



# OUR LADY STAR OF THE SEA CATHOLIC PRIMARY SCHOOL

## ADMISSIONS POLICY FOR SEPTEMBER 2026

Our Lady Star of the Sea is a Catholic Primary School under the trusteeship of the Diocese of Lancaster. It is maintained by Lancashire Local Authority as a voluntary aided primary school. The Governing Body is the admissions authority and is responsible for taking decisions on applicants for admission. The Governors welcome applications from Catholic and non-Catholic parents who would like their children educated within the aims and ethos of Our Lady Star of the Sea Catholic School.

Our Lady Star of the Sea 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. 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.

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

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

The Governing Body Admissions Committee is comprised of the following governors: Three Foundation Governors including Chair of Governors, Chair of Resources, Chair of ECM and the Headteacher.

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.

For September 2025, the Admission Number for Our Lady Star of the Sea Catholic Primary was 30. A total of 75 applications were received by the closing date. The Governing Body has set the planned admissions number for September 2026 at 30. The Local Authority and other parties required by law have been consulted on this.

### **ARRANGEMENTS FOR ADMISSION IN SEPTEMBER 2026**

1. Applications for a place at the school should be made on the Local Authority common application form or online and returned to the Local Authority by 15th January 2026.
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 enclosed school's 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 15th January 2026.

3. Each Roman Catholic applicant will be required to produce a baptismal certificate or other evidence of baptism.

4. The admissions committee of the Governing Body will consider all applications at the same time after the given closing date.
5. Parents or guardians will be informed of the outcome of their application in writing by the Local Authority by 17th April 2026.
6. 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.

## **OVERSUBSCRIPTION CRITERIA**

The Governors will admit up to 30 children in September 2026. If the number of applications for admission exceeds the places available, children will be admitted subject to the following criteria which will be used to form a priority order.

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 of parents who are practising Catholics living in the parishes of Our Lady Star of the Sea, St Albans and St Joseph's.
3. Other Baptised Catholic children with a sibling in the school at the time of expected admission.
4. Baptised Catholic children of a staff member with two or more years service at the date the child enters school.
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 school at the time of expected admission.
8. Children of a staff member with two or more years service at the date the child enters 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 criterion:

Applicants living nearest to the school. The distance between an applicant's home and school is measured as a straight line from the Ordnance Survey address point of the home address to the main entrance of the school. The Ordnance Survey address point is a point within the boundary of the property and is usually located at its centre. Distances are measured using (the Councils' Geographic Information System)

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).

## **EXPLANATORY NOTES**

(These notes are part of the policy)

### **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.

## **Practising**

This refers to parents who attend Mass at least twice a month over a sustained period of at least two years.

## **Siblings**

Sibling refers to full brothers or sisters, half brothers or sisters, adopted brothers or sisters, or the child of the parent/carer'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 the child's registration at the GP will be the address 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 oversubscription, 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 and no later than the deadline of January 15th 2026. Further evidence, eg utility bills, will also need to be submitted by January 15th 2026.

## **Multiple Births**

Where there are twins or multiple birth children wanting admission and there is only one single place or insufficient places available to admit 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 we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits.

## **Staff service**

The determination of the length of a staff member's service will be deemed as the start of contract to the date of admission of the child.

## **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. You may also request that your child attend school part time until he/she reaches his/her fifth birthday. If a parent wishes their child to be educated out of their normal school year (kept back a year), they must discuss this with the school before applying. However, the decision on this rests with the school (para 2.17 of the Admissions Code).

## **Late Applications**

Applications received after the closing date of January 15th 2026 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.

## **Waiting List**

A waiting list for children who have not been offered a place will be kept and will be ranked according to the admissions criteria for the full autumn term in the academic year of admission. Parents/guardians are invited to contact the school if they wish to be informed of their child's position on the waiting list.

### **Appeal Arrangements**

If an application for admission has been turned down by the governing body parents can appeal to an independent appeals panel. This appeal should be sent in writing to the clerk to the governors at the school within 20 days of notification of refusal. The date of notification will be considered to be 2 working days after posting by first class post of the refusal to offer a place. The parents must give their reasons for appealing in writing. The decision of the appeal panel is binding on the parents and on the governing body.

### **Non-routine admissions**

It sometimes happens that a child needs to change school other than at the “normal” time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

Please note that you cannot re-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

The Governing body reserves 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.

## 2026 SCHOOL ADMISSIONS

ADMISSION TO OUR LADY STAR OF THE SEA CATHOLIC PRIMARY SCHOOL, SEPTEMBER 2025

### SUPPLEMENTARY INFORMATION FORM (School 48 District 4)

If you are applying for a place for your child in Our Lady Star of the Sea Catholic Primary School on faith grounds please complete this form in addition to the Common Application 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 printed double-sided, completed by the parent/guardian and signed by a parish priest.

#### PART A (To be completed by applicant's parent or guardian)

A1 Name of applicant

A2 Address of applicant

A3 Parish in which you live

A4 Name of Parish in which you worship, if different from above

A5 Name(s) of any sibling(s) who will be attending Our Lady Star of the Sea at time of the applicant's planned admission in September 2022

Names

Date of Birth

Date of Birth

Date of Birth

A6 If a Roman Catholic, I confirm that the applicant is a baptised Catholic and enclose proof of baptism e.g., copy of Baptismal Certificate or details of place and date of baptism. Please circle.

Yes

No

A7 Practice and Worship attendance of the parent (s)

I have attended Mass on a weekly basis for the last three years. Please circle

Yes

No

Please confirm this information by asking your parish priest to complete section B overleaf.

#### PART B (To be completed and signed by a Parish Priest)

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SUPPLEMENTARY INFORMATION FORM (School 48 District 4)

### **PART B (To be completed and signed by a Parish Priest)**

B1 I confirm the information relating to practice and worship attendance in section A. Please circle

Yes                  No

B3 Signed /parish priest) \_\_\_\_\_

B3 Print name \_\_\_\_\_

B3 Address \_\_\_\_\_

B3 Position held \_\_\_\_\_

**Please return this form to: Our Lady Star of the Sea Catholic Primary School by 15th January 2026**