

St Bernadette's Catholic Primary School, Lancaster



Admission Policy 2027 -2028

Admission arrangements

St Bernadette's Catholic Primary School is a Catholic School in the trusteeship of the Diocese of Lancaster. It is maintained by Lancashire Education Authority and is a voluntary aided School. The Governing Body is the Admissions Authority and is responsible for taking all decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority.

For the school year commencing September 2027, the number of children to be admitted will be 30.

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.

If any parent wishes to view St. Bernadette's School in session, prior to making an application, they would be most welcome. Visit days are offered throughout the Autumn term and there is a last visit day planned in the January prior to the closing date for applications. These open days are publicised on our school website. If these dates are not suitable parents and families should telephone the school to arrange a convenient time (T.01524 63934).

If more information is needed about St. Bernadette's School they should visit the website <https://st-bernadettes.lancs.sch.uk> or e-mail the school office at bursar@st-bernadettes.lancs.sch.uk

How to apply

Parents must complete a Local Authority Preference Form or apply online via the website www.lancashire.gov.uk (search school admissions). If you wish to have your application considered against that school's religious criteria, then you **must** also **complete the Supplementary Information Form**.

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

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. 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 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. Other children with a sibling in the school at the time of admission.
6. Other children.

Note: As required by law children with a Statement of Special Education Needs or an Education Health Care Plan who name our school will be admitted before the application of the over-subscription criteria.

Baptised Catholic

For a child to be considered as a Catholic evidence of a Catholic Baptism is required.

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their reception into full communion with the Catholic Church can be obtained by recourse 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.

The Governing Body 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 the 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 the appropriate diocesan authority 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.

Evidence of a Catholic Baptism must be received by 31st January at the very latest.

Looked After Children

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.

Siblings

These are 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 – 6 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.
- d) 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.
- 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, 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.

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. <https://st-bernadettes.lancs.sch.uk/wp-content/uploads/2021/11/In-year-Application-Form-2021.pdf>

An application should be made to the school by completing the in-year admissions application form and returning it to:

Bursar, St Bernadette's Catholic Primary School, Bowerham Road, Lancaster, LA1 4HT. Applications can also be emailed to bursar@st-bernadettes.lancs.sch.uk.

An application can be made for a child at any time outside the admission round and the child will be admitted where there are available places. Where a place cannot be secured, parents will be offered the 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.

Where there are places available but more applications than places, the published oversubscription criteria, as set out in the admission arrangements for 2027 - 2028 will be applied. Parents are advised to read the admission arrangements carefully before making their application.

If there are no places available, the child will be added to the waiting list. The published oversubscription criteria are also applied when a place becomes available and where there is more than one child on the waiting list. Waiting lists for admission will operate throughout the school year.

Once school receives the application and supporting documents, an acknowledgement email will be sent to you. You will be advised of the outcome of the application in writing as soon as possible and within 15 days.

You have the right to appeal to an independent appeal panel if your application is unsuccessful.

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 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 school in September with their peers.

If a child is a "summer born child" (1 April-31 August) parents may request that the date their child is admitted to school be 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 (e.g. kept back a year), they must discuss this with the school before applying. However, the final decision on this rests with the Headteacher.

Part time attendance

Parents can request that their child attends part time until the child reaches compulsory school age (ie 5 years of age).



Diocese of Lancaster

St Bernadette's Catholic Primary School Lancaster

Supplementary Information Form

2027/2028

If you are expressing a preference for a place for your child at **St Bernadette's Catholic Primary School** in **Lancaster** and wish to apply under a faith criterion, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be **returned to Mrs A Maudsley at St Bernadette's Catholic Primary School** by the closing date **31st January**.
- **If you do not provide the information required in this form and return it to the school, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this may affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Common Application Form.

Name of child:

Address of child:

Parent/Carer Name:

Parent/Carer Email:

Please read the relevant Admissions Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.

NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school at the proposed time of admission. If this information is not provided the admission authority of the Catholic school may not be able to place the application within the correct criteria.

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

Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)

Criteria	Tick Box	Evidence: insert details in accordance with the Notes below
1. Catholic with a Certificate of Catholic Practice	☐	
2. [Other] Catholic	☐	
3. Catechumen	☐	
4. Member of an Eastern Christian Church	☐	
5. Member of other Christian denomination	☐	
6. Member of other faith	☐	

Catholic [Parish] [Deanery] in which your child lives:

Names of other siblings attending St Bernadette's at the time of admission

In compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. We are **St Bernadette's Catholic Primary School**.
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.

3. The person responsible for data protection within our organisation is Mrs Anne Maudsley and you can contact them with questions relating to our handling of the data. You can contact them by email at bursar@st-bernadettes.lancs.sch.uk
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the UK GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the UK GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of domestic law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the UK GDPR).
8. If the application is successful, the information you have provided on this form will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school/academy may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
10. To read about your individual rights you can refer to the school's data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by following the [complaints policy and procedures](#). If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at: ico.org.uk.

Notes

1. Evidence of Catholic Baptism

If an application is being made for a place at the school/academy for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or

certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school/academy.

[The admission authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.]

2. Evidence of Catholic Practice

If an application is being made for a place at the school/academy for a Catholic child with a Certificate of Catholic Practice, this must be signed by a Catholic priest in the form laid down by the Bishops' Conference of England and Wales. The certificate should be obtained from the family's Parish Priest, or the Priest in charge of the Church where the family practises, and should be provided at the same time as this form is returned to the school/academy.

3. Evidence for Catechumens

If an application is being made for a place at the school/academy for a catechumen evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school/academy.

4. Evidence of Membership of an Eastern Christian Church

If an application is being made for a place at the school/academy for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school/academy.

5. Evidence for Other Christian Denominations and Other Faiths

If an application is being made for a place at the school/academy as a member of another Christian denomination or another faith evidence confirming membership of that Christian denomination or faith, and signed by the appropriate minister of religion or faith leader, will be required. The evidence should be provided at the same time as this form is returned to the school/academy.

Checklist:

Have you enclosed?

- ☐ Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- ☐ Certificate of Catholic practice (where applicable).
- ☐ Evidence confirming membership of a Christian denomination or other faith (where applicable).
- ☐ Have you completed and returned your local authority's Common Application Form?

I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Admission Authority may withdraw any offer of a place even if the child has already started school.

Signed.....

Date.....