

*St Bernadette's Catholic Primary School,  
Lancaster.*

## Admission Policy

### Admission arrangements for September 2013 - 2014

The Governors welcome applications from Catholic and non-Catholic parents who would like their children educated within the aims and ethos of St. Bernadette's Catholic Primary School.

1. St Bernadette's serves the southern area of Lancaster and primarily admits Catholic children from this area. All children, Catholic and Non-Catholic, who are admitted, become full members of the School Family. Applications are welcomed for children with Special Educational Needs.
2. The Governing Body has set the planned admission number at 30.
3. If any parent wishes to view St. Bernadette's School in session, prior to making an application, they would be most welcome. To arrange a convenient time they should telephone the School. If more information is needed about St. Bernadette's School they should visit the website **[www.st-bernadettes.org.uk](http://www.st-bernadettes.org.uk)** or e-mail the School at **[bursar@st-bernadettes.lancs.sch.uk](mailto:bursar@st-bernadettes.lancs.sch.uk)**

### How to apply

4. Applications for a place at the school should be made on the appropriate Local Authority Application Form, allowing them to express three preferences, either by hard copy or online and returned to the school by no later than the designated date.

#### **Supplementary Information Form**

**Parents who wish their application to this school to be considered against the priority faith criteria should also complete the school's Supplementary Information Form and return it directly to the school.**

**This form is attached to this policy, available directly from the school and on the school's website.**

**If the school is oversubscribed with admissions failure to complete the Supplementary Information Form may result in your application for a place in this school being considered against lower priority criteria.**

5. Parents or guardians will be informed by letter of the outcome of their application on a common date designated by the Local Authority. Where an application has been successful, parents must tell the school of their intention to accept the place within 10 working days.
6. 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.

## Over-subscription criteria

If the number of applications for admission exceeds the places available, children will be admitted in the order of priority set out below.

1. Baptised Catholic looked after children and adopted children who were previously looked after.
2. Baptised Catholic children with a sibling in the school at the time of admission.
3. Baptised Catholic children living in the parishes of St Bernadette's & SS Thomas & Elizabeth, Thurnham including Galgate.
4. Baptised Catholic children living outside the parishes.
5. Non baptised looked after children and adopted children who were previously looked after.
6. Baptised Christian children with a sibling in the school at the time of admission.
7. Non baptised children with a sibling in the school at the time of admission.
8. Baptised Christian children without a sibling in the school at the time of admission.
9. Other children without a sibling in the school at the time of admission.

### **Note**

Sibling = brothers, sisters, half brothers, half sisters, step brothers, step sisters, fostered and adopted children residing at the same address in the school at the time of admission.

If the number of children in any of the categories 1 – 9 is greater than the places available, applications will be further ranked as follows:

- a) Children living nearest to the school as measured in a straight line (as the crow flies) from the centre point of the home address to the centre point of the school (as determined by the LEA straight line measure). 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) will receive the offer(s).
- b) In the event of a child living with parents with shared responsibility, each for part of the week, the home address will be determined to be the address at which the child lives and sleeps for the greater amount of time.

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.

- c) In the event of twins, triplets, children in the same year group 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 we are now able to offer places for both twins and all

triplets, even when this means breaching infant class size limits. This may also apply to siblings who are in the same year group.

- d) A waiting list must be maintained by each admissions authority for the full autumn term in the academic year of admission. Children will be ranked and admitted in the same order as above.
- e) Where there are extenuating circumstances for an application being received after the last date for admissions (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.

### **Non Routine or In Year Admissions**

It sometimes happens that a pupil needs to change school other than at the normal time, such admissions are known as non-routine admissions or in-year admissions. Parents wishing their child to attend the school should arrange to visit the school. They will be provided with an application form once they have a definite local address.

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 governor's admission 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 eg exchange of contracts or tenancy agreement with rent book.

Please note that you can not reappeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

### **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 your child's fifth birthday 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.

*St Bernadette's Catholic Primary School*  
*LANCASTER*



SUPPLEMENTARY INFORMATION FORM FOR ADMISSION  
TO THE RECEPTION CLASS

**Please complete this supplementary form carefully. The information given will be used by the Governors to apply the school's admission criteria.**

Child's surname ..... Forename(s) .....

Date of Birth ..... Male/Female .....

Address (i.e where the child wakes up for the majority of Monday to Friday mornings):

.....

Post Code ..... Telephone Number .....

Name of mother .....

Name of father .....

Is the child in public care? – Yes / No (Please circle)

Name(s) of guardian(s) .....

Address of parent/guardian if different to above:

..... Post Code .....

Names of other siblings attending St Bernadettes at the time of admission

.....

Religion of the prospective pupil .....

Name and address of place of Baptism

..... Post Code .....

Date of Baptism .....

Copy of Confirmation of Baptism attached  (please tick)

Name and address of Church normally attended

.....

Signed ..... Date .....

Please return the completed form, **together with a copy of your child's Confirmation of Baptism** to the Headteacher, St Bernadette's Catholic Primary School, Bowerham Road, Lancaster, LA1 4HT.

**Please note that failure to attach Confirmation of Baptism may result in your application for a place being considered against a lower priority admission criteria.**