

A stylized, high-contrast illustration of a man in a clerical collar and glasses, smiling and looking to the right. The background is a faded, light-colored image of a school building with a flagpole.

**Determined Admissions Policy for  
Catholic Secondary Academies in  
Romero Catholic Multi Academy  
Trust**

**For Admission in September 2027**

Two decorative dotted lines in a light purple color, curving across the bottom of the page.

<b>Policy Title</b>	Determined Admissions Policy for Catholic Secondary Academies in Romero Catholic Multi Academy Trust
<b>Policy Created</b>	October 2025
<b>Policy Version No.</b>	4
<b>Author / Owner</b>	Chief Executive Officer
<b>Approved By</b>	Trust Board
<b>Review Frequency</b>	Annually
<b>Next Review Date</b>	September 2026
<b>Last Updated</b>	17/10/2025
<b>Change Summary</b>	Brought onto new template

## CONTENTS

1.	ALL APPLICATIONS – HOW PLACES ARE ALLOCATED .....	3
2.	ADMISSION OF PUPILS OUTSIDE NORMAL AGE GROUP .....	4
3.	LATE APPLICATIONS .....	4
4.	IN YEAR APPLICATIONS – APPLICATIONS DURING THE ACADEMY YEAR .....	4
5.	APPEALS .....	5
6.	FAIR ACCESS PROTOCOLS .....	5
7.	APPLICATIONS FOR TWINS AND MULTIPLE BIRTH PUPILS .....	5
8.	FRAUDULENT INFORMATION .....	5
9.	OVERSUBSCRIPTION CRITERIA .....	5
10.	Home Address .....	6
11.	Waiting Lists .....	6
12.	Distance Measurement .....	6
13.	Tie-Breaker .....	7
14.	Notes (these form part of the oversubscription criteria) .....	7

Academy	Published Admission Number	Feeder Primary Schools	Local Authority
<b>Blessed Trinity RC College</b>	250	Christ the King, Burnley	Lancashire
		St Augustine of Canterbury, Burnley	
		St John the Baptist, Burnley	
		St John the Baptist, Padiham	
		St Mary's, Burnley	
		St Mary Magdalene, Burnley	
		St Joseph's, Todmorden	Calderdale

This policy will apply to all admissions into Year 7 for the academic year 2027-28.

The Catholic Academies listed above are under the Trusteeship of the Diocese of Salford. They are founded by and are part of the Catholic Church and seek at all times to be a witness to Jesus Christ. Religious education and worship are in accordance with the teachings and doctrines of the Catholic Church. This does not affect the right of parents or carers who are not of the faith of these Academies to apply for and to be considered for places, applications are welcome from all parents and carers, regardless of faith or background, who would like their children to be educated in a Christian environment. However, we ask all parents or carers applying for a place to respect this ethos and its importance to the Academy community.

Romero Catholic Multi Academy Trust is the admission authority for all the Academies in the Trust and is responsible for determining the admissions policy. On behalf of the Trust the admissions process is coordinated by the relevant Local Authority.

All decisions relating to admission applications will be taken by the local governing body of the Academy applied for.

Application Procedure and Timetable Applications must be made on the Common Application Form provided by your home Local Authority. Applications must be made to your home Local Authority by the national closing date of 31<sup>st</sup> October 2026.

In addition, all applicants wishing to apply for a place under a faith criterion should provide evidence of Catholic baptism or full communion with the Catholic Church. A supplementary form (attached to this policy) should be completed and returned to the school, together with the required evidence by the national closing date of 31<sup>st</sup> October 2026 to each Catholic Academy for which a preference has been specified.

If you do not provide the additional required evidence for ranking in the faith criteria and return it by the closing date your child will be ranked in a lower admissions category and this may affect your child's chances of being offered a place.

## 1. ALL APPLICATIONS – HOW PLACES ARE ALLOCATED

The Local Authority forward details of all applicants to the relevant Academy local governing body. Using the information provided, each Academy local governing body draws up a ranked list using the oversubscription criteria listed below. The Local Authority then allocates places on behalf of the Academy up to the admission number (250). When a place can be offered at more than one of the Academies or schools listed on your

application, the Local Authority will offer a place at the highest preferred Academy or school where a place is available.

## 2. ADMISSION OF PUPILS OUTSIDE NORMAL AGE GROUP

Parents may seek a place for their child outside of the normal age group for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. It is anticipated that children will be educated out of their normal age group in only a small number of very exceptional circumstances.

Should you wish to seek a place for your child outside of their normal age group you should still make an application for an Academy place for your child's normal age group and you should also submit a request for admission out of the normal age group at the same time, following the procedure set out by your home local authority.

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 Academy, the Academy local governing body will take into account the views of the parents and of appropriate medical and education professionals. A decision will then be made on which age group the child should be admitted taking into account the circumstances of each case and the best interests of the child.

Once that decision has been made the oversubscription criteria will be applied to determine if a place can be offered at the Academy.

Your statutory right to appeal against the refusal of a place at an Academy for which you have applied is unaffected. However, the right to appeal does not apply if you are offered a place at the Academy but it is not in your preferred age group.

The Academy is not required to honour a decision made by another admission authority on admission out of the normal age group.

Dependent on place of residence parents/carers should consult their relevant home Local Authority website for full details of the admissions process, including information on the admissions cycle.

## 3. LATE APPLICATIONS

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

## 4. IN YEAR APPLICATIONS – APPLICATIONS DURING THE ACADEMY YEAR

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.

The school/academy is responsible for the administration of the appeals process. The appeal form is available from the school website ([www.btrcc.lancs.sch.uk](http://www.btrcc.lancs.sch.uk)).

If your application is refused, parents have a statutory right to appeal (see 'Appeals' below). The appeal should be lodged within 20 Academy days after the date of your refusal letter.

## 5. APPEALS

Parents/carers have a statutory right to appeal if a child is not offered a place. This should be done by writing to the Academy setting out your grounds for appeal no later than twenty Academy days after the decision letter has been received. The appeal will be arranged on behalf of the Academy's local governing body by the appointed organisation and will be heard by an independent panel. The decision of the panel will be binding on the Academy.

## 6. FAIR ACCESS PROTOCOLS

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children especially the most vulnerable, are offered a place at a suitable Academy as quickly as possible. This includes admitting children above the published admissions number to Academies that are already full. The Academies listed in this policy participate in the Fair Access Protocol operated by the Local Authority within which they are located.

## 7. APPLICATIONS FOR TWINS AND MULTIPLE BIRTH PUPILS

In cases where there is one remaining place available and the next child on the Waiting List is one of a twin or of other multiple birth groups, then both twins (or all the siblings in case of multiple births) will be admitted even if this means that the Published Admission Number will be exceeded as long as the Academy local governing body decides that the education of pupils in that year group will not be detrimentally affected.

## 8. FRAUDULENT INFORMATION

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

## 9. OVERSUBSCRIPTION CRITERIA

Where an Academy has more applications than places available the Academy local governing body will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

Pupils with an Educational Health and Care Plan (EHCP) (see Note 1) which names the Academy will be admitted. This will reduce the number of places available.

Oversubscription Criteria Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order: (First priority in each category will be given to siblings (see note 4) that is, children who will have older brothers or sisters attending the academy in September 2026).

1. A baptised Catholic 'looked after child' or a baptised Catholic child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order, including those who appear to this 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 children who have a sibling in the school at the time of application and admission.

3. Baptised Catholic children from the Primary Schools listed on appendix 1.
4. Other baptised Catholic children.
5. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order, including those who appear to this admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
6. Non-Catholic children who have a sibling in the school at the time of application and admission.
7. Children with a parent or carer who has been employed at the school for a minimum of two years prior to the closing date for applications.
8. Non-Catholic children from the Primary Schools listed on appendix 1.
9. Children with a parent/carer who regularly worships in a church which is in full membership of Churches Together in England or the Evangelical Alliance. Confirmation in writing from an appropriate Minister of Religion is required as evidence.
10. Non-Catholic children attending any other Catholic school.
11. Any Other Pupils.

## 10. HOME ADDRESS

It is the parental address which will be used in applying the admission criteria. This means that, when stating your choice of school or academy, you should give the parental/guardian address at the time of application. Where a child is part of shared parenting arrangements, the address where they spend the majority of their time at the time of application, will be used.

The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

## 11. WAITING LISTS

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until 31 December of the relevant year.

In the event of oversubscription within any criterion allocation of places will be decided on distance measurements supplied by the Local Authority. (See below)

## 12. DISTANCE MEASUREMENT

The distance criterion will be used as the tie breaker if there is oversubscription within any of the admission criteria; it is a straight line (radial) measure.

If Governors are unable to distinguish between applicants using the published criteria (eg. Siblings, those living the same distance from home to school, or families residing in the same block of flats) places will be offered via a random draw.

The distance measure is a straight-line measurement (radial) between the applicant's home address points and the address point of the school (co-ordinates provided by Ordnance Survey data).

### 13. TIE-BREAKER

In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers (e.g. children who live at the same address or have the same distance measurement). In this exceptional situation, places will be offered via a random draw.

### 14. NOTES (THESE FORM PART OF THE OVERSUBSCRIPTION CRITERIA)

1. An Education, Health and Care Plan (EHCP), 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 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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to an Academy.
3. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.
4. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
5. 'Catholic' means a member of a Church in full communion with the See of Rome. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into full communion with the Catholic Church signed by a Catholic Priest and stamped with the parish stamp. For the purposes of this policy, it includes a Looked after Child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (i.e. a Looked after Child in the process of adoption by a Catholic family).

For a child to be ranked as Catholic within the oversubscription criteria 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.

6. Definition of Sibling: Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school

place is sought is living in the same family unit at the same address as that sibling and is in attendance at the same school on the date of admission.

7. Churches Together in England see:

[http://www.cte.org.uk/Groups/234772/Home/Contacts/Member\\_Churches\\_list/Memb](http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Memb) Applicants seeking admission under criteria 5 will be required to produce a baptismal certificate or a letter confirming their baptism.



# SUPPLEMENTARY ADMISSION 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 stipulated by Lancashire County Council (31<sup>st</sup> 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.

<b>Name of School Applying for:</b>	
<b>General Information</b>	
Name of Child	
Date of Birth	
Address	
Telephone	
E-mail address	
<b>Faith Application</b>	
Has your child been baptised into the Roman Catholic Church?	Yes / No
<b>Please attach evidence of your child's Catholicism e.g. Baptism Certificate</b>	
Name of Church where child was baptised and date	
Children with a parent/carer who regularly worships in a church which is full membership of Churches Together in England or the Evangelical Alliance. (If not Catholic)	Yes / No
<b>Please attach evidence confirmation in writing from an appropriate Minister or Religion</b>	
<b>Looked after children</b>	
Is the child looked after/previously looked by the Local Authority	Yes / No
Please state the Local Authority	
<b>Sibling at school</b>	
Do you already have a child attending the academy? If yes, please complete below	Yes / No
Name of sibling:	Year group:
Name of sibling:	Year group:
<b>Parent is an employee of the academy</b>	
Is a parent of the child currently employed at the academy? If yes, please complete below	Yes / No
Name of staff member:	
Date employment began:	