

OUR LADY OF LOURDES RCPS
ADMISSION POLICY AND ARRANGEMENTS FOR 2026/2027

Policy approved by: Governors	Date: January 2025
Last reviewed: December 2024	
Next review: December 2025	

Our Lady of Lourdes RC Primary School is a Roman Catholic Primary School under the trusteeship of the Diocese of Salford. It is maintained by Bury Local Authority. As a voluntary aided school, the governing board is the admissions authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the local authority.

For the school's year commencing September 2026, the governing board has set its admissions number at 20.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

Admissions to the school will be determined by the Governing board. Parents must complete a Local Authority Preference Form or apply online via the website <http://www.bury.gov.uk/admissions>. If you wish to have your application considered against that school's religious criteria then you must **ALSO** complete the Supplementary Form which is available from the school.

If there are fewer than 20 applications, all applicants will be offered places. If there are more applications than the number of places available, the following oversubscription criteria will be applied:

- 1) Baptised Catholic Looked After Children and Baptised Catholic previously Looked After Children.
- 2) Baptised Roman Catholic children resident in the area of Our Lady of Good Counsel and Guardian Angels' parish allocated to Our Lady of Lourdes RC school.
- 3) Other Baptised Catholic children who have a sibling in the school at the time of admission
- 4) Baptised Roman Catholic children resident in Our Lady of Good Counsel and Guardian Angels' parish.
- 5) Looked After Children and previously Looked After Children
- 6) Baptised Roman Catholic children resident in other parishes.

- 7) Other children who have a sibling in the school at the time of admission.
- 8) All remaining applicants.

If it is not possible to offer places for all applications within any criterion above, priority will be given to those living closest to the school measured using the Local Authority's computerised mapping system which uses the ordnance survey integrated network. The route will be measured using a straight line from the front door to the child's home address (including the community entrance to flats) to the main entrance of the school. In the event of distances being the same for 2 or more applicants where the distance would be the last place/s allocated, a random lottery will be carried out in a public place, all names will be entered into a hat and the required number of names will be drawn out.

Notes for Applicants

- a) All applicants will be considered at the same time and after the closing date for admissions which is **15th January 2026**. Applications received after this date will be **treated as a late application** and will not be considered until **after** the main allocation of places has taken place.
- b) A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- c) For a child to be considered as a Roman Catholic evidence of such Baptism or reception into the Catholic Church will be required. Written evidence of reception into the Catholic Church can be obtained by referring to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place. If for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception.

The Governing Board will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with Salford 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.

- d) Home address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the

right to request other evidence as fit the individual circumstance. Applicants should not state the address of another relative or person who has the daily care of the child.

- e) 'Sibling' is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- f) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.
- g) 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.
- h) Fair Access Protocol – The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions)
- i) If an application for admission has been turned down by the Governing Board, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on all parties.
- j) The Governing Board reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.
- k) It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The Governing Board may exceed the regulations for twins and children from multiple births where one of the children is the 20th child admitted. This also applies to in-year applicants who are Looked After/previously Looked After Children or UK Service personnel or children who move into the area for whom there is no other school available within a reasonable distance.
- l) If a child is a 'summer born child'. Parents may request that the date their child is admitted to school is deferred to later in the school year. However, the child must start school before the end of that school year. If a parent wishes their child to be educated out of their normal school year (kept back a year), they must discuss this with the school before applying. However, the final decision on this rests with the Headteacher.

m) Parents may request that their child attend school part-time until he/she reaches his/her fifth birthday.