Sacred Heart Roman Catholic Primary School.
Heys Street
Thornton Cleveleys
FY5 4HL

Admissions policy for 2025/2026

Introduction

Sacred Heart Catholic School is situated in the Diocese of Lancaster and is maintained by the Local Authority.

The Governors welcome applications from Catholic and non-Catholic parents who would like their children educated within the aims and ethos of Sacred Heart Catholic School.

In Sacred Heart School the practice of the Catholic faith and the teachings of the Catholic Church are important aspects of the school's life and work and influence the curriculum.

The Governing body is responsible for admissions within the requirements of the law. In doing so, the Governing Body has a regard for:

- The advice of the Diocesan Trustees on the nature and purpose of Catholic Schools;
- The Governing Body's responsibility towards the school and the Catholic community is serves
- The Catholic character of the school and its Mission Statement.

The Governing Body has set the planned admission number for Sacred Heart at 30. The Local Authority and other parties required by law have been consulted on this.

The infant class size rule of 30 is adhered to.

Application for a place at the school should be made on the relevant forms and returned to the school.

Children who are admitted will normally enter during September.

Admission Criteria

Children will be admitted at the beginning of the academic year following their fourth birthday in order of priority according to the following criteria:

1. Baptised Catholic Looked after Children, and adopted children who were previously looked after, 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. Baptised Catholic Children, whose parents/guardians are practicing Catholics residing in the parish of Sacred Heart.

3. Baptised Catholic Children with siblings* already in school.

4. Baptised Catholic Children.

5. Other Looked after children, and adopted children who were previously looked after, 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.

6. Baptised Christian children, whose parents practice their faith.

7. Children of families of other faiths who seek a Catholic Education for their child.

8. Siblings of other children on roll in school

9. All other children.

- Siblings include stepchildren, half brothers and sisters and adopted and foster children who are living with the same family at the same address.

If the number of children in any of the categories 1 – 8 is greater than the places available, applications will be further ranked: -

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).

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 exercise as much flexibility as possible within the requirements of infant class sizes.

Guidance Notes to the Admissions Policy

1. 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 according to the criteria.

2. The Local Authority will issue all offer letters up to the start of the autumn term each year and thereafter governors will issue any offers.

3. A waiting list for children who have not been offered a place will be kept and ranked according to the Admissions Criteria, for one academic year.

4. 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.

- Non-routine admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this 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 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.

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. You may also request that your child attend school part time until he/she reaches his/her fifth birthday.

Admission of children outside of their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child[1] may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Admission Authorities **must** make clear in their admission arrangements the process for requesting admission out of the normal age group.

Admission authorities **must** make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Where an admission authority agrees to a parents' request for their child to be admitted out of their normal age group and. As a consequence of that decision, the child will be admitted to a relevant age group (ie the age group to which pupils are normally admitted to the school) the

local authority and admission authority **must** process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application oversubscription criteria where applicable. They **must** not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against refusal of a place at a school for which they have applied.

2025/26 SCHOOL ADMISSIONS
SUPPLEMENTARY INFORMATION FORM

ADMISSION TO SACRED HEART CATHOLIC PRIMARY SCHOOL, THORNTON CLEVELEYS, SEPTEMBER 2025

SUPPLEMENTARY INFORMATION FORM

If you are applying a place for your child in *Sacred Heart* Catholic Primary School on faith grounds please complete this form **in addition** to the Common Application Form available online or issued by the Local Authority

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 must be completed by the parent/guardian (*and signed by a Minister of Religion, where necessary)*

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

A1 Name of applicant

A2 Address of applicant

_____

_____

OPTIONAL
A3 What is your faith community? _____

A4 Parish/area of faith community in which you live _____

OPTIONAL
A5 Name of Parish/area of faith community in which you worship, if different from above

OPTIONAL
A6 Name(s) of any sibling(s) who will be attending Sacred Heart at time of the applicant's 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 e.g., copy of Baptismal Certificate or details of place and date of baptism

Yes No

If Priest's signature is required at B3
*A7 If a **Roman Catholic**, I confirm that the applicant is a baptised Catholic (Proof of baptism is required)*

Yes No

*A8 If a **Roman Catholic pupil** - Practice or Worship attendance*

How frequently do you and/or your child attend Mass at the parish named in 4 (or 5) above? [tick one box only]
At least weekly ☐ *fortnightly* ☐ *monthly* ☐ *once a year or less* ☐
For how long has this been your practice? [tick one box only]
At least 3 years ☐ *2 years* ☐ *1 year* ☐ *6 months* ☐

PART B *(To be completed and signed by a Minister of Religion)*

B3 *Signed (Minister of Religion)* _____

B3 *Print name* _____

B3 *Address* _____

B3 *Position held* _____

Please return this form to: *Sacred Heart Catholic Primary School by 16th January 2025*