact the school if they wish to be informed of their child's position on the waiting list. The waiting list will be closed at the end of the Autumn term.

### **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 by first class post 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.

### **Deferred Admissions and Part-time Provision**

If your child is due to start school during the next academic year, 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.

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

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

Please note that you cannot re-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.





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### Admissions to Reception Supplementary Information Form

#### **Date of intended entry to Reception: September 2027**

If you are applying for a place in our Reception Class in the following academic year, completion of this form does not guarantee acceptance by the school as in the case of the school being oversubscribed, then our admissions criteria will be applied.

Child's Surname: ..... Christian Name(s): .....

Gender (M/F): ..... Date of Birth: .....

Address.....

Postcode.....

Telephone.....

Proof of address seen by (school use only)..... **(this can be a utility bill, bank**

**Statement or other official document with proof of address on)**

Is your child Baptised Catholic? **Yes/No** (delete as appropriate)

Is your child Baptised in another Christian Faith? **Yes/No** (delete as appropriate)

Church Baptised..... Date of Baptism .....

Baptismal Certificate seen by (school use only).....

(Please note that if you are applying under a faith category, then you must provide proof of Baptism through a Baptismal Certificate. The school will not be contacting any parishes to confirm any Baptismal details.)

Please list here any brothers or sisters who will be attending St Gregory's at the time of admission

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## Admission Criteria

The Governors will admit 30 children in September 2027. If the number of applications for admission exceeds the places available, children will be admitted subject to the following criteria which will be used to form a priority order.

Please tick the box appropriate to the category you are making the application under

1.	Catholic looked after and previously looked after children
2.	Catholic children who are resident in the parish of St Gregory's
3.	Other Catholic children
4.	Other looked after and previously looked after children
5.	Catechumens and members of an Eastern Christian Church
6.	Children of other Christian denominations whose membership is evidenced by a minister of religion
7.	Children of other faiths whose membership is evidenced by a religious leader
8.	Any other children

Signed: .....

Date: .....

Relationship to child: .....