

Admission Policy 2027/2028 - Determined

St Mary's and St Benedict's is a Roman Catholic Primary School in the Diocese of Salford and maintained by the Lancashire Local Authority as a Voluntary Aided School. The School's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. For the school year commencing September 2027 the Governing Body's planned admission number is 30.

Admission to the school will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of admissions criteria forming a priority order where there are more applications for admissions than the school has places available.

Pupils with an Education, Health and Care Plan

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 note e and f)
2. Catholic children who have a sibling in the school at the time of admission.
3. Catholic children resident in the parish of St Mary's Brownedge.(see Parish Map pg.4)
4. Other Catholic Children
5. Other looked after and previously looked after children (see note e)
6. Non Roman Catholic children who have a sibling in the school at the time of admission.
7. Other children.

Application Procedures and Timetable

a) Applications for a place in Reception class for September 2027 must be made on the Common Application Form (CAF) issued online Tuesday 1st September 2026 (www.lancashire.gov.uk/schools) by Lancashire Local Authority, by the closing date of 15th January 2027. Booklets containing the CAF can be requested if needed, and must be returned to Area Education Office (South), Pupil Access Team, PO Box 100, County Hall, Preston PR1 0LD by the closing date of Friday 15th January 2027. Parents who wish to seek priority under any criterion that requires additional evidence should also complete the Supplementary Information Form (SIF) and return it to the school.

b) In the Autumn Term all parents who have expressed an interest in a school place will be contacted giving details of the Local Authority admissions arrangements.

- c) Parents must complete a Common Application Form and express three preferences for primary school admission. All applicants will be considered by the Governors at the same time in a fair way according to the published criteria.
- d) All applicants will be considered at the same time and after the closing date for admissions which is Friday 15th January 2027. Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others. Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.
- e) A looked after child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of The Children Act 1989. 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
- f) For a child to be considered Catholic evidence of a Roman Catholic Baptism will be required at the time of application on the Supplementary Information Form on page 5 (SIF). If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child may not be placed in criteria 1 to 4, and this may affect your child's chance of being offered a place.
- g) It is the duty of Governors to comply with regulations on class size limits at Key Stage One.
- h) 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).
- i) All applicants resident in the parish of St Mary's Browndedge may be required to provide proof of address, by supplying an original, up-to-date utility bill or Child Benefit Statement. See Map for parish Boundaries on page 4..
- j) Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.
- k) Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, foster brother or sister, step brother or sister, or the child of the parent/carer's partner where the children for whom the school place is sought is living in the same family unit at the same address as that sibling.
- l) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than 31st December 2027.
- m) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least 20 school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- n) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.
- o) The Governing Body is the Admissions Authority. All applications will be looked at by the school's Admissions Committee.
- p) Admission arrangements to the Reception class are separate to those for the Pre-school. Attendance at the Pre-school does not give a child any guarantee or priority when it comes to consideration by the Governors of applicants for the admission to the Reception class.

q) Parents will be informed of the Governors' decision by Lancashire Local Authority by mid-April in the year that the child is due to start school. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.

r) Multiple Births – Governing Bodies in Primary/Infant Schools may exceed Key Stage One Regulations for twins and children from multiple births where one of the children is the 30th child admitted and the other(s) are beyond that limit.

Late Applications

Late applications will be administered in accordance with the Local Authority Admissions Scheme. You are encouraged to ensure that your application is received on time.

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.

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.

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.

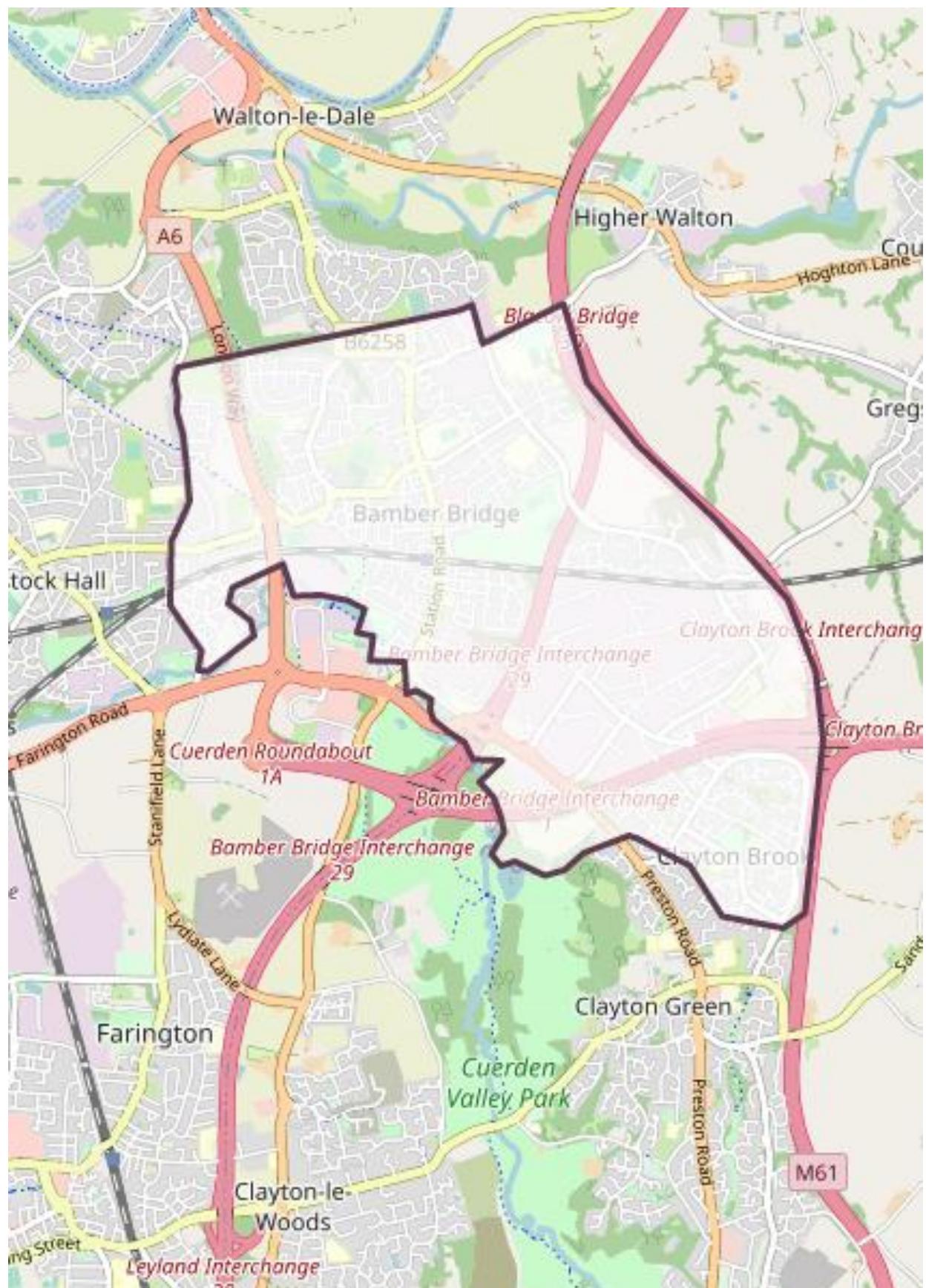
Admission of children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

The Admissions Committee will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the head teacher of the school. When informing a parent of their decision on the year group the child should be admitted to, the Admissions Committee will set out clearly the reasons for their decision.

Where the Admissions Committee agree to a parents' request for their child to be admitted out of their normal age group and as a consequence of that decision, the child will be admitted to a relevant age group (ie the age group to which pupils are normally admitted to the school) the local authority and the Admissions Committee process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application oversubscription criteria where applicable. They will not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

MAP OF ST MARY'S PARISH BOUNDARIES



SUPPLEMENTARY FAITH REQUEST FORM 2027/2028

St Mary's & St Benedict's RC Primary School
(07/014)

Name of Applicant:.....

Address of Applicant:.....

Parish Community in which you live/worship:.....

Please confirm that the applicant is a baptised Catholic

Yes

No

Parish in which the applicant was baptised:.....

The Baptismal Certificate must be presented to the school

Signed (Parent / Carer):.....

Date: