



# St. Mary's Roman Catholic Primary School

## Admissions Policy

### 2024-2025 Determined

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 September 2024 the governing body's planned admission number is **30**.

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.

*'The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Governing Body as part of the Catholic church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for, and be considered for, a place here.'*

#### **Application Process**

You are encouraged to apply online ([www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)) for a place in Reception for September 2024, otherwise applications can be made on the Common Application Form, in the Primary School Admission booklet, issues by Lancashire local authority and returned to the Pupil Access Team, Area Education Office (East), 44 Union Street, Accrington BB5 1PL by 15<sup>th</sup> January 2024. Parents who wish to seek priority under any criterion that requires additional evidence should also complete the school's Supplementary Information Form (SIF) and return it to the school by 15<sup>th</sup> January 2024. A supplementary form is attached and further copies are available from the school. Each Roman Catholic applicant will also be required to produce a baptismal certificate with their application form.

#### **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 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.

Children with an exceptional social, medical or educational need which can only be best met, or only met at this school must be admitted. \* Where this takes place before the allocation of places, this will reduce the number of places available to other children.

The priorities on admission are as follows:

1. Baptised Catholic Looked After Children and Baptised Catholic previously Looked After Children.
2. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and resident in the parish of St. Mary of the Assumption, Burnley.
3. Baptised Roman Catholic children resident in the parish of St. Mary of the Assumption, Burnley.
4. Looked After Children and previously Looked After Children.
5. Other children with a brother or sister attending the school at the time of admission.
6. Other baptised Roman Catholic children who are resident in another parish.
7. Other children.

\*Exceptional needs of this kind will occur very rarely. It is strongly recommended that a written application is submitted in advance of the normal admissions timetable.

## **NOTES**

a) The governing body is the admissions authority. The admissions committee is comprised of the following governors: Chair of governors, parish priest and headteacher.

b) In the autumn term all parents who have expressed an interest in a school place will be sent a copy of the Local Authority 'Primary Admission Booklet'; which gives details of the LA co-ordinated admissions arrangements. These are available from Local Authority offices, public libraries and primary schools.

c) Definition of a 'Looked After Child' - 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.

d) Parents must complete a common application form and express three preferences for primary school admission. The closing date for all applicants will be in the Primary Admission Booklet. All applicants will be considered by the governors at the same time in a fair way according to the published criteria.

e) Parents will be informed of the governors' decision by Lancashire Local Authority. An offer of a place does not guarantee a place for brothers and sisters in subsequent years. The admission of a non Catholic child in a year when there are vacancies remaining after the demand from Catholics is met does not guarantee a place for a sibling in a year where the Catholic demand is greater.

f) Each Roman Catholic applicant will be required to produce a baptismal certificate.

g) Parents should check carefully whether they are resident within the parish boundary of St. Mary's, Burnley. A map of the parish boundary is available in school.

h) All applicants resident in the parish of St. Mary of the Assumption, Burnley will be required to provide proof of address, by supplying an original, up-to-date, utility bill or family credit book.

i) 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.

j) Special Needs

As required by law all children with a Statement of Special Educational Needs naming the school will be admitted before the application of the oversubscription criteria.

k) If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. 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 (with 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 addresses will receive the offers.

l) Where a child lives with parents with shared responsibility, each part of the week, the 'home' address will be determined as being where the child resides for the majority of the school week.

m) The term 'brothers and sisters' will be taken to include step brothers and sisters, foster children, adopted children and children of the parent/carers partner 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. The admission of a non Catholic child in a year when there are vacancies remaining after the demand from Catholics is met does not guarantee a place for a sibling in a year where the Catholic demand is greater.

n) If the school is oversubscribed, a waiting list will be maintained for the full autumn term in the academic year of admission. It will be ordered according to the admission oversubscription criteria.

o) Late applications will be considered in accordance with the published admissions criteria. If the school is over subscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises. Parents will be expected to provide a reason/s for the late application. If this is not exceptional the application will be dealt with after all others have been dealt with.

p) 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.

q) If an application for admission has been turned down by the governing body parents can appeal to an independent appeals panel. This appeal must 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.

r) 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.

#### s) Admission of children outside their normal age group and deferred entry to primary schools

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. The governing body will make the decision on the basis of the circumstances of each case and in the best interests of the child concerned. This includes taking account of parent's view; 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.

Parents of children with a fifth birthday between 1 September 2024 and 31 August 2025 may apply for a reception place for September 2024 and then defer their child's admission date. Most parents will want their child to start primary school in reception in September 2024 and to receive a full year's foundation education with their peer group.

Where parents wish to defer entry, this **must** be agreed with the school and the LA. Parents should indicate their intention to defer on their on-line or paper application form. (This will not affect the priority of the application within the appropriate published admission criteria.) Where parents decide that they wish to defer entry after the offer of a school place, they should initially contact the school.

Primary admission may be deferred by up to two school terms (although all children must start school on the first day of the school term following their fifth birthday). Where deferred arrangements are agreed, school places will be reserved.

**Parents cannot apply for and be offered a reception place and then defer a child's entry for a full school year.** If however the child has a fifth birthday in Summer Term 2025 (and could have started in reception in September 2024) and parents want him/her to start school in September 2025, they could opt to miss the reception year and have a school start date in Year 1. School places cannot be reserved in these circumstances and parents would have to apply for Year 1 places in primary schools during Summer Term 2025.

#### t) Part-time Provision

Usually, children at St. Mary's are admitted in the September following their 4th birthday - over a short settling in period. Once children are admitted they usually stay at school for the full school day. If a child is finding the transition from home to school traumatic in any way a personal induction programme will be worked out in consultation with the parents/carers, class teacher and head teacher. Parents may request that their child attends part time until they reach compulsory school age.



**St. Mary's RC Primary School**  
**Admission Request and Supplementary**  
**Information**  
**2024-2025**

Name of Child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Parish in which you live/worship: \_\_\_\_\_

Is your child a Baptised Roman Catholic? YES / NO

If Yes, where and when was your child baptised? \_\_\_\_\_

(Please note that a copy of the Baptismal Certificate will be required. Failure to do so may affect your child's admission).

Is your child a 'Child Looked After'? YES / NO  
(as defined by the Local Authority)

Is your child adopted/undergoing the Adoption process? YES / NO

SIGNATURE (Parent/Carer): \_\_\_\_\_ DATE: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Date/time/method of request received \_\_\_\_\_

Person Receiving \_\_\_\_\_

Confirmation of Baptism Received \_\_\_\_\_ Date: \_\_\_\_\_