



Admission Arrangements

Academic Year 2027 - 2028

Author of Policy	Paul Dugdale
Policy Approved By	Governing Body
Date	
Determined Date	

Ss John Fisher & Thomas More RC High School

Gibfield Road, Colne BB8 8JT

Telephone: 01282 865299

Headteacher: Mr P Dugdale BSc (Hons) NPQH

Saints John Fisher & Thomas More RC High School

Determined Admission Criteria 2027 - 2028

Making an Application

Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure, or on-line, via Lancashire County Council's online admission system which can be accessed via www.lancashire.gov.uk then search the A-Z to locate 'School Admissions'. Once on the site, parents/guardians can then access the admissions information. In the event you encounter any difficulties in applying online, please contact your Primary School in the first instance.

Supplementary Information/Faith Form

To assist the Governors in the allocation process, parents/carers wishing to be considered under a faith-based criterion need to complete a **Supplementary Information Form** at the time of application. Copies are available on the Lancashire County Council admissions website, the school's website or by contacting the school direct. **Completed forms should be returned directly to the school and NOT to Lancashire County Council on or before Saturday 31 October 2026.**

Ss John Fisher & Thomas More Roman Catholic High School serves the contributory parishes and associated primary schools as listed in the addendum below and aims to provide a place for every Catholic child from these areas who seeks a Catholic education.

The standard admission number will be 180. Admission will be in accordance with the following criteria in order of priority. As required by law all children with an Education Healthcare Plan, naming the school will be admitted before the application of the oversubscription criteria.

If the number of applications received exceeds the places available, the oversubscription criteria will be applied in the following order:

1. Catholic children who are looked after; or who were previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order; or 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
2. Baptised Roman Catholic pupils
 - a. living in contributory parishes and attend an associated Roman Catholic Primary School
 - b. living in contributory parishes
 - c. attending an associated Roman Catholic Primary School
 - d. who have a sibling at the school
 - e. in a Roman Catholic Primary School
 - f. Not in any of the 5 sub-categories above
3. Other children who are looked after; or who were previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order; or 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
4. The children of staff of Ss John Fisher & Thomas More RCHS – who have been permanently employed at the school for two or more years at the time of application is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
5. Children associated to a Church which is in full membership of Churches Together in England or the Evangelical Alliance
 - a. Who have a parent/guardian who worships in a Church which is in full membership of Churches Together in England or the Evangelical Alliance (see note 1)
 - b. Who have been baptised in a Church which is in full membership of Churches Together in England or the Evangelical Alliance
6. Siblings of children in years 8-11 on the date of admission to Ss John Fisher & Thomas More RCHS (see note 2)

7. Other children in associated Primary Schools
8. Children who have proven exceptional medical or social needs where admission to the school might best help satisfy those exceptional needs (see note 3).
9. Other children.

Tie break

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 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).

NOTES

1. This must be confirmed by the signature of an official of the church or a place of worship through the completion of the 'supplementary application form' which confirms evidence of church attendance within the last two years at the time the application is made
2. Siblings include full, step, half, foster, adopted brothers and sisters and children of parent or carer's partner. In all cases both children should be living in the same family unit at the same address
3. The Governors will take into account written medical/social reports and where appropriate will seek external specialist advice. 'A' 'supplementary application form' should be completed and returned to the Headteacher with an outline of the case

Closing Date for Applications

Please note the **closing date** for applications for 2027 admissions via Lancashire County Council's online admission system is **31 October 2026**.

Letters/emails informing parents/guardians of whether or not their child has been allocated a place will be sent out by the Local Authority. Statutory date is 1 March of the year of transfer or the next working day

Late applications for admission

Where there are extenuating circumstances for an application being received after the last date for applications (31st October 2026), and it is before the Governing Board 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.

Waiting list

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list by the school. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus, it is possible for a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

This waiting list will operate until 31st December 2027.

The school's in-year admissions will be administered by the Governing Board of the School.

In-Year / Non-routine 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 wishing their child to attend Ss John Fisher & Thomas More RCHS should contact the school and request an in-year application form or download the form from the school website under the section Admissions. A supplementary information form in support of an application can be completed by the parent(s) and submitted along with the application form, the SIF is also available on the school website.

Where a place cannot be secured, parents will be offered a legal right of appeal to an independent appeal panel. The school is responsible for the **administration** of the appeals process. Please note that you cannot re-appeal for a place at a school within the same academic year unless there has been relevant, significant and material change in family circumstances.

Address of pupil

The address used on the school's admission form must be the current one at the time of application, i.e. the family's main residence. If the address changes subsequently, the parents should notify the school. 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, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the Governing Board reserve the right to make enquiries of any relevant third parties, e.g. the child's GP, Council Tax Office, Electoral Registration Officer, utilities provider. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required

Appeals for routine admissions

Where the governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents/guardians should request an appeal form from the Clerk to the Governors at the school and return it within 20 school days of receiving the letter refusing a place.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

Appeals which are received after the deadline will be slotted into the schedule where this is possible. There is no guarantee that this will happen, and late appeals may be heard after the stipulated date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venues and the number of appeals for each school (which will vary year on year)

Please note that this right of appeal against the Governing Board's decision does not prevent you from making an application or an appeal in respect of any other school. However, parents do not have the right to a second appeal in respect of the same year group at this school unless, in exceptional circumstances, the school has considered a second application from the parents in the same academic year because of a significant and material change in the circumstances of the parents, child or school but the child was still refused admission.

Fraudulent applications

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

Twins/Triplets etc.

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, then the Local Authority's system for a random draw will decide which pupil receives an offer.

Admission of children outside of their normal age group

Parent(s)/carer(s) may seek a place for their child outside of the normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health.

In-year applications (i.e. children who are already of school age)

Parent(s)/carer(s) must submit their written request for admission out of the normal age group to the Governing Board. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Please note: This Governing Board will not honour a decision made by another admission authority on admission out of the normal age group. Parent(s)/carer(s), therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

The Governing Board will make a decision on the request before the Secondary national offer date if at all possible.

Making the decision

Parent(s)/carer(s) seeking admission of their child outside their normal age group must send their written request to the Governing Board. It is the responsibility of the parent(s)/carer(s) to provide the Governing Board with all relevant information relating to this request, including the parent(s)/carer(s) views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of the medical professional; whether the child may naturally have fallen into a lower age group if it were not for being born prematurely; and whether the child has previously been educated out of their normal age group.

The Governing Board is required to take into account the views of the Head Teacher on the application as well as the information from the parent(s)/carer(s). The Governing Board will make their decision on the basis of the circumstances of each individual case, and in the best interests of the child concerned.

The Governing Board will then inform the parent(s)/carer(s) of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parent(s)/carer(s) have a statutory right to appeal to an independent admission appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal does not apply if they are offered a place at the school but it is not in their preferred year group. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal school age group.

ADDENDUM

Contributory Parishes

St Joseph's (Barnoldswick)

St John Southworth (Nelson)

Parish of The Good Shepherd (Which covers the territory of the former parishes of Ss Peter & Paul, Barrowford; Sacred Heart, Colne; and Holy Saviour, Nelson)

Associated Catholic Primary Schools

Holy Saviour RC Primary, Nelson

St John Southworth RC Primary, Nelson

Holy Trinity RC Primary, Brierfield

Sacred Heart RC Primary, Colne

St Joseph's RC Primary, Barnoldswick

Ss JOHN FISHER & THOMAS MORE RC HIGH SCHOOL APPLICATION FOR ADMISSION 2027-28 - SUPPLEMENTARY FORM

In order for the Governors to have the fullest information when considering admissions, it is requested that this sheet is returned directly to the school by the closing date of the **31 October 2026**. It will be used in the allocation process, strictly in accordance with our Admission Policy.

Please note: This is a SUPPLEMENTARY Admissions form, and you are still required to complete your Local Authority admission online.

Data Protection: The school is registered under the Data Protection Act 2018 and General Data Protection Regulations (GDPR) for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the Department of Education. Please see the Privacy Notice on the school website.

Section 1 - General Information		
Name of Child		
Date of Birth		
Address		
Parental Telephone		
Parental e-mail address		
Section 2 - Faith Application		
Has your child been baptised into the Roman Catholic Church?	Yes / No	
Has your child been baptised into a Church which is in full membership of Churches Together in England or the Evangelical Alliance?	Yes / No	
Please attach evidence of your child's baptism e.g. Baptism Certificate, or if a physical copy of this cannot be located, email dugdale.p@fishermore.lancs.sch.uk		
Name of Church where child was baptised and date		
Section 3 - Looked after children		
Is the child looked after/previously looked by the Local Authority	Yes / No	
Please state the Local Authority		
Section 4 - Sibling at school		
Do you already have a child attending Ss John Fisher and Thomas More RC High School? If yes, please complete below	Yes / No	
Name of sibling:	Year group:	
Name of sibling:	Year group:	
Section 5 – Primary school		
Name of current Primary School		
Section 6 - Other Christian Faith reference		
I/We worship in a church which is in full membership of Churches Together in England or the Evangelical Alliance & can provide a Christian Faith reference and/or evidence of church attendance within the last 2 years at the time the application is made.		
Official signature from church/place of worship		Date
Where there is a problem obtaining such signature, please contact Mr Dugdale to discuss further: dugdale.p@fishermore.lancs.sch.uk		

Parent Signed: _____ Parent Name: _____ Date: _____