



*At Sacred Heart we are inspired by Jesus to be the very best we can be. We look after one another and show respect and love through our relationships with one another. Jesus is in our hearts.*



**'Let Your Light Shine' Matthew 5:16**

## **SACRED HEART ROMAN CATHOLIC PRIMARY SCHOOL A VOLUNTARY ACADEMY (13/512) COLNE, LANCASHIRE**

### **DETERMINED ADMISSION POLICY 2024/2025**

Sacred Heart is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by the Lancashire Local Authority as a Voluntary Academy. The school's Governing Body is the Admission Authority and is responsible for taking decisions on applications for admission. For the school year commencing 2024/2025, the Governing Body's planned admission number is 30.

Applications for a place in Reception at September 2023 should be made on-line at [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools) and searched under School Admissions by 15<sup>th</sup> January 2024. Alternately a paper application can be requested from the Lancashire Local Authority Area Education Office and returned to the Local Authority by the same date.

All preferences listed on the Local Authority preference form will be considered on an equal basis with the following set of admissions criteria forming a priority order where there are more applications than the school has places available.

Parents who wish to seek priority under any criterion that requires additional evidence should also complete either the school's Supplementary Information Form (SIF), or the Lancashire County Council on-line Supplementary Information Form (SIF), and return it at the same time.

As required by law all children with a Health and Education Plan naming the school will be admitted before the application of the oversubscription criteria.

All applicants will be considered at the same time and after the closing date for admissions which is 15 January 2024.

1. Baptised Roman Catholic children who are Looked After Children or Previously Looked after children.

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 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.

2. Baptised Roman Catholic children with proven and exceptional medical and social needs where admission to the school might best help satisfy those needs, provided that appropriate written evidence from a suitably qualified professional (e.g. doctor or social worker) is submitted with the application.
3. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in the former parish boundaries of Sacred Heart and SS Peter and Paul Parishes that now form part of The Good Shepherd Parish.
4. Baptised Roman Catholic children of a member of staff who has been employed at the school for two or more years at the time at which the application for admission to the school is made/or when a member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.



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5. Baptised Roman Catholic children who are resident in the former parishes of Sacred Heart, Colne and SS Peter and Paul, Barrowford, that now form part of The Good Shepherd Parish.
6. Other baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in another parish.
7. Other baptised Roman Catholic children who are resident in another parish.
8. Other children who are Looked After Children or previously Looked After Children.
9. Other children with proven and exceptional medical and social needs where admission to the school might best help satisfy those needs, provided that appropriate written evidence from a suitably qualified professional (e.g. doctor or social worker) is submitted with the application.
10. Other children with a brother or sister attending the school at the time of admission.
11. Children of a member of staff who has been employed at the school for two or more years at the time at which the application for admission to the school is made/or when a member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.
12. Other children.

Tie break

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).



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## NOTES

- a) The Governing Body is the admissions authority. The admissions committee is comprised of the following governors: Headteacher, Deputy Headteacher, Parish Priest and a further two foundation members of the Governing Body.
- b) The school Supplementary Information Form or the Lancashire Local Authority on-line version must be returned to the school by 15th January 2024.
- c) Parents will be informed of the Governors' decision by letter issued via second class post from the Local Authority on 18th April 2024. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.
- d) Each Roman Catholic applicant will be required to produce a baptismal certificate by 15<sup>th</sup> January 2024.
- e) Each applicant will be required to produce a birth certificate after a place has been allocated.
- f) Parents should check carefully whether they are resident within the former parish boundaries of Sacred Heart and SS Peter and Paul Parishes. Further information available from the school.
- g) It is the duty of governors to comply with Regulations on class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30 children except in exceptional circumstances.
- h) The term 'brothers and sisters' will be taken to include half brothers and sisters, step brothers and sisters, foster children and children of partners living in the same household.
- i) Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. 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 either in the form of a copy of a tax credit award notice or a recent bank/building society statement showing child benefit being paid into their account.
- j) Where there are twins or triplets 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 cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits.
- k) Parents of children with a fifth birthday between 1 September 2024 and 31 August 2025 may defer their child's admission date. Where parents wish to defer entry, this **must** be agreed with the school and the LA. Parents should indicate their intention to defer on their On-line or paper application form. (This will not affect the priority of the application within the appropriate published admission criteria). Primary admission may be deferred by up to two school terms (although all children must start school on the first day of the school term following their fifth birthday). Where deferred arrangements are agreed, school places will be reserved.



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- l) If a parent wishes their child to be educated out of their normal school year, they must provide the school information/evidence to support their request before applying, such requests will be considered individually. However the decision outcome rests with the Governing Body of the school (para 2.17 of the Admissions Code) and parents will be notified in writing prior to the primary national offer day. Full information is in the Local Authority information for parents (website and booklet) at [www.gov.uk/government/publications/school-admissions-code](http://www.gov.uk/government/publications/school-admissions-code)
- Parents cannot apply for and be offered a reception place and then defer a child's entry for a full school year.**
- m) You may also request that your child attend our school part-time until he or she reaches their fifth birthday.
- n) If the school is oversubscribed, a waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn Term.
- o) LATE APPLICATIONS**  
Late applications will be administered in accordance with the Local Authority Coordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.
- p) Parents are asked to read the Governors published admission policy. Any changes to the policy will be circulated to all applicants on file for subsequent years
- q) IN YEAR APPLICATIONS – APPLICATIONS DURING THE ACADEMY YEAR**  
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.  
Where a place cannot be secured, parents will be offered a legal right of appeal to an independent appeal panel.  
The school/academy is responsible for the administration of the appeals process. The appeal form is available from the school website <https://www.sacredheartschoolcolne.co.uk>.  
If your application is refused, parents have a statutory right to appeal (see 'Appeals' below). The appeal should be lodged within 20 Academy days after the date of your refusal letter.
- r) APPEALS**  
Parents/carers have a statutory right to appeal if a child is not offered a place. This should be done by writing to the Academy setting out your grounds for appeal no later than twenty Academy days after the decision letter has been received. The appeal will be arranged on behalf of the Academy's local governing body by the appointed organisation and will be heard by an independent panel. The decision of the panel will be binding on the Academy.
- s) The Governing Body 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.



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**SACRED HEART RC PRIMARY SCHOOL A VOLUNTARY ACADEMY  
(13/512) ADMISSION REQUEST**

**Please complete in BLOCK CAPITALS and return to school before 4pm on 15/01/2024**

SURNAME OF CHILD	_____
FORENAME(S)	_____
DATE OF BIRTH	_____

ADDRESS OF CHILD	_____
	_____ POSTCODE _____
YOUR TELEPHONE NUMBER	_____

IS YOUR CHILD		
BAPTISED ROMAN CATHOLIC	<input type="checkbox"/>	NON CATHOLIC <input type="checkbox"/>

FOR BAPTISED ROMAN CATHOLICS	
MONTH OF BAPTISM	_____ YEAR _____
PARISH	_____
PARISH LOCATION (TOWN/CITY)	_____

You are asked to enclose a copy of the baptismal certificate with this form. If this is not possible explain below
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SIGNED	_____	NAME (please print)	_____
RELATIONSHIP	_____	DATE	_____

**For office use only**

Date of Birth to be verified if position offered

Date of Baptism verified