



St. Francis' Catholic Primary School

The Hill
Horns Lane Goosnargh
PRESTON Lancashire
PR3 2FJ

www.stfranciscatholicprimaryschool.co.uk
head@st-francis.lanes.sch.uk



SCHOOL POLICY STATEMENT ADMISSIONS 2025/26

Purpose of the School

The school is primarily for the St Francis Hill Chapel Parish, which is situated in the Diocese of Lancaster and maintained by the Local Authority. Catholic children from outside the "catchment area" of the Parish may be admitted to the school. Applications for places for children who are not of the Catholic faith will be considered by the Governors, provided there are places available. The Governing Body is responsible for admissions within the requirements of the law and will consult with the Diocesan Education Service.

The Governing Body has set the Planned Admission Number at 15 and consults with the Local Authority annually. No more than 30 children will be admitted to any one Reception or Key Stage 1 class.

As required by law all children with a Statement of Special Educational Needs naming the school will be admitted before the application of the oversubscription criteria.

Parents must complete the common application form available from the Local Authority. Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the school's Supplementary Information Form. If the school is oversubscribed, failure to complete the supplementary 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.

If there are more applications than places, offers will be made in order according to the oversubscription criteria listed below.

1. Looked after and previously looked after Catholic children, or children who appear to the school to have been in state care outside of England.
2. Catholic brothers and sisters, siblings, residing at the same address of children at school at the anticipated time of admission.
3. Catholic children whose parents reside within the Parish boundary and who are worshippers at St Francis, Hill Chapel
4. Catholic children who reside within the parish boundary,
5. Catholic children whose family reside outside the parish boundary but who are worshippers at St Francis, Hill Chapel.
6. Catholic children who reside outside the Parish boundary.
7. Non Catholic looked after and previously looked after children, or children who appear to the school to have been in state care outside of England.
8. Non Catholic brothers and sisters, siblings, residing at the same address of children at school at the anticipated time of admission
9. Children whose families are worshipping members of other denominations and faiths and reside within the Parish.
10. Other children who reside within the parish.
11. Any other applicant.

Siblings can include half, step, adopted or fostered.

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).

If an application for admission has been refused by the delegated Governors, the parent/s have the right to appeal to an Appeals Panel set up by the LA. An application must be sent in writing, to the Clerk to Governors. The parent/s must give reasons why they think that their child should be admitted to the school.

Arrangements for the appeal will be made by the Local Authority. The decision is binding on all parties and will be communicated in writing to the parent/s of the child.

Twins / Triplets

Where there are twins 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 if infant class sizes. If places for twins or all triplets, etc cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group. If only a single place can be offered for twins, then the Local Authority's system for a random draw will decide which pupil receives an offer.

Shared Parenting

Where a child lives with one parent for part of the week and another for the rest of the week only one address can be used on the application form. This will normally be the address where the child lives for most of the school week and the address from which the child travels to/from school. The Governing body may on occasion seek verification of addresses from individual applicants.

Late Applications

Late applications received up to the date of offer letters being issued will be considered individually by the Governors who will decide whether these can be slotted in to the admissions process or whether they must be considered after all those applications which have been received by the stipulated deadline. Applications received after offer letters have been issued will also be considered by the Governors who will determine whether or not a place can be offered. The LEA will issue all offer letters up, to the start of the autumn term each year and thereafter.

Governors will issue any other offers. In all instances however, it will be the Governors who determine whether there are sufficient strong or exceptional reasons to accept late applications.

Waiting Lists

The new School Admissions Code makes it clear that waiting lists must be maintained by each admissions authority for the full autumn term in the academic year of admission. Applications received after letters offering places have been issued will be kept on the waiting list and prioritised according to the admission criteria. Later applications may therefore be slotted into the waiting list according to their individual priority within the admissions criteria. If a place becomes available within the school's published admissions number, the child whose name is at the top of the list will be offered a place. This is not dependent upon appeal having been submitted for the child concerned. The waiting list will be kept until the end of the autumn term.

Deferred Admissions and Part-time Provision

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. You may also request that your child attend school part time until he/she reaches his/her fifth birthday

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

**2025 SCHOOL ADMISSIONS
DIOCESAN SUPPLEMENTARY INFORMATION FORM**

ADMISSION TO ST FRANCIS' CATHOLIC PRIMARY SCHOOL, GOOSNARGH, SEPTEMBER 2025

SUPPLEMENTARY INFORMATION FORM

If you are applying for a place for your child in St Francis Catholic Primary School on faith grounds please complete this form **in addition** to the Common Application Form available online or issued by the Local Authority

This supplementary information form will assist the Governors of the school in deciding whether your child qualifies for a place. Failure to complete the form may affect where your child is placed within the oversubscription criteria.

This form must be completed by the parent/guardian

A1 Name of applicant _____

A2 Address of applicant

A3 Do you live in St Francis Parish Yes No

A4 *Name(s) of any sibling(s) who will be attending St Francis' at time of the applicant's planned admission in September 2025*

Names	_____	Date of Birth
	_____	Date of Birth
	_____	Date of Birth

A5 If a **Roman Catholic**, I confirm that the applicant is a baptised Catholic and enclose proof of baptism e.g., copy of Baptismal Certificate.

Yes No

A6 *If a **Roman Catholic pupil** – do you worship at St Francis*

Yes No

Your parish priest will be contacted to verify this.

Please return this form to:

St Francis' Catholic Primary School, The Hill, Horns Lane, Goosnargh, Preston, PR3 2FJ