



You are Precious in My eyes

**St Joseph's Catholic Primary School
Rigby Street
Preston
PR1 5XL**

Determined Admissions Arrangements for September 2025-2026

Admissions Procedure

St Joseph's Catholic Primary School is under the trusteeship of the Diocese of Lancaster. It is maintained by Lancashire Local Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decision applications for admissions. The Governing Body is guided in that responsibility by :

- The requirements of law
- The advice of the Archdiocesan Trustees on the nature and purpose of its duties
- Its duty towards the school and the Catholic community it serves.
- The Catholic character of the school and its mission statement
- Recognition of the Parish Boundary

The Local Authority undertakes the co-ordination of admissions arrangements.

1. The school serves in the first instance Baptised Catholic Children living in the geographical area of the former Parish of St Joseph.(see website for map under 'Admissions' or you can visit the school and the school office can show the map)
2. Our principal role as a Catholic school is to participate in the mission of the Catholic Church by providing a framework which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school asks all parents applying to St Joseph's to respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the faith of this school to apply for and be considered for a place here.
3. Having consulted with the Local Authority and others in accordance with the requirements of law, the Governing body has published its admissions limit at 45 pupils for the school year commencing September 2025.
4. Parents must complete the Local Authority Application form and return to the Area Education office by 15th January 2025. Parents who wish their application to be considered on a Faith basis **must** complete the supplementary form and return directly to school by 15th January 2025 for an application to be considered on this basis.

Over subscription criteria

The Governing Body will make admissions to the school. All preferences listed on the Local Authority Preference form will be considered on an equal basis with the following set of Admissions Criteria forming a priority order where there are more applications for admissions than the school has places available.

1. Baptised Catholic children in public care and adopted children who were previously looked after 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 with a sibling in the school at the same time.
3. Other Baptised Catholic children living in the geographical area, served by the former parish of St. Joseph's Preston.
4. Other Baptised Catholic children with a sibling in then school at the time of expected admission.
5. Other Baptised Catholic children.
6. Other children who are in public care and adopted children who were previously looked after 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 expected time of admission.
8. Children with a social or medical need whose application, naming the school is supported by a statement from an appropriate social worker or medical professional.
9. Other children.

In the event of oversubscription in any of the above criteria places will be allocated according to the following criterion:

- Applicants living nearest to the school. (See Explanatory Note 'd')

Making an application

Applications for admission to the school for September 2025 should be made online at www.lancashire.gov.uk (school admissions) between September 2024 and 15th January 2025. It is not normally possible to change your order of preferences for schools after the closing date. Parents who wish their application to this Church school to be considered on faith grounds **should** also complete the supplementary form and return directly to school.

The local authority will notify parents directly of the place allocated to their child on 16th April 2025.

Explanatory Notes (These notes are part of the policy)

- (a) For a child to be considered as a Catholic evidence of a Catholic Baptism will be required.
- (b) 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.
- (c) It is the duty of governors to comply with regulations on class size limits at Key Stage One.
- (d) If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. The distance measure is a straight line (radial) measure from the centre of the building that is the applicant's home address to the centre of the school building. Distances are measured using the Council's Geographic Information System. In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.
- (e) Where there are twins or multiple birth children wanting admission and it is not possible to offer a place to all of the children concerned or there is only one 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. If places for both 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 it is not possible to offer a place to all of the children concerned or only a single place can be offered then the place(s) will be offered via a random lottery as described above.
- (f) Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.
- (g) Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster child living at the same address or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
- (h) Applications received after the closing date will be treated as late applications. Only in exceptional circumstances, and where appropriate evidence is provided, will applications received after the closing date (but before offers of places have been made) be considered alongside those received on time.
- (i) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn Term.
- (j) In-year admission is the process of applying for a school place during the school year. Any application 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 below. Where a place cannot be secured, parents will be offered a legal right to 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 Appeal for a school place - Lancashire County Council on Lancashire county council's website.

- (k) 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. Parents will have the opportunity to submit their case to the panel in writing and to attend in order to present their case. Parents/guardians should complete the online appeal form <https://www.lancashire.gov.uk/children-education-families/schools/appeal-against-an-admission-decision/primary-school-appeals/> within 20 school days of receiving the letter refusing a place. You will normally receive 14 days' notice of the place and time of the hearing

Deferred and part-time starts

- (l) You can request that your child attends school part-time or defer their starting school until they reach compulsory school age, if that best suits the needs of your child.
- (m) All parents are entitled to request part-time provision or deferred entry within their child's reception year (places offered from the September after a 4th birthday). Many Lancashire primary schools and academies may offer some initial phased part-time provision to new starters. Any required extension or variation to these arrangements is by negotiation with the school or academy.
- (n) Parents may also request that their child starts the offered reception place later in the school year (subject to the legal requirement that this must be by the start of the term following a 5th birthday). There must be agreement with the relevant admission authority and school. Where deferred entry within a child's reception year is agreed, the offered place will be reserved until the beginning of the Easter term.
- (j) 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.

**ADMISSION TO ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL, PRESTON,
SEPTEMBER 2025**

SUPPLEMENTARY INFORMATION FORM

If you are applying for a place for your child at St. Joseph's Catholic Primary School on faith grounds please complete this form **in addition** to the Common Application Form available online. 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.

Please complete in BLOCK CAPITALS and return to School by 4 pm on 15th January 2025

SURNAME OF CHILD
FORENAME(S)
DATE OF BIRTH

ADDRESS OF CHILD

	POSTCODE

My child is a baptised Roman Catholic.
Date of Baptism
Name and address of the church where the baptism took place:
Please enclose a copy of the baptismal certificate if you have one.

SIGNED
NAME (Please print)
DATE