

## 2025 SCHOOL ADMISSIONS

### OUR LADY OF THE ASSUMPTION CATHOLIC PRIMARY SCHOOL. Care – Learn – Respect

#### ADMISSIONS POLICY FOR SEPTEMBER 2025

##### INTRODUCTION

Our Lady of the Assumption is a Catholic Primary School provided by the Diocese of Lancaster within the Blessed Edward Bamber Catholic Multi Academy Trust.

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 of The Assumption Catholic School.

Our Lady of the Assumption 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:

- 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 Admissions Committee is comprised of the following governors: Chair of Governors, Parish Priest, Headteacher and LA Governor.

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.

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 to the Local Authority on-line at: [www.blackpool.gov/schooladmissions](http://www.blackpool.gov/schooladmissions). Paper applications and information booklets are available from [schoolaccess@blackpool.gov.uk](mailto:schoolaccess@blackpool.gov.uk) or telephone 01253 476637. Common application forms to be returned to the Local Authority or online forms submitted to the Local Authority **no later Monday 15th January 2026**.
2. Parents must complete the common application form available online or a paper application 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 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 **Friday 16<sup>th</sup> January 2025**.

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 by email or in writing from the Local Authority by the end of **April 2025**.
6. As required by law, all children with an Education, Health & Care Plan (formerly a Statement of Special Educational Needs) naming the school, will be admitted.

### **ADMISSION 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 children in public care (Looked After Children), and Baptised Catholic children who have formerly been in public care. *This criterion will also apply to Baptised Catholic children who were previously in state care outside of England and have ceased to be in state care as they have been adopted. This is in accordance with advice from the Minister of State for Schools. These are Baptised children who were looked after outside of England by a public authority, a religious group or another provider of care whose sole purpose is to benefit society (e.g. orphanages). Parents / carers will be expected to provide evidence of previous looked after status. If this proves difficult, or not possible, they should contact the School Admissions Team for advice.*
2. Baptised Catholic children who live in the parish of Our Lady of the Assumption with a sibling in the school at the time of expected admission.
3. Baptised Catholic children who live in the parish of Our Lady of the Assumption.
4. Other Baptised Catholic children with a sibling in the school at the time of expected admission.
5. Other Baptised Catholic children.
6. Other children who are in public care, or have formerly been in public care. *This criterion will also apply to Baptised Catholic children who were previously in state care outside of England and have ceased to be in state care as they have been adopted. This is in accordance with advice from the Minister of State for Schools. These are Baptised children who were looked after outside of England by a public authority, a religious group or another*

*provider of care whose sole purpose is to benefit society (e.g. orphanages). Parents / carers will be expected to provide evidence of previous looked after status. If this proves difficult, or not possible, they should contact the School Admissions Team for advice.*

7. Other baptised Christian children.

8. Other children whose parents wish them to be educated within the aims and values of a Catholic school.

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

- i. children who will have a sibling<sup>1</sup> in school at the time of admission
- ii. children living nearest to the school as measured by the distance between an applicant's home and school.

Where two or more applications are tied, the distance between home and school, which is measured as a straight line from the Ordnance Survey address point of the home address to the main entrance of the school, will be used as a tie-breaker.

NB: 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 Council's Geographic Information System.

## **EXPLANATORY NOTES**

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

### **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 that is in the care of a local authority or provided with accommodation by that authority. Under legislation, children who leave public care through adoption, a residence order or special guardianship order, will continue to be given the same priority although they are no longer looked after by the state.

### **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 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 **Friday 16th January 2026**. Further evidence, eg utility bills, will also need to be submitted **Friday 16th January 2026**

### **Multiple Births**

Where there are twins or children from a multiple birth, and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible under the Infant Class Size legislation. Additional children may now be admitted under limited exceptional circumstances. Children whose twin or sibling from a multiple birth can be admitted as an 'excepted pupil'.

### **Late Applications**

Applications received after the closing date of **Friday 16th January 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.

### **Appeal Arrangements**

Where the governors are unable to offer a place because the school is over-subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify Mrs Mannix (Headteacher) at school.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would

have to show that the decision was one which in the circumstances no reasonable governing body would have made, or that your child would have been offered a place if the governing body's admissions arrangements had been properly implemented. Please note that this right of appeal against the governing body's decision does not prevent you from making an appeal in respect of any other school.

### **Waiting List**

Where there are more applications than places, the admissions criteria will be used. The parents of children who are not offered a place can request that their child's name is 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.

**Fraudulent applications:** Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the parish) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

**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 attends part time until he/she reaches his/her fifth birthday.