

## ST MARY'S CATHOLIC HIGH SCHOOL, LEYLAND IN-YEAR ADMISSIONS



St Mary's Catholic High School, Leyland, is a Catholic School under the trusteeship of the Archdiocese of Liverpool. Its purpose is to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for, and be admitted to a place at the school, in accordance with these admission arrangements.

The governing body is the admission authority and has responsibility for admissions to this school. For 'In Year' applications, the governing body has set each year group admission number at 166.

ADMISSIONS TO THE SCHOOL will be determined by the Governing Body. Parents must complete an 'In Year' application form. If you wish to have your admission request considered against that school's faith/denomination criteria then you should **ALSO** complete the Supplementary Information Form (SIF). 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:

- 1. Looked after children and previously looked after children.**
- 2. Catholic children who are resident in the parish of St Mary's, Leyland; St Catherine's, Farington; St Agnes', Eccleston; St Mary's, Euxton and Ss Peter & Paul, Mawdesley. (see notes 3&10)**
- 3. Other Catholic children. (see note 3)**
- 4. Children attending one of the following Catholic Partner Primary Schools in the parishes or former parishes named in criterion 2 above:**

<b>St Anne's, Leyland</b>	<b>St Mary's, Leyland</b>
<b>St Catherine's, Farington</b>	<b>Ss Peter &amp; Paul, Mawdesley</b>
<b>St Mary's, Euxton</b>	
- 5. Members of an Eastern Christian Church not in full communion with Rome. (see note 4)**
- 6. Children of other Christian Ecclesial Communities whose membership is evidenced by a minister of religion. (see note 5)**
- 7. Children of other faiths whose membership is evidenced by a religious leader. (see note 6)**
- 8. Any other children.**

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.

Looked After children and/or those with an Education Health Care Plan are dealt with separately (outside of the normal in year arrangements). Please contact Area Education Office South (Preston, South Ribble, Chorley and West Lancashire) via [Special educational needs and disabilities - local offer - Lancashire County Council](#)

### Transfer Protocol

St Mary's operate a first day of term transfer protocol. This does not apply if the child is new to the area and does not already have a school place. If the child is changing schools during the year the start date will normally be at the beginning of the next school term. The child would have to continue to attend the existing school until that date. This can also apply where a parental appeal for a school transfer is allowed by an independent admission appeal panel.

## *Notes (these notes form part of the oversubscription criteria)*

1. *An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.*
2. *A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989 and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.  
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 admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.*
3. *'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.  
For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, 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.*
4. *'Eastern Christian Church' not in full communion with Rome includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.*
5. *"Children of other Christian Ecclesial Communities" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.  
All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. A Certificate of Baptism or equivalent would be required.*
6. *"Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian Ecclesial Communities' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
  - *A religion which involves belief in more than one God, and*
  - *A religion which does not involve belief in a God.*Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.*
7. *'Brother or sister' includes all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and*
8. *A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.*
9. *To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest. (Please see Guidance Handbook for further information).*
10. *For the purposes of this policy, parish boundaries can be confirmed on an individual basis from the School Office.*
11. *A child's "home address" refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.*