

St Mary's Catholic Primary School



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**A
small school
with a
big heart**

Admissions Policy

2025/2026

**St Mary's Catholic Primary School
Claughton-on-Brock**

Determined Admissions Policy

2025/2026

The number of places available for admission to the Reception Class in the year 2025/26 will be a maximum of 7. This arrangement follows consultation between Governing Body, the Diocesan Trustees, the Local Authority and other admission authorities in the area. The Governors will not place any restrictions on admissions to the Reception Class unless they are advised that the number of children for whom admission is sought is likely to exceed this number. By law, no infant class may contain more than thirty children.

In the event that there are more applicants than places, after admitting pupils with a statement of special educational needs naming the school, the Governing Body will allocate places using the following criteria, which are listed in order of priority:

1. Catholic 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.
2. Baptised Catholic children who live in the Parish of St Thomas and have a brother or sister in the school at the time.
3. Baptised Catholic children who live in the Parish of St Thomas.
4. Baptised Catholic children who live outside the Parish of St Thomas with siblings in school.
5. Baptised Catholic children who live outside the Parish of St Thomas.
6. 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) who are not Catholic.
7. Other children with a sibling in school at the time of expected admission.
8. Special medical or social circumstances affecting the child where these needs can only be met at this school.
9. Other children.

Notes:

1. 'Brother or sister' includes step, half, foster and adopted siblings living at the same address.
2. Where there are more applicants for the available places within a category, the distance between an applicant's home and school is measured. Those living nearest to the school by a straight line (radial) measure, centre of the home to centre of school have priority. Distances are measured using (the Council's Geographic Information System), this will be used as the final determined factor, nearer addresses having priority over more distant ones. In the event of a tied distance measurement between address points the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

Admissions Information

Last year the school was able to admit 8 pupils whose parents applied.

Timetable

Applications for admission to the school should be made on the form enclosed with the LEA's brochure or online by the 15 January 2023. If there are more applications than there are places available, the Admissions Committee will meet to allocate places. Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority by the 17 April 2023. Parents of children not admitted will be informed of the reason and offered an alternative place by the Local Authority. It is not normally possible to change the order of your preferences for schools after the closing date.

The law requires that the Governing Body sets up an Admissions Committee to make all decisions about admissions.

Deferred Admission

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

Part Time Provision

Parents can request that their child attends part-time until the child reaches compulsory school age.

Late Applications

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.

Waiting Lists

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. The names on this waiting list will be in 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 that 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. This waiting list will operate for the full Autumn Term.

Address of Pupil

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. family allowance booklet, 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 Governors reserve the right to make enquires of any relevant third parties, e.g. the child's GP.

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 within the requirements on infant class size. If only one place can be offered then the parents will be advised to go to appeal for the other twin, though with the Infant Class Size legislation, it is unlikely that an appeal panel will overturn the decision of the Governing Body. 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.

Appeals

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 should notify the clerk to the Governors at the school within 14 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.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable governing would have made, or that your child would have been offered a place if the Governors' admissions arrangements had been properly implemented.

Please note that this right of appeal against the Governors' decision does not prevent you from making an appeal in respect of any other school.

In-Year Admissions

In-year admissions is the process of applying for a school place during the school year. Any application for 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 the Lancashire County Council website.



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**ADMISSION TO ST MARY'S CATHOLIC PRIMARY SCHOOL, CLAUGHTON-ON-BROCK
SEPTEMBER 2025
SUPPLEMENTARY INFORMATION FORM**

If you are applying a place for your child at St Mary's Catholic Primary School on faith grounds please complete this form **in addition** to applying at www.lancashire.gov.uk. This supplementary information form will assist the Governors of the school in deciding whether your child qualifies for a place. Failure to complete the form may affect where your child is placed within the oversubscription criteria. **This form should be completed by the parent/guardian** and signed by a Priest or a Minister of Religion.

Name of applicant:

Address of applicant:

Parish/area of faith community in which you live:

Name of Parish/area of faith community in which you regularly worship, fulfilling the requirement of the Church:

Name(s) of any sibling(s) who will be attending St Mary's Catholic Primary School at the applicant's planned admission in September 2025:

Names: _____ Date of Birth _____

_____ Date of Birth _____

_____ Date of Birth _____

If a **Roman Catholic**, I confirm that the applicant is a baptised Catholic and enclose proof of baptism (Baptismal Certificate) obtained from the Parish where the applicant was baptised.

Yes No

Please ask the Parish Priest of Parish where you live or worship to confirm this information below.

I confirm that, to the best of my knowledge, the above information is correct.

Signed _____ Printed name _____

Parish of _____ Date _____

Please return this form to:

St Mary's Catholic Primary School by 15 January 2025