



# Admissions Policy for 2025-2026

Approved by Governors on 25/03/2024

Review Committee: Full Governors

Review: Annually



## **ADMISSIONS POLICY FOR 2025-2026**

### **Mission Statement**

*“Love one another as I have loved you” (John, 15)*

We believe that Jesus Christ and his Gospel Call – to love God and all people – are at the heart of what we do.

He inspires us, as children of God, to uphold the dignity of each individual.  
We strive to develop a community in Christ which fully supports all in achieving their potential – spiritually, academically and personally.

**DETERMINED ADMISSIONS POLICY FOR SEPTEMBER 2025 TO AUGUST 2026**

**INTRODUCTION**

As a Catholic school, we aim to provide a Catholic education for all our students. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with these admission arrangements.

Christ the King Catholic High School is a Catholic Secondary School provided by the Diocese of Lancaster and maintained by Lancashire Local Authority as a voluntary aided secondary 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 Christ the King Catholic High School.

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

Christ the King Catholic High School is a Catholic Secondary School in which the Catholic faith and the teachings of the Catholic Church are essential aspects of school life and influence the school curriculum. We ask all parents/carers applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents/carers 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:

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

The Governing Body has set the planned admissions number at **100** for September 2025. The Local Authority and other parties required by law have been consulted on this.

**ARRANGEMENTS FOR ADMISSION IN SEPTEMBER 2025**

1. Applications for a place at the school should be made on the Local Authority Common Application Form or online
2. Parents/Carers 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 school's Supplementary Information Form. If the school is oversubscribed, failure to complete the Supplementary Information 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
3. Each Catholic applicant may 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/Carers will be informed of the outcome of their application in writing by the Local Authority
6. As required by law, all children with an EHCP naming the school will be admitted before the application of the oversubscription criteria
7. The closing date for applications for September 2024 is 31<sup>st</sup> October 2025. Offer letters will be sent out on 1 March 2025.

## **ADMISSIONS/OVERSUBSCRIPTION CRITERIA**

The Governors will admit up to 100 children in September 2025. 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 look after, but immediately after being look after became the subject of 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 cased to be in state care as result of being adopted
2. Baptised Catholic children who live in the parish of St John XXIII (covering the former parishes of St Augustine, St Ignatius, St Joseph and St Teresa), St Walburge and St Wilfrid with a sibling in the school at the time of expected admission and attend an associated primary school
3. Baptised Catholic children who live in the parish of St John XXIII (covering the former parishes of St Augustine, St Ignatius, St Joseph and St Teresa), St Walburge and St Wilfrid with a sibling in the school at the time of expected admission
4. Other Baptised Catholic children who live in the parish of St John XXIII (covering the former parishes of St Augustine, St Ignatius, St Joseph and St Teresa), St Walburge and St Wilfrid and attend an associated primary school
5. Other Baptised Catholic children who live in the parish of St John XXIII (covering the former parishes of St Augustine, St Ignatius, St Joseph and St Teresa), St Walburge and St Wilfrid
6. Other Baptised Catholic children with a sibling in the school at the time of expected admission
7. Other Baptised Catholic children
8. Other looked after children or a child who was previously looked after, but immediately after being looked after became the subject of 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 ceased to be in state care as result of being adopted
9. Other children with a sibling in school at the time of expected admission and attend an associated primary school
10. Other children with a sibling in school at the time of expected admission
11. Other children.

Associated schools are:

St Augustine's Catholic Primary School  
St Ignatius' Catholic Primary School  
St Joseph's Catholic Primary School  
St Teresa's Catholic Primary School

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 measure is a straight line (radial) measured 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 Councils' Geographic Information System.

If the Governing Body is unable to distinguish between applicants in any of the oversubscription criteria using this distance tie breaker (e.g. applicants in the same block of flats) places will be offered via a random draw.

## **EXPLANATORY NOTES**

**(These notes are part of the policy)**

### **Baptised Catholic**

Please note this is not a change in our admission policy, it is a definition for the purpose of clarification. For admission to this Catholic school a baptised Catholic is

- One who has been baptised into full communion with the Roman Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (Proof of baptism with a copy of a baptismal certificate or details of the date and place of baptism may be required)
- A child, baptised in another Christian Faith who has been received into full communion with the Roman Catholic faith. (Proof of baptism and reception from the Register of Receptions or Baptismal Register may be required)
- A child who, with his or her family, is enrolled in a recognised course of preparation leading to Catholic baptism (Proof of enrolment with details of the place and date of enrolment from the appropriate parish records may be required)
- One who is a member of the Eastern Christian Churches and the Orthodox Churches. (Proof of baptism with a copy of a baptismal certificate, details of the date and place of baptism or certificate of reception may be required).

### **Children in public care**

This means a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989. This is a child in public care who is in the care of a local authority or provided with accommodation by that authority.

### **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 child benefit purposes, ie, the address of the parent claiming the child benefit, will be 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 have 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. Further evidence, eg utility bills, may also need to be submitted.

### **Multiple Births**

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. 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 draw.

### **Late Applications**

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.

### **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. Parents/Carers are invited to contact the school if they wish to be informed of their child's position on the waiting list. The waiting list will be closed at the end of the Autumn term.

### **Fraudulent Applications**

Where the Governing Body discovers that a child has been awarded a place as a result of an intentionally misleading application from a parent, for example, where a false address has been provided, then the Governing Body is required to withdraw the offer of a place. The application will then be considered afresh and a right of appeal offered if a place is refused.

### **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 14 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.

Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the school's Supplementary Information Form and return it directly to the school. If the school is oversubscribed with mid year applications at the time of requested admission, failure to complete the Supplementary Information Form may result in your application for a place in this school being considered against lower priority criteria.

The admission of all students to Lancashire schools will be co-ordinated by the Lancashire Local Authority, in line with recent changes in legislation.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power even where admitting the child would mean exceeding the PAN.

**The admission authority reserves the right to withdraw the offer of a place or, where the child is already attending the school the place itself, where it is satisfied that the offer or the place was obtained by deception.**

### **In-year admissions:**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are available places. Application should be made to Christ the King catholic High School by contacting Mrs Michele Angus [Admissions | Christ the King Catholic High School](mailto:Admissions@ChristtheKingCatholicHighSchool.ctk.lancs.sch.uk) ([ctk.lancs.sch.uk](http://ctk.lancs.sch.uk))

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the 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.



**ADMISSION TO CHRIST THE KING CATHOLIC HIGH SCHOOL  
SUPPLEMENTARY APPLICATION FORM**

If you are applying for a place for your child at Christ the King Catholic High School on faith grounds please complete this form **in addition** to the Local Authority Form available online or issued by the Local Authority. This supplementary faith request 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.

Surname of child:.....  
Forename(s): .....  
Date of birth: .....

**PARENT/CARER/CONTACT INFORMATION:**

Full name: .....  
Address: .....  
Post code: ..... Telephone number: .....  
Does the child live at this address: YES  NO   
If No the current address of child: .....  
Name of brothers(s)/sisters(s) still attending CtK in September of the coming school year:  
.....  
Name of present school:..... From: ..... To: .....

Is your child:    Baptised Roman Catholic                       Non Catholic

**FOR BAPTISED ROMAN CATHOLICS:**

Month of Baptism:..... Year: .....  
Parish of Baptism:.....  
Parish location (Town/City): .....  
Parish in which you live now: .....

You are asked to enclose a copy of the baptismal certificate with this form. If this is not possible explain below:  
.....

For pupils who are not Catholic but wish to have a faith based education in a Catholic school: please complete below to confirm that the applicant is a member of your faith community.

Signed: ..... Print name: .....  
Address: .....  
Telephone Number: ..... Position held: .....