



St Cecilia's
R. C. High School

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Admissions Procedure Policy

Reviewed: July 2026
Next Review Date: July 2027

ADMISSION PROCEDURE FOR ST CECILIA'S RC HIGH SCHOOL LONGRIDGE 2026-2027

St Cecilia's exists because of the original and continuing desire of parents to provide a Catholic High School to serve local Catholic communities. Any parents genuinely seeking an education for their child in this Catholic Christian school may apply. Admissions to the school will be made by the Governing Body, subject to the following set of admissions criteria forming a priority order where there are more applications for admission than the school has places available.

The current admissions number is 120.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. In the event that there are more applicants than places, after admitting all children with a Statement of Educational Need or Health and Care Plan naming the school, the Governing Body will allocate places using the criteria below, which are listed in order of priority.

1. 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. Roman Catholic children with special medical circumstances affecting the child where these needs can only be met at this school. Professional supporting evidence from, for example, a doctor, psychologist, or social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.

3. Roman Catholic pupils, living in a contributory Parish:

**CHIPPING
ALSTON LANE
LONGRIDGE
RIBCHESTER**

**ST MARY'S
OUR LADY AND ST MICHAEL'S
ST WILFRID'S
ST PETER AND ST PAUL'S**

4. Roman Catholic pupils, attending an associated Catholic primary school:

**CHIPPING
ALSTON LANE
LONGRIDGE**

**ST MARY'S
OUR LADY AND ST MICHAEL'S
ST WILFRID'S**

5. Roman Catholic pupils, who attend **ST FRANCIS HILL CHAPEL PRIMARY SCHOOL**
6. Other Roman Catholic pupils, who have a brother or sister at the school
7. Other Roman Catholic pupils, in other Catholic primary schools
8. Other Roman Catholic pupils
9. Non Catholic pupils, who have a Catholic brother or sister in the school.
10. Other Non-Catholic pupils with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing that such application is submitted with appropriate evidence or reports.
11. Non Catholic pupils attending Catholic primary schools
12. Other Christian Pupils
13. All other children.

If category (1), (2), (3) or (4) is over-subscribed, places will be allocated by reference to subsequent categories in order; for example, if category (1) is over-subscribed children who satisfy both categories (1) and (2) will have priority over children who satisfy only category (1).

If any of the categories is over-subscribed, places will be allocated first to children living nearest to the school. Distance will be measured using a computerised measuring system from the address point of the school (centre of the building) to the address point of the child's home (centre of the building).

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).

ADDITIONAL INFORMATION

- **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.
- **Siblings** – Brothers or sisters including step, half, foster and adopted siblings living at the same address.
- **Twins/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. 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.
- **Waiting List** - A waiting list will be maintained by the Governors to 31st December of the relevant year of admission. This waiting list will give priority to children in accordance with the school's published oversubscription criteria and not on any other basis.
- **Late Applications** – Where there are extenuating circumstances for an application being received after the last date for applications (backed up with evidence), and it is before the governors have established their list of pupils to be admitted, then it may be considered alongside all the others. Otherwise, applicants 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.

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.



ADMISSION TO LANCASHIRE CATHOLIC SCHOOLS SUPPLEMENTARY FAITH REQUEST FORM

If you are applying for a place for your child in a Catholic School on faith grounds YOU MUST 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.

THIS FORM MUST BE RETURNED TO SCHOOL NO LATER THAN 31ST OCTOBER 2025.

SCHOOL NAME **ST CECILIA'S ROMAN CATHOLIC HIGH SCHOOL**

This form must be completed by the parent/guardian and signed by a Minister of Religion, where necessary

SECTION A *(to be completed with child's details)* **PLEASE COMPLETE IN CAPITAL LETTERS**

Name of applicant: _____

Address of applicant: _____

What is your faith community? _____

Parish/area of faith community in which you live _____

If a **Roman Catholic**, I confirm that the applicant is a baptised Catholic and I enclose proof of baptism e.g., copy of Baptismal Certificate

Yes ☐ No ☐

Name and signature of Parish Priest or Minister of Religion (to be completed if no baptism certificate)

Name _____

Signature _____

Place and date of baptism _____

If applying under criteria 12, please provide proof of faith (Baptism Certificate) or details of place and date of baptism along with the Minister of Religion's signature.

Please return form to: **The School Office**
 St Cecilia's RC High School
 Chapel Hill
 Longridge
 Preston
 PR3 2XA

If you require any advice or guidance on admissions, please contact the school.

St Cecilia's Roman Catholic High School