



ST. MARY'S R.C. PRIMARY ADMISSION POLICY 2027-2028

St. Mary's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Lancashire Local Authority as a voluntary aided primary school. The school's governing body is the admission authority and is responsible for taking decisions on applicants for admission. For the school year commencing 2027/2028 the governing body's planned admission number is 40.

Admission to the school will be made by the Governing Body in accordance with the stated parental preferences it receives subject to the following criteria which will be used to form a priority order if there are more applications for admission than the school has places available.

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 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. St Mary's Roman Catholic Primary,

Oswaldtwistle 2027 admissions <https://st-marys-roman-catholic-primary-school.secure-primarysite.net/admissions/>

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.

School Criteria:

1. Looked after children and previously looked after children.
2. Baptised Roman Catholic children resident in the Parish of St Mary's who will have a sibling attending the school at the time of admission.
3. Baptised Roman Catholic children resident in the parish of St. Mary's.
4. Other baptised Roman Catholic children who have a sibling attending the school at the time of admission.
5. Other baptised Roman Catholic children
6. Other children with brother or sister attending the school at the time of admission.
7. Children eligible for pupil premium or service premium children.
8. Other children.

NOTES

a) 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.

b) The governing body is the admissions authority. The admissions committee is comprised of the following governors: chair of governors, parish priest, headteacher, parent governor and independent clerk.

c) Parents should apply online at www.lancashire.gov.uk/schools. All details relating to looked after children, siblings, pupil premium and service premium children should be entered within this application, and details send to school by email to bursar@st-marys-owaldtwistle.lancs.sch.uk

d) Each Roman Catholic applicant will be required to produce a baptismal certificate. A Supplementary Faith Request Form is attached and should be returned to the school at the same time as submitting an application for admission.

e) Parents will be informed of the governors' decision by Lancashire LA on 16th April, 2027 An offer of a place does not guarantee a place for brothers and sisters in subsequent years.

f) For the purposes of this policy, the parish of St Mary's is shown on the attached map and will be applied to the admission arrangements for 2027/2028. Parents should check carefully whether they are resident within the parish boundaries of St. Mary's by checking the boundary in the attached map at street level using a tool such as Google Maps Street View: google.com/maps/

g) All applicant's resident in the parish of St. Mary's will be required to provide proof of address, by supplying an original, up-to-date, utility bill or Child Benefit Statement.

h) It is the duty of 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

i) 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).

- j) Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. 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.
- k) The term 'brothers and sisters' will be taken to include step brothers and sisters, foster children, adopted children and children of partners living in the same household. The governing body reserves the right to give special consideration to twins or triplets etc to prevent breaking the sibling link. However, the governing body must comply with maximum class size of 30 children.
- l) If the school is oversubscribed, a waiting list will be maintained. This will be ordered according to the admission over-subscription criteria. Waiting List will give priority to children in accordance with the school's criteria. Waiting lists will be maintained for the full autumn term in the academic year of admission, up to 31 December, and will be maintained in accordance with the admission criteria.
- m) Late applications will be considered in accordance with the published admissions criteria. If the school is oversubscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a school place subsequently arises.
- n) Parents are asked to read and confirm receipt of the Governors' published admission policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.
- o) 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 2 working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the appeals panel is binding on all parties.
- p) 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

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. This may also apply to siblings who are in the same year group.

q) Admission of Children Outside their Normal Age Group

A request may be made for a child to be admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Any such request should be made in writing to the Head Teacher at the school address 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.

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SUPPLEMENTARY FAITH REQUEST FORM

School Name: *ST. MARY'S R.C. PRIMARY, OSWALDTWISTLE.*

Local Authority: Lancashire County Council

Name of Applicant: _____

Address of Applicant: _____

Parish Community in which you live/worship: _____

Please confirm that the applicant is a baptised Catholic:

Yes

No

The Baptismal Certificate must be presented to the school.

Signed (parent/Guardian): _____

Date:

St Mary, Oswaldtwistle

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