St Gregory's Catholic Primary School
Blackpool Road, Preston, PR1 6HQ

Tel: 01772 795415
Website: www.stgregorysps.co.uk

DETERMINED ADMISSIONS POLICY SEPTEMBER 2027

INTRODUCTION

St Gregory's is a Catholic Primary School provided by the Diocese of Lancaster and maintained by Lancashire Local Authority as a voluntary aided primary school.

The Governing Body is the admissions authority and is responsible for taking decisions on applicants for admission.

The Governors welcome applications from Catholic and non-Catholic parents who would like their children educated within the aims and ethos of *St Gregory's* Catholic School.

St Gregory's is a Catholic Primary School in which the Catholic faith and the teachings of the Catholic Church are essential aspects of school life and influence the school curriculum.

We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

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

a. The Advice of the Diocesan Trustees on the nature and purpose of Catholic Schools.
b. The Governing Body's responsibility towards the school and the Catholic community it serves.
c. The Catholic character of the school and its Mission Statement.

The Governing Body Admissions Committee is comprised of the following governors: *The Headteacher, a Staff Governor (Mrs M Ryan) and a Foundation Governor (Cath Wallace, Pat Cairns).*

It is the duty of the Governors to comply with class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30 children. No more than 30 children will be admitted to any one reception or infant class.

The Governing Body has set the planned admissions number for September 2027 at 30. The Local Authority and other parties required by law have been consulted on this.

ARRANGEMENTS FOR ADMISSION IN SEPTEMBER 2027

1. Applications for a place at the school should be made on the Local Authority form or online and returned to the Local Authority no later than 15th January 2027.

2. Parents must complete the Local Authority Application Form. Parents who wish their application to their Catholic school to be considered against the priority faith criteria should also complete the Supplementary Information Form. If the school is oversubscribed, failure to complete the Supplementary Information Form may result in your application for a place in this school being considered against lower priority criteria, as the Governing Body will have no information upon which to assess the application on the basis of the applicant's baptism.

3. The Supplementary Information Form should ***be returned to the school no later than 15th January 2027, together with proof of baptism.***

4. The admissions committee of the Governing Body will consider all applications at the same time after the given closing date.

5. Offers will be made by the Local Authority on 16th April 2027.

6. As required by law, all children with an Educational Health Care Plan naming the school will be admitted before the application of the oversubscription criteria.

***ADMISSIONS/OVERSUBSCRIPTION* CRITERIA**

The Governors will admit up to 30 children in September 2027. If the number of applications for admission exceeds the places available, children will be admitted subject to the following criteria which will be used to form a priority order.

1. Catholic looked after and previously looked after children including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (see notes 2&3)
2. Other looked after and previously looked after children including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (see note 2)
3. Catholic children who are resident in the parish of St Gregory's.
4. Other Catholic children. (see note 3)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
8. Any other children.

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

i. Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)

ii. 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 (i) above (see note 8).

Tie Break:

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated 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).

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 an 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. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. "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 fulfil 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 CYTÛN 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.

7. "Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
    - A religion which involves belief in more than one God, and
    - A religion which does not involve belief in a God.

    Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. '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.

9. 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.

10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

11. 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.

12. If you are moving house and applying for the school and it is not oversubscribed, using your new address may not be a problem. In the event of oversubscription it may be possible to consider your application on the basis of an address you are intending to move to. You must be resident at a specific address and not just have a stated intention to move to an area. You must provide evidence that you have exchanged contracts on a house or have an offer of a tenancy on a property in which you intend to live and which will be in place when your child would start at the school. This evidence must be submitted as soon as possible and ***no later than the deadline of no later than 15th January 2027***. Further evidence, e.g. utility bills, may also need to be submitted ***prior*** to the admissions committee meeting to allocate the available places.

Late Applications

Late applications for school places which are received after the closing date of **15th January 2027**, will not necessarily be dealt with at the same time as those received by the set deadline. The reasons for a late application may be requested and where these are not exceptional the relevant admission criteria will be initially applied to all other applications received on time. The late application will be dealt with after this process. You are encouraged to ensure that your application is received on time.

Multiple Births

Where there are twins, etc 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.

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 until 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 the Governing Body at the same time as the admission application is made. 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 **31st December 2027**.

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 normal admission round and the child will be admitted where there are available places. Application should be made to the Governing Body by contacting the school: www.stgregorysps.co.uk

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

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 admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even when admitting the child would mean exceeding the PAN (subject to the infant class size exceptions).

The Governors reserve the right to verify that all successful applicants have met the relevant criteria for admission. The Governing Body reserves the right to withdraw the offer of a place or, where the child is already attending the school, the place itself, where it is satisfied that the offer or the place was obtained by deception.

Appeal Arrangements

If an application for admission has unsuccessful, parents can appeal to an independent appeals panel. This appeal should be sent in writing to the clerk to the governors at the school within 14 days of notification of refusal. The date of notification will be considered to be 2 working days after posting by first class post of the refusal to offer a place. The parents must give their reasons for appealing in writing. The decision of the appeal panel is binding on the parents and on the governing body.

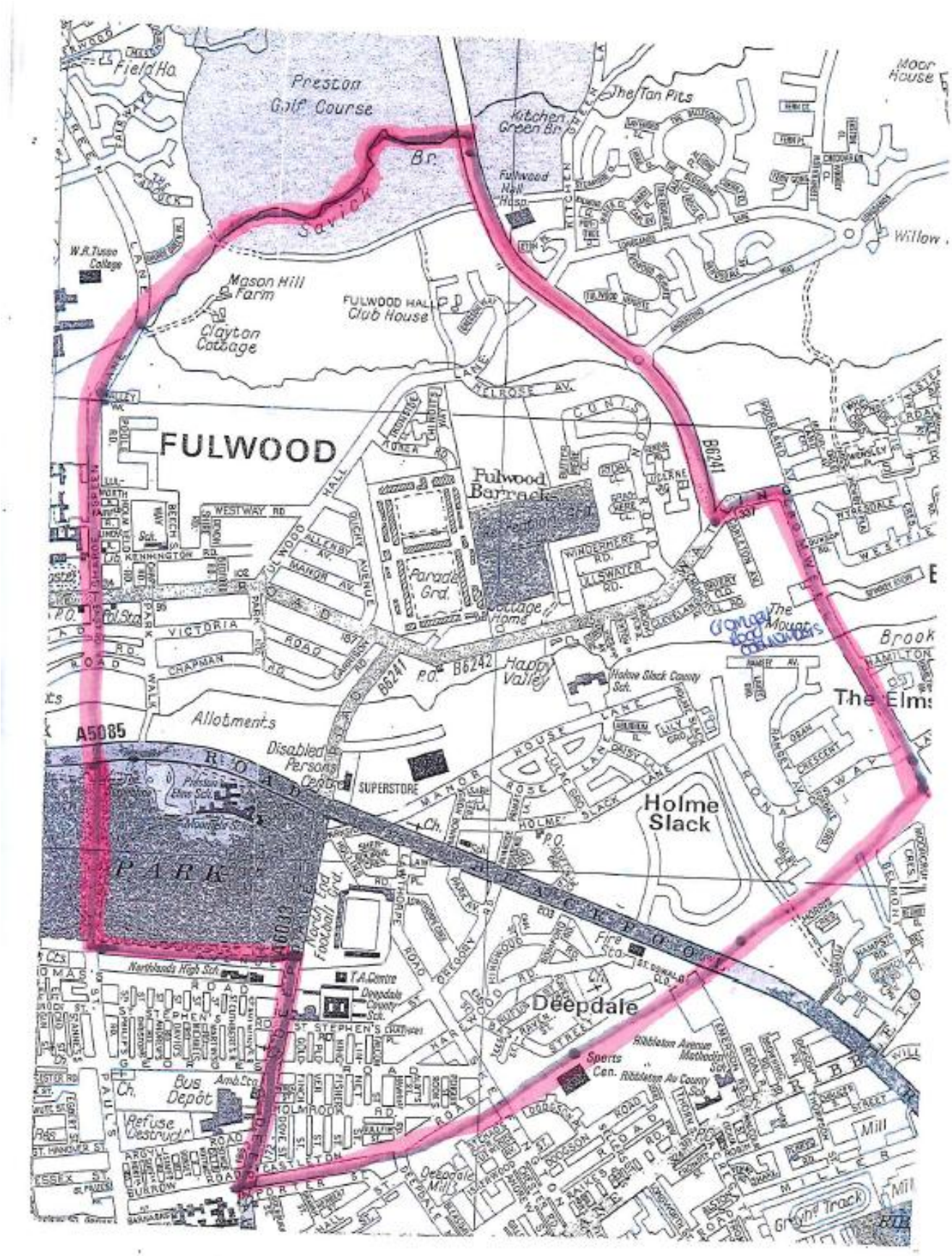
Please note that you cannot re-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

Fraudulent Applications

Where the Governing Body discovers that a child has been awarded a place as a result of an intentionally misleading application from a parent, for example, where a false address has been provided, then the Governing Body is required to withdraw the offer of a place. The application will then be considered afresh and a right of appeal offered if a place is refused.

Appendix 1: St. Gregory's Parish

A map showing the boundary of St Gregory's Parish which enables parents to check, at street level, whether their home address falls within the parish



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Admissions to Reception Supplementary Information Form

Date of intended entry to Reception: September 2027

If you are applying for a place in our Reception Class in the following academic year, completion of this form does not guarantee acceptance by the school as in the case of the school being oversubscribed, then our admissions criteria will be applied.

Child's Surname: ..... Christian Name(s):.....

Gender (M/F): ..... Date of Birth: .....

Address.....

Postcode.....

Telephone.....

Proof of address seen by (school use only)..... **(this can be a utility bill, bank Statement or other official document with proof of address on)**

Is your child Baptised Catholic? **Yes/No** (delete as appropriate)

Is your child Baptised in another Christian Faith? **Yes/No** (delete as appropriate)

Church Baptised..... Date of Baptism .....

Baptismal Certificate seen by (school use only).....

(Please note that if you are applying under a faith category, then you must provide **proof of Baptism** through a Baptismal Certificate. The school will not be contacting any parishes to confirm any Baptismal details.)

Please list here any brothers or sisters who will be attending St Gregory's at the time of admission (Sept 2027)

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Admission Criteria

The Governors will admit 30 children in September 2027. If the number of applications for admission exceeds the places available, children will be admitted subject to the following criteria which will be used to form a priority order.

Please tick the box appropriate to the category you are making the application under

1.	Catholic looked after and previously looked after children including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2.	Other looked after and previously looked after children including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
3.	Catholic children who are resident in the parish of St Gregory's
4.	Other Catholic children
5.	Catechumens and members of an Eastern Christian Church
6.	Children of other Christian denominations whose membership is evidenced by a minister of religion
7.	Children of other faiths whose membership is evidenced by a religious leader
8.	Any other children

Signed: .....

Date: .....

Relationship to child: .....