

**Brownedge St Mary's Catholic High School**  
**Determined Admissions Policy 2022/23**  
**Determined Admission Number: 160**



1. Looked After Children and previously Looked After Children.
2. Baptised Catholic children from the following **Catholic partner primary schools**: St. Mary's & St. Benedict's, Bamber Bridge; Our Lady & St. Gerard's, Lostock Hall; St. Patrick's Walton le Dale; St. Joseph's, Brindle; St. Bede's, Clayton Green.
3. Baptised Catholic children living in the **designated parishes** named below: Brownedge St. Mary's, Bamber Bridge; Our Lady & St. Gerard's, Lostock Hall; Our Lady & St. Patrick's Walton le Dale; St. Joseph's, Brindle; St. Bede's, Clayton Green; and St. Mary's, Samlesbury.
4. Baptised Catholic children who have a brother or sister at the school at the time of likely admission. This includes full, half or step-brothers and sisters, foster brothers and sisters and children living at the same address and part of the same family unit.
5. Baptised Catholic children living in other parishes.
6. Children who are other than Catholic who have a brother or sister at the school at the time of likely admission. This includes full, half or step-brothers and sisters, foster brothers and sisters and children living at the same address and part of the same family unit.
7. Other children living in the designated parishes and attending a Catholic primary school in the designated parish.
8. Children of staff at the school a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
9. Children who are Baptised in other Christian denominations or who can provide evidence of membership of a faith community.
10. Other Children.  
Where there are more applicants for the available places with a category, then the distance between the Ordnance Survey address points for the school and the home address, measured in a straight line, will be used as the final determining factor nearer the 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 for the 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).

### **Notes**

#### **a) Criteria 1 definition**

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.

#### **b) Late applications for admission**

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.



### c) **Waiting list**

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

This waiting list will operate for the full Autumn Term.

### d) **Twins and Triplets etc**

Where there are twins 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. If places for 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 only a single place can be offered for twins, then the Local Authority's system for a random draw will decide which pupil receives an offer

### e) **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. **Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings.** Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

### f) **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 and this is submitted directly to the school. 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.

### g) **Appeals**

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. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

### h) **Withdrawal of places**

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.



**Brownedge St Mary's Catholic High School**  
**Supplementary Application Form**  
 Please complete this form in addition to the online LCC Form  
<https://www.lancashire.gov.uk/schools>

**APPLICATION FOR ADMISSION 2022/23**

Surname of child .....

Christian Name(s).....

Address .....

..... Postcode .....

Date of Birth ..... Current Age .....

Name & Address of present school attended .....

.....

.....

**PARENT/CARER DETAILS:**

*Title:* .....

*Forename*..... *Surname:* .....

*Telephone Nos: Home*..... *Mobile* .....

*Email Address*.....

*(2<sup>nd</sup> Parent/Carer details contact, if applicable)*

*Title:* .....

*Forename*..... *Surname:* .....

*Telephone No: Home*..... *Mobile* .....

Is your child Baptised? Yes/No

Please state your religion and give details of the Parish in which you live/attend

.....

*(PLEASE REFER TO ADMISSION CRITERIA OVERLEAF)*

Do you have any other children already attending Brownedge St Mary's? Yes/No

If Yes, please provide their name/s.....

Signature of Parent/Guardian .....Date .....

**THIS FORM HAS TO BE COMPLETED FULLY IF YOU WISH TO APPLY TO BSM & RETURNED TO BROWNEDGE ST MARY'S HIGH SCHOOL AS SOON AS POSSIBLE ADDRESSED TO THE SCHOOL ADMISSIONS OFFICER, MRS CHESTER.**