



OUR LADY'S CATHOLIC PRIMARY SCHOOL ADMISSION POLICY 2025 -2026

Our Lady's Catholic Primary School was founded by the Catholic Church 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 the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round¹. The admission authority has set the school's Published Admissions Number (PAN) at 30 pupils to be admitted to the reception year in the school year which begins on 1st September 2025.

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

¹ This is for admission to the school at the start of the school year in September and not for applications made in- year

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic Looked After and previously Looked After Children (see note 2)
2. Catholic children from the parish of Blessed John Henry Newman in the catchment area of the school (a map showing the catchment area of Our Lady's Catholic Primary School is available in school for parents to make reference to). (see note 3 & 7)
3. Other Catholic children. (see note 3)
4. Other Looked After and previously Looked After children (see note 2)
5. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 4)
6. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 5).

Tie Break

Priority will be given to children living nearest to the school measured as a direct distance from the child's permanent place of residence to the school measured using a Geographical Information Address Point System based on the Local Land and Property Gazetteer. This measures straight line (direct) distances from the address point of the permanent place of residence to the address point of the school. In the event of the distances (in miles) being the same for two or more applicants and the last place to be allocated would be to one of these applicants, the measurements would be taken again in kilometres and the place will be offered to the applicant living nearest to the school in kilometres. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Application Procedures and Appeals Timetable

To apply for a place at this school in the normal admission round², you must do so on Warrington Borough Council's online application form. You are also requested to complete the Supplementary Information Form attached to this policy. The Supplementary Admission Form should be returned to Our Lady's Catholic Primary School by 14th January 2025.

² This is for admission to the school at the start of the school year in September and not for applications made in-year.

You will be advised of the outcome of your application on 14th April 2025 or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

The appeals timetable for all admission authorities within Warrington can be viewed or downloaded from the [Council's website](#)

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child may not be placed in criteria listed and this may affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 14th January 2025.

Late applications

All applications submitted on or before the closing date of 14 January 2025 will be processed at the same time. Late applications will be processed after all those received on time, unless the child has changed address or has recently been taken into care.

All applications which are received after the closing date of 14 January 2025 will be classed as late and processed after those which were received on time. You should be aware that a late application could reduce the chance of gaining a place at your preferred school.

Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to: Chair of Governors, Our Lady's Catholic Primary School, Wash Lane, Warrington WA4 1JD. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the end of the Autumn Term (December 2025).

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are places available. Applications should be made to Warrington Borough Council by contacting School Admissions at 1 Time Square, Warrington, WA1 2NT or by emailing schooladmissions@warrington.gov.uk or by telephoning 01925 446226.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Fair Access Protocol

Each local authority must have a fair access protocol agreed with the majority of schools in its area to ensure that unplaced children, who apply outside the normal admissions round, are offered a place at a suitable school as quickly as possible. The local authority must also ensure that no school, including those with unfilled places, is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour.

A copy of Warrington's Fair Access Protocol can be viewed and downloaded from the WBC website.

The admission authority reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

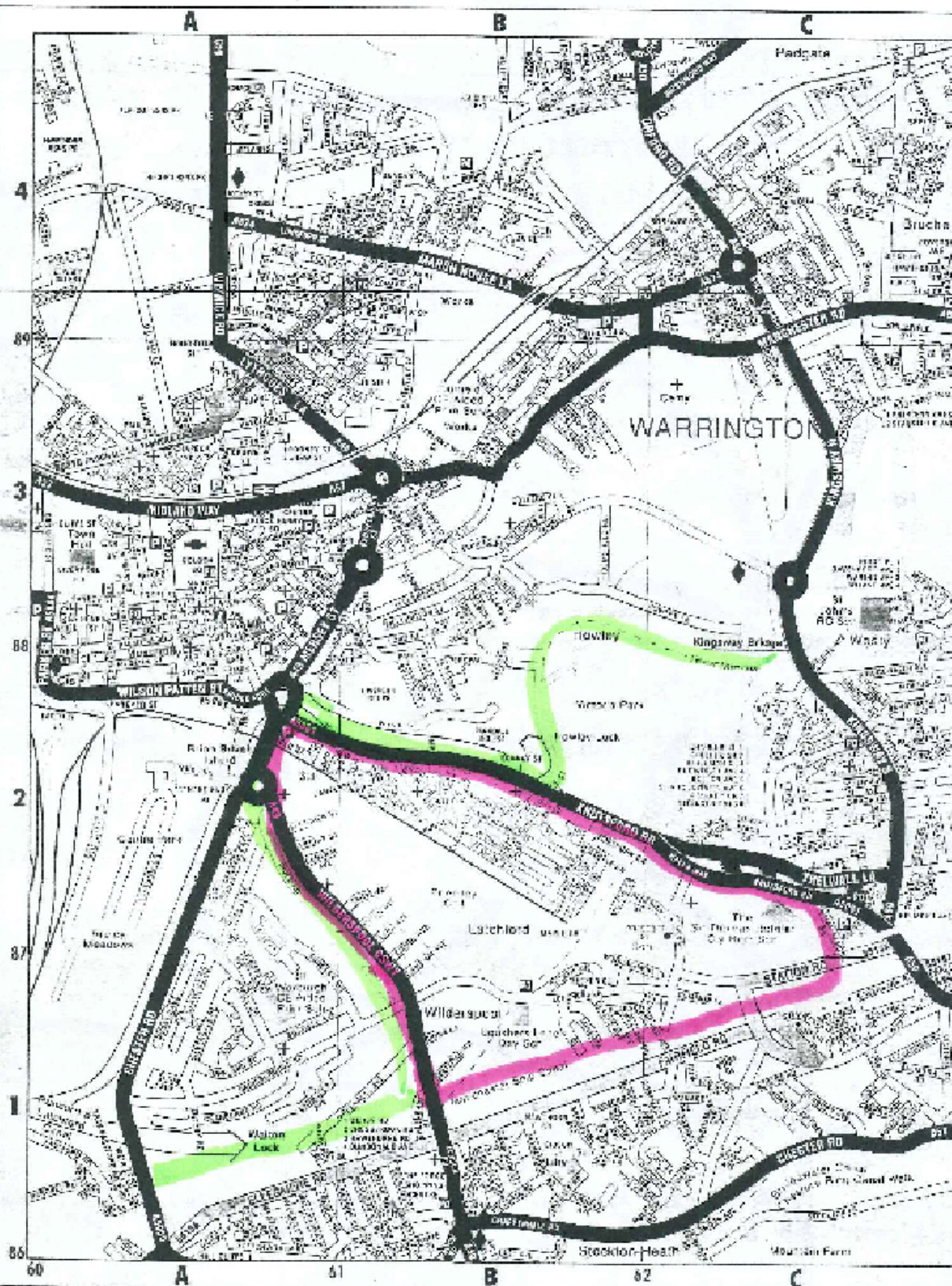
1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means 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 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. "Children of other Christian denominations" 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 fulfill 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 CYTŪN 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.
5. 'brother or sister' includes:
 - (i) 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
 - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
6. 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.
7. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for September 2025.
8. 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.



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 Wash Lane, Latchford, Warrington, Cheshire WA4 1JD

ADMISSION TO RECEPTION CLASS APPLICATION FORM

Name of child for which application is being made:

_____	_____
Surname	Christian name(s) / Forename(s)

Date of birth of the child:

_____	Male/Female
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Is your child baptised

YES / NO

 In the Roman Catholic Church

YES / NO

(Please submit a copy of the Baptismal Certificate unless already done so)

If you answered YES to either of the last two questions, please state at which church your child was Baptised

The church of _____ at _____

Will you already have a child attending Our Lady's at the time of admission?

YES/NO

Details of Applicant(s)

Mr, Mrs, Miss _____ (Please enter your name)	Mr, Mrs, Miss _____ Name of spouse or partner (if applicable)
Address: _____ _____	Address: _____ _____
Post Code _____	Post Code _____
Telephone No _____	Telephone No _____

Please use an additional sheet if there is any other information you wish to give.
You must inform us of any change of telephone number or address so that we can contact you in the future.

Please give the name of any nursery provision that your child has been attending:

I have read the current Admissions Policy. I hereby request a place as detailed above for my child.	
Signed: _____	Date: _____