

Our Lady's Catholic College

Determined Admission Criteria 2027/28

Parents must complete the online application form no later than 31st October 2026. The online admissions system can be accessed via www.lancashire.gov.uk then search on the A-Z for 'school admissions'.

Parents who wish their application to this Catholic school to be considered against the faith criteria should also complete our oversubscription criteria form. The oversubscription criteria form is available as an appendix to this policy, to complete online via the school website www.olcc.lancs.sch.uk or directly from the school and also should be returned to the school by 31st October 2026. If the school is oversubscribed, a failure to complete the oversubscription criteria 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 faith criteria.

Offer emails will be sent out by the Local Authority by 1st March 2027.

Admission to Our Lady's Catholic College depends on two factors. These are in order of priority:-

- 1) Parental preference – subject to the target figure for entry required by the 1980 Education Act which for 2022 will be 170.
- 2) The Governors' order of priority for admissions.

The Governors' Priority for Admissions is as follows:-

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. In the event that there are more applicants than places, after admitting all children with a statement of educational need or EHC plan naming the school, the governing body will allocate places using the criteria below, which are listed in order of priority.

- 1) Baptised Catholic looked after children and previously looked after children including those Baptised Catholic children who appear (to the admission authority) 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 pupils.
- 3) Non Catholic looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 4) Non Catholic brothers and sisters of children in attendance at the school at the time of transfer in Years 7 to 11. (N.B. Footnote)
- 5) Children of current staff members (see footnote)

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- 6) Non Catholic children who attend associated Catholic primary schools (see Footnote)
- 7) Non Catholic children of other Christian denominations that have been baptised
- 8) Children of other faiths whose membership is evidenced by a religious leader.
In this usage, “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 7 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.

9) Other Non-Catholic children

If there are more children in any of the individual categories than there are places remaining, then those pupils who live nearest to the school by a straight line (radial) measure will have priority. The distance is measured using a geographical information system and the measurement is taken from the centre point of the property to the centre point of the school. In the event of a tied distance measurement between address points the Local Authority’s system of a random draw will determine which address(es) receive the offer(s).

Waiting List

In the event of oversubscription a waiting list will be compiled that will give priority to children in accordance with the Governors’ order of priority for admissions and will not give priority to children based on the date their application was received or name was added to the list. The waiting list will be maintained by the admissions authority until 31st December in the academic year of admission.

Non Routine or ‘In Year’ Admissions

It sometimes happens that a pupil needs to change school other than at the ‘normal’ time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school should arrange to visit the school.

All parents requesting a school place, either because they are new to Lancashire or because they are wishing to transfer schools within Lancashire, will be required to complete a school admissions form. The in-year admissions procedures, application form and oversubscription criteria form are available on the school website or on request from school.

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The school follows the LCC late applications procedures, this means that all late applications will be ranked after on time applications.

Appeals

Information regarding appeals can be found on our website:

<https://www.olcc.lancs.sch.uk/page/?title=Appeal+for+a+place+at+OLCC&pid=122>

Footnote

- Siblings include half brothers and sisters and children who are fostered or adopted and step brothers and sisters residing at the same address for the majority of the time. Where there are twins 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. If places for twins or all triplets, etc. cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group. If only a single place can be offered for twins, the Local Authority's system for a random draw will decide which pupil receives an offer.
- Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:
 - where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
 - the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.
- Where a child lives with parents with shared responsibility, the home address will be considered to be where the child wakes up for the majority of Monday to Friday mornings. This will be checked by requesting details from all adults with shared parental responsibilities. If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address used.
- In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of over-subscription criteria set out above and **not** in the order in which applications are received or added to the list. The waiting list will end on 31st December.
- Applications received after the closing date will only be considered after other applicants.

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Associated Catholic Primary Schools

Saint Mary's Primary, Morecambe
Saint Joseph's Primary, Lancaster
Cathedral Primary, Lancaster
Saint Patrick's Primary, Heysham
Saint Bernadette's Primary, Lancaster
Our Lady of Lourdes Primary, Carnforth
St Mary and St Michael Primary, Garstang

Our Lady's Catholic College Oversubscription Criteria Form

In the event of oversubscription we are required to collect further information to allocate places in line with our admissions policy criteria. Please complete the form below and return to your primary school to forward to Our Lady's or send directly to Katy Walker, Clerk to the Governors, at Our Lady's Catholic College as soon as possible.

There is an online version of this form available to complete and submit on the school website www.olcc.lancs.sch.uk

Full name of Pupil	
Date of Birth	
Address and postcode	
Telephone number	
Parent/Carer (s) with parental responsibility that pupil lives with	

Please tick yes or no and include the appropriate supporting documents where requested	Yes	No
Is your child a baptised Catholic? If yes please submit a copy of their baptismal certificate or a letter confirming baptism by a parish priest.		
Does your child presently attend an associated Catholic school? (please see page 3 of the admissions policy for the list)		
Is your child baptised in another Christian denomination? If yes please submit a copy of their baptismal certificate or a letter confirming baptism by a parish priest.		
Is your child a member of a religious community that does not fall within the definition of 'other Christian denominations'? If yes please submit evidence of this from a religious leader.		