Join the faith and learning journey

St Antony's Roman Catholic Primary School

ADMISSION POLICY 2028/2029

OUR MISSION STATEMENT

St. Antony's School is part of the Roman Catholic community of the Holy Family, where Jesus Christ is our inspiration as we raise standards and aspirations for all of our children.

INCLUSION STATEMENT

In this school, we are educating our children to:

- **know who they are - a special and unique gift from God**
- **know why they are here - we all have a purpose and responsibility to look after God's world**
- **work hard and aim high for their future- find and use their God given talents to be what God intended them to be.**

We are a Catholic community, in a modern society, where everyone is equal. The most loving and merciful Jesus Christ is our role model, and He welcomed everyone. All children are welcome in our school, and they and their families become part of our St. Antony's family. We will love and nurture them, and do our best to help them, on their faith and learning journeys, to become what God wants them to be.

Policy Name: ADMISSION POLICY

Adopted by Governors: …… (signed on hard copy)

Date:

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The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The number of places available for admission to the Reception class in September 2028 is 30. 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.

Children whose fifth birthday falls between 1st September 2028 and 31st August 2029 will be admitted on 1st September 2028.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. Children with an Education Health Care Plan where the named school is St Antony's, will be given priority above all other children. Applications to the school will be dealt with by the Governing Body in accordance with the following set of criteria which will be used to form a priority order if there are more applications than the school has places available.

1. **Baptised Roman Catholic Looked After Children and previously Looked After Children - This includes any "looked after child" and any child who was previously looked after but immediately after being looked after was adopted or became subject to a residence order/child arrangement order or special guardianship order. (see note b & e)**

2. **Baptised Roman Catholic children in the parish of Holy Family and living in the catchment area for St Antony's. A map of the parish boundaries is available in school and on the school website (see note e)**

3. **Baptised Roman Catholic children who have a sibling in school at the time of admission. (see note d & e)**

4. **Baptised Roman Catholic children (see note e)**

5. **Non Catholic Looked After Children and previously Looked After Children - This includes any "looked after child" and any child who was previously looked after but immediately after being looked after was adopted or became subject to an adoption, a residence order/child arrangement order or special guardianship order - (see note b).**

6. **Non Catholic children who have a sibling in the school at the time of admission. (see note d)**

7. **Other children.**

Tie breaker

In the event of there being more applications within any category than places available, home to school distance will be used as the tiebreaker. Distances are measured as the crow flies, from home to the school gate, using the computerised mapping package offered by the Local Authority. If a further tiebreaker is needed, the decision will be made by random allocation. The draw will take place at Local Authority's offices, and the name(s) will be selected by a random draw allocation (which is carried out automatically by the local authority's computerized system).

NOTES

a) All applications received by the closing date of 15 January 2028 will be considered at the same time.

b) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order, including those who appear to this admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
'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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. An 'adoption order' is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

c) Parents should check carefully whether they are resident within the parish boundary of The Holy Family. A map is available in school for this purpose and is available on the school website). All applicants claiming residence in the parish of the Holy family and in the catchment area of St Antony's will be required to provide proof of address, by supplying an original, up to date, utility bill.

d) Sibling is defined as a brother or sister, step brother or sister, half brother or sister, adopted brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

e) For a child to be considered as a Baptised Catholic evidence of a Catholic Baptism must be provided. A copy of the Baptism certificate would be required.

This evidence should accompany the application form. If necessary, parents can submit the application form and send the supporting evidence at a later date but the supporting evidence MUST be received by the Local Authority **on or before the 15th January 2028** for Reception 2028 applications. It is the parent's responsibility to ensure that the Local Authority receives the supporting evidence.

If you **do not** provide the supporting evidence **on or before the 15th January 2028**, then it will not be possible to consider your application under the medical/social/welfare criterion.

Please bear in mind the following points in relation to this criterion –

1. only *exceptional* reasons associated with the child and directly relevant to the suitability of St Antony's (i.e. showing why the child needs to be admitted to that particular school) are normally accepted under these criterion.

2. all schools can make provision for special educational needs and can also manage common conditions – e.g. asthma, diabetes, epilepsy.

Twins and Multiple Births

The Governing Body reserves the right to give special consideration to twins/triplets in the same year group. If an application has been made for places for twins/triplets/2 or more siblings in the same year group and insufficient places are left within the published admission number (i.e. one of the siblings is the last child who can be admitted within that number) it may be possible for the Admission Authority to offer places to the other sibling(s) in the birth group as a permitted exception to class size regulations.

Admissions Process

(1) In the autumn term, applicants who live in Blackburn with Darwen are advised to visit www.blackburn.gov.uk/admissions to access the admissions website. Applicants outside of Blackburn with Darwen must apply to their home local authority by completing a Common Application form or applying online. Applications are accepted from 4th September 2027.

(2) The online application form or the common application form should be completed and submitted to your home local authority by the closing date of 15th January 2028. All applications received by the closing date will be considered at the same time and in a fair way according to the published admission criteria. Applications received after the closing date will be treated as late applications and will not be considered until after the main allocation of places has taken place.

Note: If a child attends St Antony's nursery an application must be made for any transfer from nursery to primary school.

(3) Parents will be informed of the governors' decision on the national offer date which is on or after 16th April every year. The LA's Admission Team will send notification on the 16th April 2027 to all parents/carers of BwD children informing them of the outcomes of the application for admission into a primary school. If admission is refused to any school, a notification will be sent which will inform the parents/carers of the alternative school to be offered. The LA's notification will advise parents/ carers of their right to appeal. Please note: an offer of a place **does not guarantee** a place for brothers and sisters in subsequent years.

(4) Any children who are not admitted will have their name placed on the waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will

be slotted into the waiting list according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later may have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. Please note that looked after children, previously looked after children and those allocated a place at the school in accordance with the Fair access protocol must take precedence over those on the waiting list. The Waiting List will operate until 31st December 2028.

(5) If an application for admission has been turned down by the Governing Body, parents can appeal to an independent Appeals Panel. This appeal must be sent in writing to the Clerk of Governors at the school within 20 school days of notification of refusal (i.e. 21 May 2028). Parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors and on the parents.

Fraudulent applications

The governing body has the right to withdraw a place obtained by the parent giving/using false evidence. If a place is withdrawn due to false information, then the application will be reconsidered (on the basis of the correct information) and if the application is refused again, the parent will be offered the right to appeal against that refusal.

In-year admission

The governing body will participate in in-year coordinated admission arrangements in 2028-2029. Anyone wishing to apply for an in-year place at St Antony's should contact Blackburn with Darwen admissions team on 01254 666605 (option 1) or email admissions@blackburn.gov.uk. "In-year" applications will be considered when they are received, and places offered if available. Any applicant who is refused an in-year place has the right to appeal against that refusal. If more applications are received at a particular time than there are places available, then the published oversubscription criteria will be applied to those applications and places offered accordingly. If you are moving house, your application and appeal will be considered as being made from the original address until we have proof of new address (i.e. a copy of a letter from a solicitor confirming that contracts have been exchanged; or a copy of the signed tenancy agreement; and a copy of your council tax bill).

Deferred admission and part-time attendance

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 it is between January and August, 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 no later than January. You may request that your child attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. A child reaches compulsory school age on the 31 December, 31 March and 31 August following their 5th birthday, whichever comes first. If you defer a summer born child starting school completely during Reception year, they will lose the place and will have to reapply.

Admission of children outside their normal age group

Parents/carer(s) may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health. Parents of a summer born child (born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group - to reception rather than year 1.

Children who are already of school age

Parent(s)/carer(s) must submit their written request for admission out of the normal age group to the Governing Body. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Children seeking admission to reception in the September after their fifth birthday

Parent(s)/carer(s) will need to submit a normal Common Application Form (CAF) to the Local Authority (in writing or online) for admission into the normal age group at the same time as they submit a written request to the Governing Body for their child to be admitted out of the normal age group.

Please note: This Governing Body will not honour a decision made by another admission authority on admission out of the normal age group. Parent(s)/carer(s), therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

The Governing Body will make a decision on the request before the Primary national offer date if at all possible.

If the request is agreed, the parent(s)/carer(s) must make a new application for the next main admission round the following year, and their current application for the normal age group should be withdrawn before a place is offered.

If their request for admission outside the normal age group is refused, parent(s)/carer(s) must decide whether to accept the offer of a place for the normal age group that they receive from the Local Authority, or to refuse it and make an in-year application to the Governing Body for admission to year one for the September following their child's fifth birthday.

Making the decision

Parent(s)/carer(s) seeking admission of their child outside their normal age group must send their written request to the Governing Body. It is the responsibility of the parent(s)/ carer(s) to provide the Governing Body with all relevant information relating to this request, including the parent(s)/carer(s) views; information about the child's academic, social and emotional development; medical history and views of a medical professional (where relevant); whether the child would naturally have fallen into a lower age group if it were not for being born prematurely; and whether the child has previously been educated out of their normal age group.

The Governing Body is required to take into account the views of the Head Teacher on the application as well as the information from the parent(s)/carer(s). The Governing Body will make their decision on the basis of the circumstances of each individual case, and in the best interests of the child concerned.

The Governing Body will then inform the parent/carer of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parent(s)/carer(s) have a statutory right to appeal to an independent admission appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal does not apply if they are offered a place at the school but it is not in their preferred year group. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group.