ADMISSION PROCEDURE FOR ST CECILIA'S RC HIGH SCHOOL

LONGRIDGE 2028-2029

St Cecilia's RC High School is a Catholic School in the trusteeship of the Diocese of Salford. It is maintained by Lancashire Local Authority and is a voluntary aided school. The Governing board is the admissions authority and is responsible for taking all decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority.

For the school's year commencing September 2028, the governing board has determined that the number of children to be admitted will be 120.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

Admissions to the school will be determined by the governing board. Parents must complete a Local Authority Preference Form or apply online via the Local Authority website. (https://schooladmissions.lancashire.gov.uk/prefs.php)

If you wish to have your application considered against the school's religious criteria then you must ALSO complete the supplementary faith form (attached to this policy).

If there are fewer than 120 applications, all applicants will be offered places. If there are more applications than the number of places available, the following oversubscription criteria will be applied:

1. Baptised Catholic Looked After Children and Baptised Catholic previously Looked After Children.

2. Baptised Catholic children who have a sibling in the school at the time of application and admission.

3. Baptised Catholic children resident in the parish of:
    - Chipping – St Mary's
    - Alston Lane – Our Lady and St Michael's
    - Longridge – St Wilfrid's
    - Ribchester – St Peter and St Paul's

4. Baptised Catholic children attending:
    - St Mary's RC Primary School, Chipping
    - Alston Lane Catholic Primary School, Longridge
    - St Wilfrid's RC Primary School, Longridge

5. Baptised Catholic children attending St Francis' Catholic Primary School, Goosnargh.

6. Other baptised Catholic Children.

7. Non-Catholic Looked After Children and previously Looked After Children.

8. Children with a parent or carer who has been employed at the school for a minimum of two years prior to the closing date for applications.

9. Non-Catholic children who have a sibling in the school at the time of application and admission.

10. Non-Catholic children attending Catholic primary schools.

11. Other Christian children.

12. All remaining applicants.

If it is not possible to offer places for all applications within any criterion above, priority will be given to those living closest to the school measured by the straight line distance from home to school. In the event of distances being the same for two or more applicants, places will be allocated by method used by the Local Authority.

Notes for Applicants:

A. All applications will be considered at the same time and after the closing date for admissions which is 31st October 2027. Applications received after this date will be treated as a late application and will not be considered until after the main allocation of places has taken place.

B. 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 a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted

C. For a child to be considered as Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception.

   The governing board will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

   Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with the Director of Education or officers of the DDFE will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

D. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.

E. 'Sibling' is defined in these arrangements as full, half or stepbrothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

F. A waiting list for children who have not been offered a place will be kept and will be ranked according to the admission criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria. A waiting list will be maintained by the governors to 31st December of the relevant year of admission.

G. For ‘In Year’ applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria will be applied.

   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. The Local Authority administers the appeals process on behalf of the school. Parents can complete the school’s appeal form on Lancashire County Council’s website.

H. If an application for admission has been turned down by the Governing Board, parents may 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.

I. The governing board reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.

J. Exceptional Needs: The governing board reserve the right admit children with proven exceptional needs where admission to the school might help satisfy those exceptional needs, providing such an application is submitted with appropriate evidence. Exceptional needs of this kind will occur very rarely. It is strongly recommended that a written application is submitted in advance of the normal admissions timetable.

SUPPLEMENTARY FAITH FORM

In order for the Governors to have the fullest information when considering admissions, it is requested that this sheet is returned directly to the school by the closing date stipulated by Lancashire County Council (31st October 2027). It will be used in the allocation process, strictly in accordance with our Admission Procedure.

Please note: This is a **SUPPLEMENTARY** faith form, and you are still required to complete your Local Authority admission online.

General Information	
Name of Child	
Date of Birth	
Address	
Telephone	
Email address	

Parish in which you are resident (please tick)	
Chipping – St Mary's	
Alston Lane – Our Lady & St Michael	
Longridge – St Wilfrid's	
Ribchester – St Peter & St Paul's	
Other Parish (please specify	

Faith Application	
Has your child been baptised into the Roman Catholic Church?	Yes / No
If yes, please attach a copy of your child's baptism certificate	
Place of Baptism	
Date of Baptism	
If not Catholic, please confirm if your child has been baptised	Yes / No
If yes, please complete the place and date of baptism above and attach a copy of your child's baptism certificate	

Please note that if NO baptismal certificate is provided, the Baptism information must be verified below by the Parish Priest or Minister of Religion –

Name of Priest/Minister of Religion: _____

Signature of Priest/Minister of Religion: _____

Date signed: _____