St. Hubert's Roman Catholic
Primary School
Hallfield Road, Great Harwood, Blackburn
Tel: 01254 885778

Headteacher: Mrs Livesey

A Policy for Admissions 2028-2029



St Hubert's RC Primary School (11040)
Admission Policy
PROPOSED POLICY 2028-2029

This procedure applies to admissions to St Hubert's Primary School, which is a Roman Catholic Voluntary Aided School, provided by the Diocese of Salford and is maintained by the Local Authority.
The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions.

The number of places available for admission to the school in 2028/29 shall be 25.

If your child is due to start school during the next academic year, it is important that you apply for a place in 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.

Applications for a place in September 2028 must be made on a Common Application Form (CAF) issued by Lancashire County Council either via the on-line system or on the paper form which should be returned to:

The East Area Pupil Access Team
Lancashire County Council
PO Box 100
County Hall
PRESTON
PR1 0LD
by the closing date, **15th January 2028.**

Parents, who wish their application to this Catholic school to be considered against the priority faith criteria, should also complete the school's Supplementary Information Form. If the school is oversubscribed, failure to complete the Supplementary Information Form 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 application on the basis of the applicant's baptism.

In order to be considered against the higher priority criteria, the applicant's baptism must have taken place by the closing date, published by the Local Authority, as the deadline for applications for admission.

The admission of pupils with a **Statement of Educational Needs or an Education, Health and Care Plan** is dealt with by a completely separate procedure. Children with a Statement of Special Educational Need or 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.

If there are more applications than places, offers will be made in order according to the oversubscription criteria listed below.

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. This includes those children legally adopted from overseas.

2. Baptised Roman Catholic children living in Our Lady and St Hubert's catchment area - see Appendix A.

3. Baptised Roman Catholic siblings of children at the school who will still be on the school roll at the time of admission.

4. Other baptised Roman Catholic children.

5. Looked after children or a child who was 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.

6. Children with proven and exceptional medical and social needs where admission to the school might best help satisfy those needs, provided that appropriate evidence from a doctor or social worker is submitted with the application.

7. Other children who will have a brother or sister attending school at the time of admission.

8. Other children.

If, within any category, there are more applicants than places available, priority will be given on the basis of proximity to the school, measured in a straight line (radial) from the centre of the home to the centre of the school.

Notes:

a. Looked After Children- Looked after children or a child who was 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.

b. All applicants will be considered at the same time and after the closing date published by the Local Authority as the deadline for applications for admission.

c. Each Roman Catholic applicant will be required to produce a baptismal certificate. Baptism must have taken place by the closing date published by the Local Authority as the deadline for applications for admission.

d. Parents should check carefully whether they are resident within the catchment area of St Hubert's. A map illustrating the boundary is attached.

e. Parents should check carefully whether they are resident within the parish boundary of St. Hubert's with St. Wulstan's. A map illustrating the boundary for both schools is attached.

f. It is the duty of governors to comply with the class size limits at Key Stage 1. This means that the school cannot operate classes in Key Stage 1 of more than 30 children. However, where there are twins or triplets and there is only a single place left within the admission number, the governing body will exercise as much flexibility as possible, within the requirements of infant class sizes. In exceptional cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits.

g. The Governing Body reserves the right to admit children with proven and exceptional medical and social needs (associated with the child and / or family) where admission into the school might best help satisfy those exceptional needs, providing that such application is submitted with appropriate evidence from a doctor, social worker or qualified professional indicating why this school is most suitable.

h. The waiting list will be transferred to the school on 1st September and will be maintained until 31st December. Should a vacancy occur, the place would be offered to the child in accordance with the school's published oversubscription criteria and not on any other basis.

i. The term 'brothers and sisters' will be taken to include, half brothers and sisters, stepbrothers and sisters, foster children and children of partners living in the same household. The governing body must comply with the maximum infant class size of 30 children.

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, 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. In the event of a tie break, this will be decided by a random draw.

l. Late applications will be considered by the Governing Body's Admissions Committee who will then liaise with the Local Authority. The Local Authority will be responsible for issuing offers to parents up to the start of the Autumn Term. After the start of the Autumn term, the Governing Body's Admissions Committee will make the decisions and issue letters accordingly.

m. Where the Governing Body discovers that a child has been awarded a place as a result of an intentionally misleading application from a parent (for example, a false claim that the child has been baptised as a Roman Catholic) 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 then be considered afresh and a right of appeal offered if a place is refused.

n. If the Governing Body has turned down an application for admission, parents can appeal to an independent Appeals Panel. This appeal should be sent in writing to the Clerk to the Governors of the school within 20 days of notification of refusal. The date of notification will be 2 working dates after posting by first class post. The parents must give their reasons to appealing in writing and the decision of the Appeals panel is binding on all parties.

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 [1] 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. Admission Authorities must make clear in their admission arrangements the process for requesting admission out of the normal age group.
[1] The term Summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth (or on their fifth birthday if it falls on 31 August). It is likely that most requests for Summer born children admitted out of their normal age group will come from parents of children born in the later Summer months or those born prematurely.

Admission authorities must 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 must also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision.

Where an admission authority agrees 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 (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority must 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 must 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. Appeals must be completed online and submitted **by clicking on the link** https://www.lancashire.gov.uk/schools-and-education/school-admissions/school-appeals/appeal-for-a-school-place/ and completing the online appeals form. Guidance on the appeals process can be found by clicking on the link.
This right does not apply if they are offered a place at the school but it is not in their preferred age group. Appeals should be addressed to:

Clerk to the Governors
St Hubert's R.C. Primary School

Governor Services
Learning and Skills Service
c/o 44 Union Street Accrington
BB5 1PL

Parents who are considering sending their child to the school may visit the school at any time by prior appointment with the Head teacher. The most convenient time would be after the afternoon session, though arrangements can be made to visit whilst the school is in operation at a mutually convenient time.

Non-routine admissions

It sometimes happens that a child needs to change school other than at the 'normal' time; such admissions are known as non-routine or 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.

Parents wishing their child to attend St Hubert's RC School should arrange to visit the school.

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.

DIOCESE OF SALFORD
SUPPLEMENTARY FAITH REQUEST FORM
School Name: ST HUBERT'S R.C. PRIMARY SCHOOL
Local Authority: LANCASHIRE 11/040

Name of Applicant:	
Address of Applicant	
Parish Community in which you live/worship	
Please confirm that the applicant is a baptised Catholic	Yes / No
Date and Church in which the child was baptised Catholic	
The baptismal certificate must be presented to the school office	

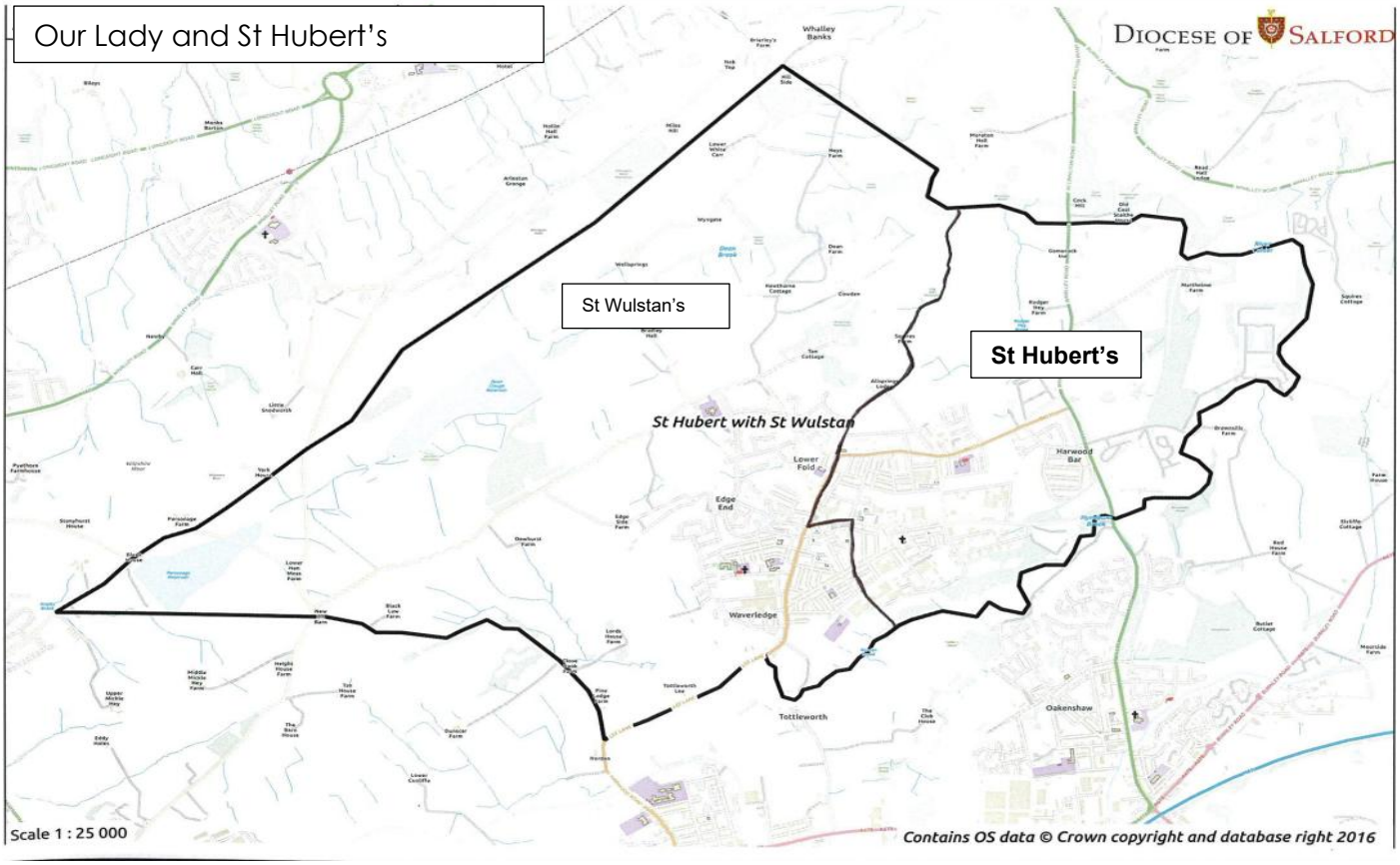
Signed (Parent/Carer) _____ Date _____

For school use only

Date SFF received _____

Verification of baptism _____ Year Group _____

Appendix A Our Lady and St Hubert's Catchment Area (Criteria 3)



Catchment area of St Hubert's RC Primary School -

Within the parish of Our Lady and St Hubert's and St Wulstan's

From the Hyndburn District boundary bend on Shawcliffe Lane near Hill Side, then by a beeline to and SE along River Calder crossing A680 Whalley Road, to its confluence with Hyndburn Brook, and SW along the that brook to the point opposite Railway Terrace. Then N to along Clayton Street, W along Queen Street, N along Church Street and Church Lane to Squires Farm and by a beeline N to the Hyndburn District boundary bend on Shawcliffe Lane near Hill Side.