

St. Mary's Catholic Primary School – Lea Town



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ADMISSIONS POLICY AND ARRANGEMENTS FOR ADMISSION FOR SEPTEMBER 2025 TO AUGUST 2026

St Mary's is a Catholic Primary School situated in the Diocese of Lancaster and maintained by the Lancashire Local Authority.

The Governors welcome applications from Catholic and non-Catholic parents who would like their children educated within the aims and ethos of St. Mary's Catholic School.

St. Mary's is a Catholic Primary School in which the Catholic faith and the teachings of the Catholic Church are important aspects of school life and influence the school curriculum.

The Governing Body is responsible for admissions within the requirements of the law. In doing so, the Governing Body has regard for:

- a. The Advice of the Diocesan Trustees on the nature and purpose of Catholic Schools.
- b. The Governing Body's responsibility towards the school and the Catholic community it serves.
- c. The Catholic character of the school and its Mission Statement.

It is the duty of the 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. No more than 30 children will be admitted to any one reception or infant class.

The Governing Body has set the planned admissions number for September 2025 at 15. The Local Authority and other parties required by law have been consulted on this.

ARRANGEMENTS FOR ADMISSION

1. Applications for a place at the school should be made on the Local Authority form or online at www.lancashire.gov.uk/e-admissions and returned to the Local Authority no later than 15th January 2025.
2. Parents must complete the common application form available from the Local Authority. Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the Supplementary Information Form. If the school is oversubscribed, failure to complete the supplementary 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.

The supplementary information form should **be returned to the school** by the 15th January 2025.

3. Each baptised Catholic applicant will be required to produce a baptismal certificate or other evidence of baptism before the closing date for applications.
4. The Admissions Committee of the Governing Body will consider all applications at the same time after the given closing date.
5. Parents/Carers will be informed of the outcome of their application in writing by the Local Authority by 16th April 2025.
6. A waiting list for children who have not been offered a place will be kept for the Autumn term in the academic year of admission and will be ranked according to the admissions criteria and not by the date that their application was received or their name was added to the list. Parents/carers are invited to contact the school if they wish to be informed of the child's position on the waiting list.
7. As required by law all children with a Statement of Special Educational Needs or EHC plan naming the school will be admitted before the application of the admission/oversubscription criteria.

ADMISSION/OVERSUBSCRIPTION CRITERIA

The Governors will admit up to 15 children in September 2025. If the number of applications for admission exceeds the places available, children will be admitted in the order of priority set out below.

1. Baptised 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. Mary's, Lea Town, St. Andrew & Blessed George Haydock, Cottam and St. Robert's Catforth with a sibling in the school at the time of expected admission.
3. Baptised Catholic children resident in the parishes of St. Mary's, Lea Town, St. Andrew & Blessed George Haydock, Cottam and St. Robert's, Catforth.
4. Other baptised Catholic children with a sibling in school at the time of admission.

5. Other baptised Catholic children.
6. Other 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.
7. Other children with a sibling in the school at the time of expected admission.
8. Children with social or medical needs where the application is accompanied by a declaration from an appropriate medical professional naming the school.
9. Other children.

In the event of oversubscription in any of the above criteria places will be allocated according to the following tie breaker criteria which are listed in priority order:

Applicants living nearest to the school. The distance between an applicant's home and school is measured as a straight line from the centre of the home address to the centre of the school. Distances are measured using the Council's Geographic Information System.

EXPLANATORY NOTES

All applicants will be considered at the same time and after the closing date for admissions which is 15th January 2025

Looked After Children

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 (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

Baptised Catholic

For a child to be considered as a Catholic, evidence of a Catholic Baptism will be required.

Class Size Regulations

It is the duty of governors to comply with regulations on class size limits at Key Stage One.

Sibling

Sibling refers to full brothers or sisters, half brothers or sisters, adopted brother or sister, or the child of the parent/guardian's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling. Stepchildren or foster children who live at the same address are also classed as siblings.

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. In some cases, for example, where shared parental living arrangements are in place, a child's address may be difficult to determine. In these circumstances, the address used for child benefit purposes, ie, the address of the parent claiming the child benefit, will be used.

If you are moving house and applying for the school and it is not oversubscribed, using your new address may not be a problem. In the event of over subscription it may be possible to consider your application on the basis of an address you are intending to move to. You must be resident at a specific address and not just a stated intention to move to an area. You must provide evidence that you have exchanged contracts on a house or have an offer of a tenancy on a property in which you intend to live and which will be in place when your child would start at the school. This evidence must be submitted as soon as possible as soon as possible and no later than the deadline stipulated. Further evidence, eg utility bills, will also need to be submitted.

Twins, etc

Where there are twins, etc 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 of infant class sizes. In exceptional circumstances cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits.

Late Applications

Late Application may not necessarily be considered by the governing body if not received by the set closing date. The governing body will decide whether to consider late applications based upon whether there is a genuine reason for the lateness of the application e.g. moving into the area after the closing date or having a genuine medical reason for being unable to complete the application on time.

Fraudulent Applications

The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

Appeal Arrangements

If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Arrangements for appeal will be made by the Local Authority. The decision of the Appeals Committee is binding to all parties and will be communicated in writing to the parents of the child.

The appeal forms and advice on how to complete them is available on the Lancashire County Council website: [Primary school appeals - Lancashire County Council](#)

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.

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.

Deferred admission (Primary and Infant schools only)

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 attendance (Primary and Infant schools only).

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

Parents may ask to defer accessing an offered reception place until the first day of term after a child's fifth birthday. If your child's fifth birthday is between April and August then they can start school from the September after this takes place. The expectation would be that parents have decided that the child will miss the full reception year and they would have to apply for Year 1 places (if any remained available). Requests for full year deferral with a retained reception start will be considered individually. Parents would be expected to provide substantial and exceptional evidence of the need for this to happen (personal views and reference to national research will not suffice). Further information is on the Local Authority web site at www.lancashire.gov.uk/schools (primary admission information for parents).

**2025 SCHOOL ADMISSIONS
DIOCESAN SUPPLEMENTARY INFORMATION FORM**

**ADMISSION TO ST. MARY’S CATHOLIC PRIMARY
SCHOOL, LEA TOWN, SEPTEMBER 2025**

If you are applying a place for your child in St. Mary’s Catholic Primary School on faith grounds please complete this form **in addition** to the Local Authority Form available online or issued by the Local Authority.

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 must be completed by the parent/carer

PART A *(To be completed by applicant’s parent or carer)*

Name of child

Address of child

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Date of Birth

Name(s) of any sibling(s) who will be attending St Mary’s at time of the applicant’s planned admission in September 2025

Name Date of Birth

Name Date of Birth

Name Date of Birth

Is the child Baptised Catholic? Yes No

I confirm that the applicant is a baptised Catholic and enclose proof of baptism e.g., copy of Baptismal Certificate.

This information was provided by
(Please print) Parent/Carer.....Date.....

*Please return this Form to: St. Mary’s Catholic Primary School,
Darkinson Lane, Lea Town, Preston, PR4 0RJ by 15th January 2025*