Our Lady and St. Gerard's Catholic Primary School
Proposed Admission Policy and Arrangements for 2028

1. Our Lady and St. Gerard's is a Catholic Primary school situated in the Diocese of Salford and is maintained by Lancashire Local Authority.

2. The Governing Body of the school is responsible for determining and administering the policy relating to the admission of pupils to the school. It is guided in that responsibility by:

   - The requirements of the law
   - The advice of the Diocese 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

3. The school serves in the first instance baptised Catholic children living in the Parish of Our Lady and St. Gerard's.

4. 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 for a place here 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.

5. Having consulted with the local authority and others in accordance with the requirements of the law, the Governing Body has published its admission limit at **30** pupils for the school year commencing **September 2028**

6. Parents must complete the Local Authority application form. Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the supplementary 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 and/or membership of a faith community. The Supplementary Information Form is to be returned to the school.

   Notes
   The Governing Body has delegated responsibility for determining admissions to its Admission Committee which will consider all applications made in accordance with the criteria set out. Pupils who are admitted to the school will enter the reception class in **September 2028**

   As required by the law the Governing Body will not admit more than **30 pupils** to any one reception or infant class.

   The nursery class will admit up to **26 children** in each session. Places to the nursery class will be offered to commence in September. The deadline for applications for the nursery will be determined by the Local Authority. If there are surplus places these can be filled during the year and will be offered to children from the first day of the term after their 3rd birthday. Please note that if your child is admitted to a nursery class attached to the school this does not mean that he or she will subsequently be automatically entitled to attend the school's reception class. The primary school admissions process is an entirely separate procedure and all parents must apply separately at a later date for places in primary schools for each child. Attendance at a nursery class attached to a school does not therefore increase a child's priority for a place at that school.

Admission Arrangements

a. All applicants will be considered at the same time and after the closing date for admissions.

b. Each Roman Catholic applicant will be required to produce a baptismal certificate.

c. Siblings include; full, half or stepbrothers and sisters, adopted and foster brothers and sisters, children of the parent/ carer's partner, and in every case are living at the same address and are part of the same family unit.

d. Parents should check carefully whether they are resident within the parish boundary of Our Lady & St Gerard's. (A map is kept in school)

e. It is the duty of the Governors to comply with class size limits at Key Stage one of no more than 30 children.

f. If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. 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). Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where the cut off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

g. 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 14 days of notification of refusal. The date of notification will be 2 working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on all parties.

h. Admission arrangements to the Foundation class are separate to those for the nursery. Attendance at the nursery does not give a child any guarantee of priority when it comes to consideration by the governors of applicants for admission to the Foundation class.

i. A waiting list for children who have not been offered a place will be kept in priority order using the same admissions criteria as was used for the initial allocation of places. This list will be kept open to 31 December of the relevant year. After that it will be closed. If after that any parents wish their child to be considered for a place, if one becomes available, they should inform the Head teacher in writing and their names will be kept on a reserve list. If a place becomes available the admissions criteria will be applied to decide which child is offered a place.

j. Late applications after the closing date will be placed onto a waiting list until allocations are done. If the School has places, late applications will then be offered a place using the admissions criteria. Once allocation of places has been done, if the School is oversubscribed, late applications will be placed on the waiting list according to their priority under the admissions criteria.

k. Shared responsibility – Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address used.

l. Twins/Triplets etc – In the event of twins and children from multiple births where one of the children is the 30th child admitted the Governing Body will exercise its right to exceed the KS1 Class Size Regulations.

m. 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.

n. Deferred/Part time provision. - 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.

o. Admission of children outside their normal age group

"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)."

Our Lady and St. Gerard's Catholic Primary School
Over-Subscription Criteria

Where the number of applicants exceeds the number of places available the Governing Body will apply the following over-subscription criteria:

1. Baptised Catholic looked after children or children who were 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 living in the parish of Our Lady and St. Gerard's.

3. Baptised Catholic children who have a sibling. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters, children of the parent/ carer's partner, and in every case are living at the same address and are part of the same family unit.

4. Baptised Catholic children living in other Catholic parishes.

5. 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.

6. Children who are other than Catholic who have a brother or a sister at the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters of children of the parent/ carer's partner, and in every case are living at the same address and are part of the same family unit.

7. Children from other Christian denominations. Proof of Baptism in form of Baptismal Certificate of confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.

8. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.

9. Children whose parents express a preference for a place at the school.

If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. 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). Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where the cut off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

Our Lady and St. Gerard's Catholic Primary School
Lostock Hall, Preston, PR5 5TB
Headteacher: Miss K Harvey

SUPPLEMENTARY FAITH REQUEST FORM

This form should be completed by the child's parent/carer and returned to Our Lady and St. Gerard's RC Primary.

Name of child:
……

Address of child:

……

(1) Is the child a baptised Catholic? **Yes** ☐ **No** ☐

(2) If yes, please state parish of baptism and date:

……

(3) In which parish do you now live? **(See note 1)**

……

(4) If your child is not a baptised Catholic, please state to which denomination or faith, if any, your child belongs. **(See note 2)**

……

Notes:

1. **Evidence of Baptism – Catholic**
A Certificate of Baptism or Certificate of Reception will be required to confirm that your child is a baptised Catholic.

2. **Evidence of Faith Group Membership**
(a) If you are applying for a Catholic school and want 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 OR confirmation in writing by completing the statement below to show that your child is a member of a faith community by an appropriate Minister of Religion is required.
(b) If you belong to a faith other than the Christian faith, please state to which faith you belong. An appropriate faith leader would need to confirm in writing by completing the statement below that your child is a member of their faith group.

Minister of Religion/Faith Leader

Minister/Leader (print name): ……

Address: ……

Position held: ……

Signed and dated: ……