



# St. Mary's R.C. Primary School

Diocese of Salford

St Mary's Catholic Primary School, Chipping

## **ADMISSION POLICY 2025/26**

St Mary's is a Catholic voluntary aided primary school which was established by the Church to serve the parish of St Mary's, Chipping. The Governing Body, acting in accordance with the Code of Practice and the Salford Diocesan Policy Statement is responsible for the admission of pupils.

The Admission number for the Reception Year (2025/26) is **10**. Pupils are normally admitted in the September of the school year in which they reach their fifth birthday. However, they are not required to attend school until the beginning of the term after their fifth birthday and so in appropriate cases, admission may be deferred until the beginning of the spring, and summer terms. If parents wish a deferment they should indicate so when accepting the offer of a place.

In the event of over-subscription the following criteria will be applied in the following order of priority:

1. Baptised Roman Catholic children who are in public care and previously looked after children, including those who may have been looked after from overseas and outside of England. 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 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's. **See Appendix 1 for the details of the catchment area.**

3. Baptised Roman Catholic children resident in the parish of St Mary's

4. Other baptised Roman Catholic children who will have a brother or sister attending the school.

5. Other baptised Roman Catholic children who are resident in another parish.

6. Other children who are in public care and previously looked after children and may have been looked after overseas or outside of England. Looked after children, as defined by section 22 of the Children Act 1989.

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 brother or sister attending the school at the time of admission.

## 8. Other children.

### I. Definitions -

(i) Brother and sister are defined as children who share one natural parent, stepbrother or sister, or have been legally adopted or fostered into the family.

(ii) If only a single place can be offered for twins or triplets, then the Local Authority's system for a random draw will decide which pupil receives an offer.

(iii) Looked after children, as defined by section 22 of the Children Act 1989.

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.

(iv) In the event of over-subscription in any category places will be offered first to those who live the closest to school as measured by a straight line on a map using the Council's electronic mapping system – the shorter the distance the higher the priority. Measurement points will be from an internal point of the building concerned (usually the visual centre of the building).

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).

(v) Where a child lives with parents with shared responsibility, the home within the shortest distance as measured by a straight line on a map using the Council's electronic mapping system will be taken as the child's home address.

## **Arrangements for Admission**

- 1) All applications will be considered at the same time, and after the closing date, set by the Local authority.
- 2) Late applications, received before offers of places are made, will be accepted, provided that there is a good reason for their late arrival, e.g. illness, moving into the area.
- 3) Parents will be informed by letter of the outcome of their application no later than April 2025.
- 4) For unsuccessful applications, the letter will give the reason for the decision and will tell parents of their right to appeal. Guidance on how to appeal will also be included.

Where an application has been successful, parents must tell the school of their intention to accept the place within two week's of the date of the letter.

- 5) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admissions Criteria. Letters advising of an unsuccessful application will also invite parents to request that their child's name be placed on the waiting list.

The closing date for requesting to be placed on the waiting list will be two week's from the date of the letter. After this date parents will be informed of their place, on the waiting list.

The list will be maintained for the full autumn term in the academic year of admission.

### **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.

Approval   September 2023   Reviewed Annually

## Definition of Catchment Area

### *St Mary, Chipping*

*From the Longridge Fell Trigonometric Point at Spire Hill on Longridge Fell OS658411 by the tract to but excluding Barracks, then north-westerly to and by the stream by but excluding Wallbanks to its confluence with the River Hodder, upstream by the River Hodder by Doeford Bridge to the confluence with Red Syke Brook just south of Burholme Bridge and by the civil parish boundary to the cairn (OS597473) on Fair Snape Fell and southwards by the diocesan boundary across Parlick to the road at Loud Higher Bridge and by the road, Height Lane, Mill Lane, Hesketh Lane and Forty Acre Lane by Jeffrey Hill, then by a track northeasterly via Spire Hill towards Hare Hill, then by a bee-line and track northwards to the road, turning left by the road to the Longridge Fell Trigonometric Point at Spire Hill on Longridge Fell OS658411.*

*Please print this form and take or post the completed copy to the school you are applying for (see notes overleaf)*

**SUPPLEMENTARY INFORMATION FORM (SIF): STANDARD [ONLINE] VERSION**

**CATHOLIC PRIMARY SCHOOLS IN LANCASHIRE**

**Admission to Primary School – September 2023**

*Please complete and submit this form by Monday 15 January 2023*

**SCHOOL APPLIED FOR:**

Name of school: \_\_\_\_\_

Address of school: \_\_\_\_\_  
\_\_\_\_\_

**APPLICANT INFORMATION:**

Name of parent(s)/guardian(s): \_\_\_\_\_  
\_\_\_\_\_

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

**CHILD INFORMATION:**

Name of child: \_\_\_\_\_

Address of child: \_\_\_\_\_

(if different from above)  
\_\_\_\_\_

Is the child a baptised Catholic? Yes  No

If 'yes', give the parish and date of baptism:

\*\*\* **Please attach a copy of the baptismal certificate with this form**  Yes

In which parish does the child currently live (see note 2 – overleaf):

If the child is not baptised Catholic please state to which denomination or faith the child belongs (see note 3 – overleaf):

**STATEMENT FORM**

**(TO BE COMPLETED BY MINISTER OF RELIGION/FAITH LEADER WHERE THE CHILD IS NOT A BAPTISED CATHOLIC)**

Minister/Leader (Print name): \_\_\_\_\_

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

Position held: \_\_\_\_\_

Signed and dated: \_\_\_\_\_

**NOTES FOR INFORMATION:**

**1. Supplementary Information Form (SIF)**

If you are applying for a place at any Catholic primary school in Lancashire and wish to have your admission request considered against that school's faith/denomination criteria then you should complete this SIF (or the school's own SIF). This is in addition to the common application form. You should complete a SIF for each Catholic primary school and return it direct to that particular school.

**2. Evidence of Baptism – Catholic**

If you are applying for a Catholic primary school and your child was baptised in one of the named parishes which the school serves then the parish baptismal records will be checked by the school to confirm baptism. If your child was baptised in another parish a Baptismal Certificate **or** the completion of the statement form overleaf will normally be required to confirm your child is a baptised Catholic. It is always helpful to attach a copy of your child's baptismal certificate.



### **3. Evidence of Faith Group membership**

- (a) If you are applying for a Catholic primary school and want your child to be considered under the relevant criterion as an 'other than Catholic Christian' please state your Christian denomination. Proof of Baptism in the form of a Baptismal Certificate if available or confirmation in writing by completing the statement form overleaf to show that your child is a member of a faith community is required. The form should be completed by the appropriate Minister of Religion.
- (b) If you belong to a faith other than Christian, please state to which faith you belong. An appropriate faith leader would need to confirm in writing by completing the statement form overleaf that your child is a member of their faith group.

**PLEASE RETURN THIS SUPPLEMENTARY FORM DIRECT TO ANY CATHOLIC PRIMARY SCHOOL WHICH IS ONE OF YOUR PREFERRED OPTIONS (ONE FORM TO EACH CATHOLIC SCHOOL WHICH IS A PREFERENCE). THIS IS IN ADDITION TO THE LOCAL AUTHORITY APPLICATION FORM.**