St Peter's RC Primary School
St Peter's Road, Newchurch, Rossendale.
01706 229972

Headteacher- Mrs H. Sullivan

St Peter's RC Primary Admission Policy - 2026/2027

St. Peter's RC Primary School Is a Catholic Primary School under the trusteeship of the Diocese of Salford. It is maintained by Lancashire Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority.

For the school year commencing September 2026, the Governing Body has set its admissions number at **20.**

If your child is due to start school during the next academic year, it is important that you apply for a place for September. As required by law all children with a Statement of Educational Need or Education Health Care Plan naming the school will be admitted before the application of oversubscription criteria.

An on-line Admissions System is used to make applications. This can be accessed via www.lancashire.gov.uk then search on the A-Z for 'school admissions'. Once on the site families can access the admissions information.

ADMISSIONS 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.

1 Baptised Catholic looked after children and those who have been previously looked after including those from abroad. (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 Baptised Catholic children who have a sibling in the school at the time of admission.
3 Other looked after children including those from abroad and those who have been previously looked after at the time when preferences are expressed.
4 Other children with a sibling at the school at the time of admission.
5 Baptised Catholic children resident in the parish of Holy Apostles, Rossendale and living within the boundary of St Joseph and St Peter.
6 Baptised Catholic children living outside the boundary of St Joseph and St Peter.
7 Other children who are baptised or dedicated in the Christian Faith.
8 Other children.

Proof of Baptism/Dedication is required and it is the sole responsibility of the parent/guardian to provide this directly to the school by completing and submitting a Supplementary Information Form (SIF)

TIE BREAKER CLAUSE

If in any category there are more application than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line (radial) measure from the centre of the building to centre of the building using the Local Authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.

NOTES A All applicants will be considered at the same time and after the closing date for applications which is 15th January 2026.
B All Catholic/Christian applicants will be required to produce baptismal certificates/proof of faith.
C It is the duty of Governors to comply with regulations on class size limits at Key Stage One.
D In the case of oversubscription the Governors will invoke the oversubscription criteria as outlined in the policy.
E Where a child lives with parents with shared responsibility, each for part of a week, the child's home address will be that at which the child wakes up for the majority of Monday – Friday mornings. If there is any doubt about this, 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. The evidence may be in the form of a recent bank/building society statement showing Child Benefit being paid into their account.
F Sibling is defined as a brother or sister, half brother or sister, fostered and adopted brother or sister, step brother/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 for the majority of the school week.
G 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.
H Priority is given to looked after children1 and children who were looked after, but ceased to be so because they were adopted2 (or became subject to a residence order3 or special guardianship order4). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after. (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.)

---

1 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). 2 Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders). 3 Under the terms of the Children Act 1989. See section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live. 4 See section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order.

I A waiting list will be created for all years that are full. Names of children who have not been offered a place will be kept and will be ranked according to the Admission 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 order according to the extent to which they meet the criteria. It is therefore possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. Parents will be informed of their child's position on the waiting list which will be operated until 31st December 2026.

J 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 contact 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.

K 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. If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals is binding on all parties. 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.

L 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.

M Requests for deferred entry, summer born children and part time provision will be considered on a case by case basis.

LATE APPLICATIONS If the school is undersubscribed the inclusion of late applications may be possible. If the school is up to (or over) the published admission number the following arrangements will apply: Applications received by the Local Authority after the closing date of 15th January 2026. The closing date for receipt of the Common Application Forms will be strictly observed. Applications received after this date will therefore only be considered after all applications received have been processed via the agreed policies. Only in circumstances judged to be exceptional by the admissions authority may late applications be considered alongside those which were received by the closing date. These may include:

• Families who move to an address within Lancashire area after the closing date for the receipt of applications.
• Parents who were abroad for the whole period between issue of primary admissions information and the closing date for applications.

The onus will be placed upon applicants to provide the necessary evidence to support an exceptional case for late application. The admissions authority will decide about the appropriateness of each case

Applications received after the offer letter date of 15 April 2026 will be considered in accordance with the co-ordinated admission arrangements for Lancashire LA. The LA will take responsibility for issuing offers to parents up to 31 August 2026. This process will operate until the start of the autumn term 2026 after which any enquiries for places would be dealt with by the school which will liaise with the LA about the waiting list then make decisions and issue a letter accordingly.

Diocese of Salford
Supplementary Faith Request Form – Proof of Baptism/Dedication into the Catholic Faith or Christian Faith

School Name: _____

Name of Applicant: _____

Address of Applicant:

_____

_____

_____

Parish Community in which you live/worship:

_____

Please confirm if the applicant to the school is a baptised Catholic

_____

Please confirm if the applicant to the school is a baptised Christian or has been dedicated into the Christian faith:

_____

The baptismal certificate or date of baptism/dedication must be presented to the school.

Date: _____

Signed (Parent/Guardian) _____

Please return this form with evidence of Baptism directly to St Peter's RC Primary School by 15th January 2026.