

# St Mary & St Michael's Catholic Primary School



## Determined Admission Policy 2025/2026

“At St Mary & St Michael’s we welcome all.

- ♥ We accept and celebrate uniqueness through love, care and compassion, serving all God’s family.
- ♥ We respect each other and our aspirations.
- ♥ We nurture our faith and have the courage to forgive.
- ♥ We give everyone the opportunity to shine by working together in the warmth of our school community.
- ♥ We create a love for learning to allow us to achieve our dreams.”

Updated Spring 2024

Agreed by Governors Spring 2024

To be reviewed: Autumn 2025

**ST MARY & ST MICHAEL'S CATHOLIC PRIMARY SCHOOL  
GARSTANG**

**DETERMINED  
ADMISSION POLICY**

**For September 2025 to August 2026**

1. St Mary & St Michael's School is a Catholic school situated in the Diocese of Lancaster and is maintained by the Lancashire Local Authority.
2. The Governors welcome applications from Catholic and non-Catholic parents who would like their children educated within the aims and ethos of St Mary and St Michael's Catholic School. In St Mary and St Michael's Catholic School the practice of the Catholic faith and teachings of the Catholic Church are important aspects of our school's life and work and influence the curriculum.
3. The Governing Body is responsible for admission within the requirements of the law.

In doing so the Governing Body has regard for;

- The advice of the Diocesan Trustees on the nature and purpose of Catholic school;
  - The Governing Body's responsibility towards the school and the Catholic community it serves;
  - The Catholic character of the school and its Mission Statement.
4. The Governing Body has set the planned admissions number for September 2025 at 25. The Local Authority and other parties required by law have been consulted on this.

## Arrangements for Admission

1. Applications for a place at the school should be made on-line at [www.lancashire.gov.uk](http://www.lancashire.gov.uk) – then search for “School Admissions” by 15th January 2025. The Diocesan Supplementary Admission form should be completed when making an application on faith grounds. The Supplementary Information Form is to be returned to the school. If the school is oversubscribed, failure to complete the Supplementary Information Form may result in your application for a place in this school being considered against lower priority criteria, as the Governing Body will have no information upon which to assess the application on the basis of the applicant’s baptism.
2. The admissions committee of the Governing Body will consider all applications at the same time after the given closing date.
3. Parents or Guardians will be informed of the outcome of their application in writing from the Local Authority by 19<sup>th</sup> April 2025. If a place has been offered, parents/guardians must write to the school confirming their intention to accept the place within 10 working days.
4. 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.
5. A waiting list for children who have not been offered a place will be kept and will be ranked according to the admission criteria. Letters advising of an unsuccessful application issued by school will inform parents/guardians of their child’s position on the waiting list and of the date when the waiting list will cease to operate. The waiting list will operate for the full autumn term of 2025, therefore will cease to operate in December 2025.

## **Admissions Criteria**

The Governors will admit up to 25 children in September 2025. If the number of applications for admission exceeds the places available, children will be admitted in the order of priority 1 to 5 set out below:

1. All children in public care and previously looked after children who are Catholic will be admitted ahead of all others. This includes any "looked after child" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was (a) in the care of a local authority, or (b) being provided with accommodation by local authority in the exercise of their social services functions.

This criteria also includes looked after children and all previously looked after children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Children who are baptised Catholics or have been received into the Catholic church with priority given to those who are resident in the parishes of St Mary and St Michael, Garstang and St Mary and St James, Scorton. In the event of the admission number being exceeded in this category, places will be offered up to the published admission number to those who regularly attend Mass at either of the parish churches (see note).
3. Children who are baptised Catholics or have been received into the Catholic church with priority given to those who are resident in the parishes adjacent to St Mary and St Michael, Garstang and St Mary and St James, Scorton. In the event of the admission number being exceeded in this category, places will be offered up to the published admission number to those who regularly attend Mass at their parish church (see note).
4. Children in public care and previously looked after children who are not Catholics. 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.
5. Other children.

If the number of children in any category 1 to 5 above is greater than the places available, applications will be further ranked as follows:

- 1 Children who have a full, half, foster, step brother or sister or adopted siblings in the school at the time of admission.
- 2 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).

### **Explanatory Notes:**

#### **Children in public care**

This means a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989. This is a child in public care who is in the care of the local authority or provided with accommodation by that authority.

#### **Baptised Catholic children**

Parents will be required to provide a copy of the child's Baptismal Certificate when applying for a place. Where evidence of regular Mass attendance is required, evidence from clergy will be requested.

#### **Siblings**

"Brother or sister" includes full, half, foster, step brother or sister or adopted siblings in the school at the time of admission.

#### **Address of pupil**

Where the parents live at different addresses, the current-at-the-time of-application, normal address of the child will be the one used. This 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 and

governors may ask to see the address on the paperwork held by the family as evidence of such.

### **Timetable**

Applications for admission to the school should be made at [www.lancashire.gov.uk](http://www.lancashire.gov.uk) – then search for “School Admissions” between the beginning of September 2024 and 15th January 2025. If there are more applications than there are places available, the admissions committee will meet to allocate places. Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority by 19<sup>th</sup> April 2025. Parents of children not admitted will be informed of the reason and offered an alternative place by the Local Authority.

The law requires that the Governing Body set up an admissions committee to make all decisions about admissions.

### **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 provision**

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

### **Late Applications for Admission to Reception**

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications 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.

### **Waiting List**

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order

of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. The waiting list will operate for the full autumn term, ceasing to operate in December 2024.

### **Address of Pupil**

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. receipt of child benefit evidence.

### **Twins**

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.

### **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.

Parents wishing their child to attend this school should arrange to visit the school. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. 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-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.

All parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the Supplementary Information Form and return it directly to the school. Applications for a place at the school should be made on-line at [www.lancashire.gov.uk](http://www.lancashire.gov.uk) – then search for “School Admissions” by 15th January 2025. If the school is oversubscribed with in year admissions at the time of requested admission, failure to complete the Supplementary Information Form may result in your application for a place in this school being considered against lower priority criteria.

The admission of all students to Lancashire schools will be co-ordinated by the Lancashire Local Authority Pupil Access Team, in line with recent changes in legislation.

### **Appeals**

Where the governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents should notify the clerk to the governors at the school within 14 days of receiving the letter refusing a place (appeal deadline 13<sup>th</sup> May 2025). Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days notice of the place and time of the hearing.

Parents will be notified of the decision within 5 school days of the hearing wherever possible.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable governing body would have made, or that your child would have been



offered a place if the governors' admissions arrangements had been properly implemented.

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

**Fraudulent Applications**

Where the Governing Body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area), which effectively denies a place to a child with a stronger claim, then the Governing Body is required to withdraw the offer of the place. The application will then be considered afresh and a right of appeal offered if a place is refused.

**ADMISSION TO St Mary & St Michael CATHOLIC PRIMARY SCHOOL, Garstang, SEPTEMBER 2025**  
**SUPPLEMENTARY INFORMATION FORM**

If you are applying a place for your child in St Mary and St Michael's Catholic Primary School on faith grounds please complete this form **in addition** to applying at [www.lancashire.gov.uk](http://www.lancashire.gov.uk). This supplementary information 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 should be completed by the parent/guardian** and signed by a Priest or a Minister of Religion.

**PART A** (To be completed by applicant's parent or guardian)

A1 Name of applicant \_\_\_\_\_

A2 Address of applicant

\_\_\_\_\_

A4 Parish/area of faith community in which you live

\_\_\_\_\_

A5 Name of Parish/area of faith community in which you regularly worship, fulfilling the requirement of the Church

\_\_\_\_\_

A6 Name(s) of any sibling(s) who will be attending St Mary & St Michael Catholic Primary School at the applicants planned admission in September 2025.

Names \_\_\_\_\_

Date of Birth

\_\_\_\_\_

Date of Birth

\_\_\_\_\_

Date of Birth

A7 If a **Roman Catholic**, I confirm that the applicant is a baptised Catholic and enclose proof of baptism (Baptismal Certificate) obtained from the Parish where the applicant was baptised.

Yes

☐

No

☐

Please ask the Parish Priest of Parish where you live or where you worship to confirm this information below. I confirm that, to the best of my knowledge, the above information is correct.

Signed \_\_\_\_\_ Printed name \_\_\_\_\_

Parish of \_\_\_\_\_ Date \_\_\_\_\_

**Please return this form to:**

St Mary & St Michael Catholic Primary School by; 15<sup>th</sup> Jan 2025