



**Determined Admissions Policy and
Arrangements for Admission for
September 2025**

Reviewed: February 2024

School Mission Statement

Our Catholic school of St Ignatius' puts the faith and uniqueness of Jesus Christ at the centre of our vision for our children. We all strive to treat every person with respect and understanding. We know that no matter who we are or what our backgrounds, in school we will be listened to and valued. We are all children of God. We are totally committed to providing every opportunity for all of our children to develop intellectually, socially, physically and spiritually through a working partnership with home, parish and other local faith communities so that our children are prepared for further opportunities, responsibilities and experiences.

We work in an atmosphere of reconciliation where we all learn to forgive each other and to start each day afresh.

We acknowledge our great responsibility to help all our children on their individual faith journeys guided by our belief in the Word of God. The diversity of faiths in our school challenges us to teach our children to live together, pray together, and play together.

School Admission Policy

Saint Ignatius is a Catholic Primary School provided by the diocese of Lancaster and maintained by the Lancashire Local Authority as a Voluntary Aided Primary School. The school's governing body is the Admission Authority and is responsible for taking decisions on applications for admission. For the school year 2025/26, the governing body's planned admission is 27 pupils.

Applications for a place in Reception should be made on the Common Application Form (CAF) issued by Lancashire County Council and returned to the Local Authority by the date specified by Lancashire County Council.

Admission to the school will be made by the Governing Body in accordance with the stated parental preferences it receives, subject to the following criteria which will be used to form a priority order if the school has more places for admission than the school has places available.

As required by law, all children with a Statement of Special Educational Needs.

Applications for a place in Reception at September 2025

1. The school serves in the first instance Catholic children from the Parish of St John XXIII and then the wider community of all faiths or none.
2. The Governing Body has set the planned admissions number for September 2024 at 27. The Local Education Authority and other parties required by law have been consulted on this.
3. No more than 30 children will be admitted to any one reception or infant class.
4. 27 pupils were admitted last year under criteria A to D

5. Applications for a place in reception at September 2024 should be made on the Common Application Form (CAF) issued by Lancashire County Council and returned to the school by the date specified by Lancashire County Council. Parents who wish to seek priority for baptised Catholic children or provide additional information to support their application should also complete the school's Supplementary Information Form (SIF) and return it at the same time.
6. Children who are admitted will enter school in September 2025.
7. Parents/Guardians will be informed of whether their child has been offered a place in writing by the Local Authority.
8. For unsuccessful applications the letter will give the reason for the decision and will tell parents of their right to appeal. Guidance on how to appeal will also be included.
9. A waiting list for children who have not been offered a place will be kept and will be ranked according to the admissions/over-subscriptions criteria. The waiting list will be maintained for the full autumn term in the academic year of admission.
10. As required by law all children with a Statement of Special Educational Need naming the school will be admitted before the application of the oversubscription criteria.

Admissions/Over-subscription Criteria

The Governors will admit 27 children to the reception class in September 2025. If the number of applications received exceeds the places available the oversubscription criteria will be applied in the following order:

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. Siblings of baptised Catholic children (a full half or step brother or sister and fostered and adopted children residing at the same address) at the school who will still be on the school roll at the time of admission
3. Baptised Catholic Children resident in area of St John XXIII
4. Baptised Catholic Children resident in another Parish
5. Other Siblings (a full half or step brother or sister and fostered and adopted children residing at the same address) of children at the school who will still be on the school roll at the time of admission
6. Children with a specific educational, medical, social or emotional need relevant to the school, provided that appropriate written evidence from a suitably qualified professional (e.g. doctor or social worker) is submitted with the application."
7. Children of other faiths
8. Other Children

Tie break

Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where the cut off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

Admission Arrangements

1. The Admissions Committee of the Governing Body will consider at the same time and after the closing date, all applications.
2. Parents will be informed by letter of the outcome of their application on the date agreed by the Lancashire Education Authority.
3. 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 within the requirements of infant class sizes. If places for 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 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.

For unsuccessful applications the letter will give reason for the decision and will tell parents of their right to appeal. Guidance on how to appeal will also be included. Where an application has been successful, parents must tell the school of their intention to accept the place as soon as possible.

Notes to the Admissions Policy

Waiting Lists

A waiting list for places will be kept in accordance with the priorities in the published admission arrangements. Applications received after letters offering places have been issued will be kept on the waiting list and prioritised according to the admissions criteria. Late applications may therefore be slotted into the waiting list according to their individual priority within the admissions criteria. If a place becomes available within the school's published admissions number, the child whose name is at the top of the list will be offered a place. This is not dependent upon an appeal having been submitted for the child concerned. The waiting list will be kept for the full autumn term.

Late applications

Late applications received up to the date of offer letters being issued will be considered individually by the Governors who will decide whether these can be slotted into the admissions process or whether they must be considered after all those applications which have been received by the stipulated deadline. Applications received after offer letters have been issued will also be considered by the Governors who will determine whether or not a place can be offered. The LEA will issue all offer letters up to the start of autumn term each year and thereafter.

Governors will issue any offers. In all instances however, it will be the Governors who determine whether there are sufficiently strong or exceptional reasons to accept late applications".

Shared Parenting

Please ensure that the information which you put on the common application form is accurate. Places can be withdrawn where false or misleading information has been provided. Only permanent addresses should be used. Where a child lives with one parent for part of the week and another for the rest of the week only one address can be used on the application form. This will normally be the address where the child lives for most of the school week and the address from which the child travels to / from school. The Governing Body may on occasion seek verification of addresses from individual applicants.

Looked After Children

Where applications are received from Catholic and other children in public care they will respectively be admitted to the school in that priority order and in advance of the outlined order of criteria.

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 be allowed to exceed the statutory limit, where the 31st child is a twin or from multiple births.

Non-Routine or '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.

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.

Part-time Attendance

Parents can request that their child attends part-time until the child reaches compulsory school age.

Admissions Information

For admissions information and to apply online go to the Lancashire County Council website www.lancashire.gov.uk then search for 'School Admissions'. This will give access to electronic booklets, details and online admissions site etc.

St Ignatius Catholic Primary School

Supplementary Information Form

Pupil Details

Name of Pupil

Address

Post code.....

Date of Birth

Is the child baptised Catholic

☐

Yes

☐

No

☐

Please give name and address of the Parish in which they were baptised

**Verified by Certificate by (Office staff)

Does the child have any brothers or sisters at the school?

☐

Yes

No

☐

If 'Yes' please give names and dates of birth

If the child is not baptised Catholic, please give details of any other faith/denomination to which the child belongs.

Parent's/Carer's Details

Name

Address.....

Telephone number

Signature of Parent/Carer

Date of application To start school in September(yr)

The governors will consider the information on this form to determine whether or not they are able to offer a school place to your child according to the published criteria.

Sch/SIF amended 2022