St John the Baptist RC Primary School, Padiham
DETERMINED ADMISSION POLICY 2027/2028
Updated March 2026

St John the Baptist is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Lancashire Local Authority as a voluntary aided primary school. The school's governing body is the admission authority and is responsible for taking decisions on applicants for admission. For the school year commencing 2027/2028, the governing body's planned admission number is 30.

Admission to the school will be made by the Governing Body. 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 for admissions than the school has places available.

'The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. 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.'

Application Process

For a place in Reception for September 2027, applications need to be made **online by 15th January 2027**. Parents who wish to seek priority under any criterion that requires additional evidence should also complete the school's **Supplementary Information Form (SIF) and return it to the school by 15th January 2027.** A supplementary form is attached and further copies are available from the school.

The priorities on admission are as follows:

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. Children with an exceptional social, medical, educational or religious need which can be best met, or only met at St John the Baptist.
3. Baptised Catholic children who have a sibling in the school at the time of admission.
4. Children who are resident within the St John the Baptist Primary School Catchment Area of St John the Baptist with St Philip the Apostle.
5. Other baptised Catholic children.

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

Parents may ask to defer accessing an offered reception place until the first day of term after a child's fifth birthday.

If your child's fifth birthday is between April and August then they can start school from the September after this takes place. The expectation would be that parents have decided that the child will miss the full reception year and they would have to apply for Year 1 places (if any remained available). Requests for full year deferral with a retained reception start will be considered individually. Parents would be expected to provide substantial and exceptional evidence of the need for this to happen (personal views and reference to national research will not suffice). Further information is on the Local Authority web site at http://www.lancashire.gov.uk/schools (primary admission information for parents).

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 it 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 no later than January. It is possible to defer the admission until your child is aged 5 however, **this is not considered best practice** and would only be considered in extreme circumstances. You may also request that your child attend school part time until he/she reaches his/her fifth birthday.

NOTES

a) The Governing Body is the admissions authority. The admissions committee is comprised of the following Governors: Chair of Governors, Parish Priest and Headteacher.
b) In the Autumn term all parents who have expressed an interest in a school place will be sent a copy of the Local Authority Primary Admission Booklet; which gives details of the LA co-ordinate admissions arrangements. These are available from Local Authority offices, public libraries and primary schools.
c) Parents must apply online and express three preferences for primary school admission. The closing date for all applicants is Friday 15th January 2024. All applicants will be considered by the governors at the same time in a fair way according to the published criteria.
d) Applicants will be able to view their offer of a school place online on 16th April 2024. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.
e) Each Roman Catholic applicant will be required to produce a Baptismal Certificate.
f) Parents should check carefully whether they are resident within the parish boundaries.

A map illustrating parish boundary is attached. A description of the Parish is:

Catchment Area of St John the Baptist Primary School

S from Barrowford Road via Moor Isles Clough to its confluence with the River Calder. W by River Calder to its confluence with Whittaker Clough and by a straight line S to the junction of Padiham Road (A671) and
Kiddrow Lane (A646) W along Padiham Road to and S along Cowley Crescent, Scott Street, Knotts Lane (both sides of all these three streets in St Mary Magdalene''s parish) to and S along Green Brook and to M65 Motorway. S by the brook to the W end of Burnley Cemetery, then by a straight line to Higher Moor and by the Hyndburn - Burnley boundary to Burnley Road (A679) N by the A56(T) to the M65 Motorway W by the M65 to Shorten Brook and by Shorten Brook to its confluence with the River Calder by Altham Bridge, by the River Calder to Sabden Brook and by Sabden Brook to Read Old Bridge E by Old Roman Road, Back Lane and Stump Hall Road to the junction with Guide Lane at Haddings Head, S by Guide Lane to Barrowford Road.

g) All applicants resident in the catchment area of St John the Baptist Padiham will be required to provide proof of address, by supplying an original, up-to-date, utility bill or family credit book.

h) It is the duty of Governors to comply with regulations on class size limits at Foundation Stage and Key Stage One. This means that the school cannot operate classes in Foundation Stage or Key Stage One of more than 30 children.

i) If in any category there are more applications than places available, priority will be given on the basis of proximity to the school with the nearest home to the school given priority. This will be determined by a radial measure from the centre of the home address to the centre of the school. This will be measured as a direct straight line. In the case of an equal distance measurement a random draw will be held.

j) Where a child lives with parents with shared responsibility, each part of the week, the 'home' address will be determined as being where the child resides for the majority of the school week.

k) The term 'brothers and sisters' will be taken to include step brothers and sisters, foster children, adopted children and children of the parent/carers partner in the **same household**.

l) A looked after child is a child who is (a) in the care of the 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 from that Status after becoming subject to an adoption, residence or special guardianship order.

m) If the school is oversubscribed, a waiting list will be maintained for the full autumn term in the academic year of admission. It will be ordered according to the admission oversubscription criteria.

n) Late applications will be considered in accordance with the published admissions criteria.

If the school is over subscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises.

o) 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 to the Governors at the school within 14 days of notification of refusal. The date of notification will be 2 working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the appeals panel is binding on all parties. The outcome of the appeal is binding on the parents and on the Governing Body.

p) Twins/Triplets etc.
The Governing Body may exceed Key Stage One and Foundation Stage class limits for twins, multiple births and siblings in the same year where one of the children in the 30th child admitted and the other(s) are beyond that limit.

It sometimes happens that a child needs to change school other than at the 'normal' time, such admissions are known as non-routine admissions. In order to obtain a school place in mid year it is necessary to fill in the local authorities Common Application Form, stating three preferences. The form must be returned to the Area Pupil Access Team. If you wish to apply to this school on the grounds of your faith commitment then it may be helpful to your application to complete our Supplementary Form and return it directly to the school. The Local Authority will consider your three preferences equally, in liaison with other admission authorities.

Admission of children outside of their normal age group

Parents 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. In addition, the parents of a summer born child[1] 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. Admission Authorities **must** make clear in their admission arrangements the process for requesting admission out of the normal age group.

Admission authorities **must** make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. *They **must** also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the*

[1] The term summer born children relates to all children born from 1April to 31 August. These children reach compulsory school age on 31August following their fifth (or on their fifth birthday if it falls on 31 August) It is likely that most requests for summer born children admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely

year group the child should be admitted to, the admission authority ***must*** *set out clearly the reasons for their decision.*

Where an admission authority agrees to a parents' request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (ie the age group to which pupils are normally admitted to the school) the Local Authority and Admission Authority **must** process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application oversubscription criteria where applicable. They **must** not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against refusal of a place at a school for which they have applied. *This right does not apply if they are offered a place at the school but it is not in their preferred age group.*

Non-routine or 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.
Where a place cannot be secured, parents will be offered a 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.

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

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

THE OFFER OF A PLACE CAN ONLY BE MADE BY THE LOCAL AUTHORITY.

If you wish to visit the school before stating your preferences, please contact us.

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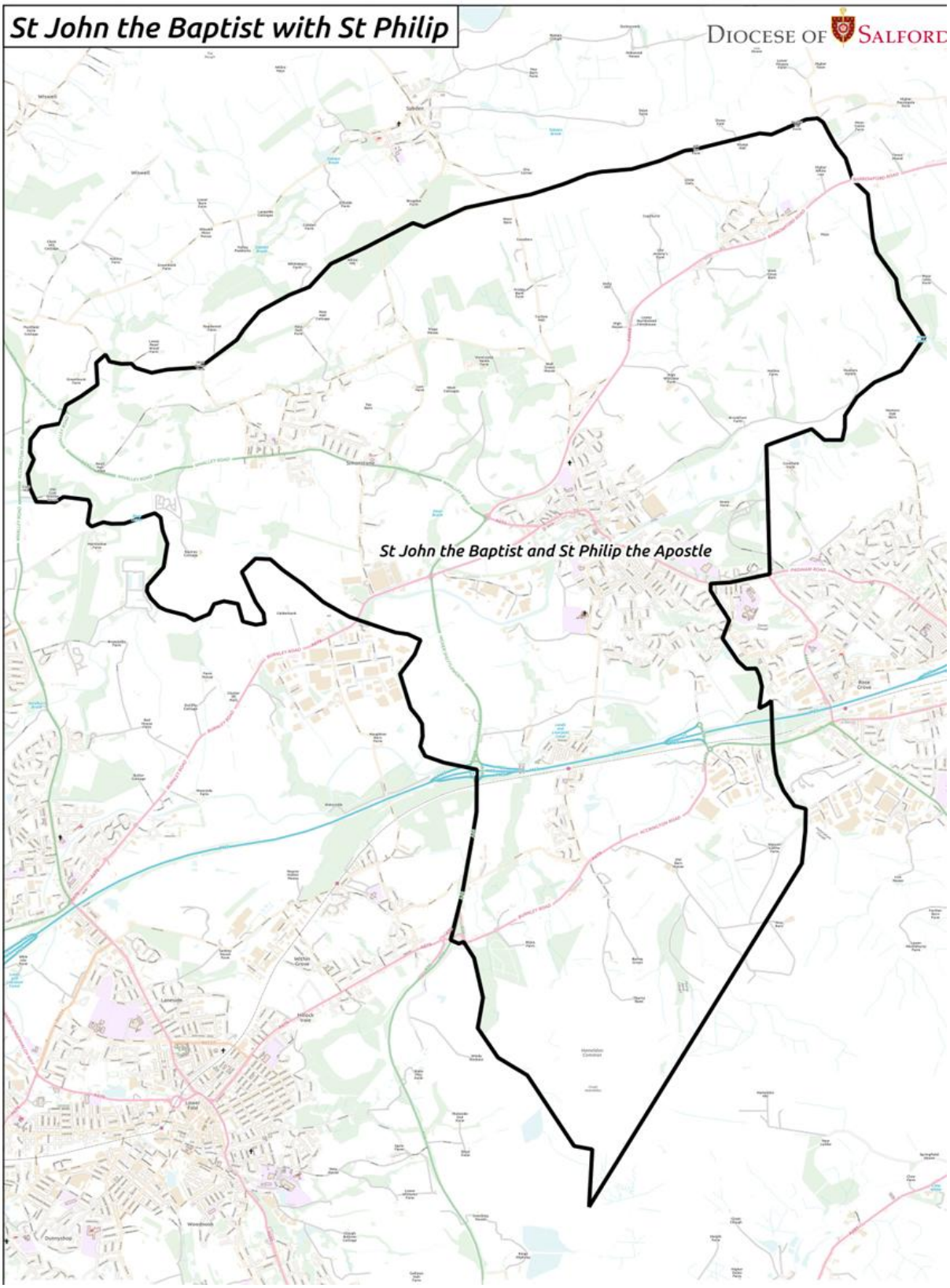
St John the Baptist Primary School Catchment Area

S from Barrowford Road via Moor Isles Clough to its confluence with the River Calder. W by River Calder to its confluence with Whittaker Clough and by a straight line S to the junction of Padiham Road (A671) and
Kiddrow Lane (A646) W along Padiham Road to and S along Cowley Crescent, Scott Street, Knotts Lane (both sides of all these three streets in St Mary Magdalene''s parish) to and S along Green Brook and to M65 Motorway. S by the brook to the W end of Burnley Cemetery, then by a straight line to Higher Moor and by the Hyndburn - Burnley boundary to Burnley Road (A679) N by the A56(T) to the M65 Motorway W by the M65 to Shorten Brook and by Shorten Brook to its confluence with the River Calder by Altham Bridge, by the River Calder to Sabden Brook and by Sabden Brook to Read Old Bridge E by Old Roman Road, Back Lane and Stump Hall Road to the junction with Guide Lane at Haddings Head, S by Guide Lane to Barrowford Road.

St. John's **Road, Padiham, Burnley Lancashire. BB12 7BN**
Tel: (01282) 771 146 Fax: (01282) 776 047
Web: www.st-john.lancs.sch.uk Email: head@st-john.lancs.uk Twitter: @StJohnsPadiham

St John the Baptist RC Primary School

Headteacher: Mrs Kathleen McKeating



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SUPPLEMENTARY FORM

Statement of Baptism for Admission to Reception Class 2027/2028

Please complete this form and return to school by Friday 15th January 2027

1. Child's Details

Surname: _____

Forename(s): _____

Child's Home Address: _____

_____

_____

Telephone Number: _____

2. Parent's/Carer's Details

Surname: _____

Forename(s): _____

3. Baptism

Is your child a Baptised Catholic? YES ☐ NO ☐

If your child has been baptised, please provide a copy of your child's baptismal certificate or verification of your child's baptism (written confirmation from the parish where the baptism took place), with this form or this will delay or hinder your application. Please also provide a copy of your child's birth certificate and a recent utility bill.

Baptism Details

Church: _____

Address: _____

Date of Baptism: _____

For your information the address of our Parish Priest is:

Fr J Ojelabi
The Presbytery
St John the Baptist RC Church
St John's Road
Padiham BB12 7BN Tel: 01282 772200

The Governors reserve the right to verify the information given on this form. Any offer of a place will be on the basis that the information given is accurate.

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