

# *St Bernard's Catholic Primary School, Preston.*

## Admissions Policy 2024-2025

The number of places available for admission to the Reception Class each year is 30.

The Governors welcome applications from Catholic and Non-Catholic Parents who would like their children educated within the aims and ethos of St. Bernard's Catholic Primary School.

The closing date for applications for a place in the reception class in September 2024 is 15<sup>th</sup> January 2024. The offer date is 16th April 2024

Applications for a place in reception at September 2024 must be made online on the Common Application Form (CAF) issued by Lancashire County Council. Parents who wish to seek priority for baptised Catholic children should also complete the school's Supplementary Information Form (SIF). The Supplementary Information Form is to be returned to the school, but the local authority application form is to be returned the Area Education Office at East Cliff, Preston by the specified date.

### **Online applications**

Applications can be made online at [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)

As required by law all children with a Statement of Special Educational Needs or an Education and Health Care Plan (EHC) naming the school will be admitted before the application of the oversubscription criteria.

Where more applications are received than the planned admissions number for the school the oversubscription criteria will be applied in the following order:

1. Baptised Catholic Children looked after by a Local Authority and previously looked after baptised Catholic children. (This includes 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 with a specific educational, medical, social or emotional need which is relevant to the school and whose application is supported in writing by an appropriate authority (e.g. doctor or social worker)
3. Baptised Catholic siblings of children at the school who will still be on the school roll at the time of admission
4. Baptised Catholic Children living within the Parish of St John Paul II (St. Peter and Paul's, St. Bernard's and Sacred Heart)
5. Other Baptised Catholic Children

6. Other Children looked after by a Local Authority and previously looked after children. (This includes 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 specific educational, medical, social or emotional need which is relevant to the school and whose application is supported in writing by an appropriate authority (e.g. doctor or social worker)
8. Other siblings of children at the school who will still be on the school roll at the time of admission
9. Other Children

Siblings include: brothers or sisters including step, half, foster and adopted siblings living at the same address.

Looked after children includes: 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.)

If, within any category, there are more applicants than places available priority will be given on the basis of proximity to the school.

The distance measure is a straight line (radial) measure from the centre of the building that is the applicant's home address to the centre of school building. 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).

### **Note**

In the event of shared parenting the address of the parent living closest to the school (distance as decided above) will be the address used to determine admission to the school.

### **Late Applications**

Late applications may not necessarily be considered by the governing body if not received by the set closing date.

The governing body will decide whether to consider late applications based upon whether there is a genuine reason for the lateness of the application e.g. moving into the area after the closing date or having a genuine medical reason for being unable to complete the application on time.

Acceptable evidence would be deemed to be conclusive proof that you are moving into one of the above parishes i.e. a proof of job offer on official company stationery from the company offering the job or a solicitor's letter

showing proof of an accepted offer on a residency within one of the above parishes accompanied by proof of a mortgage offer from a lender

### Waiting List

In the event of a child being refused admission to the school, parents may put the child's name on the school's waiting list which will be ranked in descending order according to the above admissions criteria. Should a place become available, parents will be informed and offered the place.

Parents/guardians 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.

### Twins/Triplets

Where there are twins, etc 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 within the requirements of infant class sizes. In exceptional circumstances cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits.

### Deferred admission and 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.

*Parents may ask to defer accessing an offered places with a child's reception year until the first day of term after a fifth birthday.*

*If your child's fifth birthday is between April and August then they can start school the following September. 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](http://www.lancashire.gov.uk/schools) (primary admission information for parents)."*

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

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.

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.

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-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.”

### Appeals Procedure

If the Governors' delegate turns down an application for a child fulfilling the above conditions, parents have the right to make an appeal to the Appeals Committee.

This appeal should be sent in writing to the Local Authority within fourteen days of refusal of admission giving reasons for admission to the school.

Arrangements for appeal will be made by the Local Authority. The decision of the Appeals Committee is binding to all parties and will be communicated in writing to the parents of the child. Appeal forms are available from school.

## ADMISSION TO CATHOLIC SCHOOLS - LANCASTER DIOCESE

This completed Supplementary Information Form will assist our  
Governors rank your application in line with our Admission Policy.

<b>CHILD'S SURNAME</b>		<b>CHILD'S FORENAME</b>	
<b>DATE OF BIRTH</b>		<b>HOME ADDRESS</b>	
<b>PARENT / CARER NAME</b>			
<b>CONTACT NUMBER</b>			
<b>PARENT / CARER EMAIL ADDRESS</b>			

<b>Name(s) of any sibling(s) who will be attending St Bernard's at time of the applicant's planned admission in September 2024 including brother / sister, half-brother /sister, Step brother/sister, foster &amp; and/or adopted children living in the same family at the same address</b>			
<b>Is your child baptised Catholic?</b>			
<b>Child's Church of Baptism</b>		<b>Date of Baptism</b>	<b>Please ensure a copy of Baptismal Certificate is sent into School if applicable</b>

**New Primary Reception Place.**

Please ensure you apply online too on Lancashire County  
Council's website [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools) & return this form to St.  
Bernard's Catholic Primary School, Victoria Park Avenue, Lea, Preston.  
PR2 1RP by 15 January 2024.