



Admissions Policy 2026-2027

Approved by	Governing Body	Date: November 2024
Last Reviewed	September 2024	
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Document History:

Date	Amendments
October 2023	Policy revised in line with local authority's change to waiting list retention

OUR LADY OF LOURDES ROMAN CATHOLIC PRIMARY SCHOOL
ADMISSION POLICY AND ARRANGEMENTS 2026/2027

Our Lady of Lourdes RC Primary School is a Catholic School in the trusteeship of the Diocese of Salford. It is maintained by Bolton Local Authority and is a voluntary aided school. The Governing Board is the admissions authority and is responsible for taking all decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority.

For the school's year commencing September 2026, the governing board has determined that the number of children to be admitted to Reception will be 30.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

Admissions to the school will be determined by the governing board. Parents must apply online via the website <https://www.bolton.gov.uk/admissions/primary-school-places-1>

If there are fewer than 30 applications, all applicants will be offered places. If there are more applications than the number of places available, the following oversubscription criteria will be applied:

1. Children having an Education Health and Care Plan (EHCP) in which Our Lady of Lourdes RC Primary School is named.
2. Baptised Roman Catholic Looked After Children, Baptised Roman Catholic previously Looked After Children and Baptised Roman Catholic Looked After Children, Baptised Roman Catholic previously Looked After Children adopted from overseas.
3. Baptised Roman Catholic children resident in the parishes of Our Lady of Lourdes and St Gregory the Great.
4. Other Baptised Catholic Children who have a sibling in the school at the time of admission.
5. Other baptised Catholic children.
6. Looked After Children and previously Looked After Children including those adopted from overseas.
7. Other children who have a sibling in the school at the time of admission.
8. All remaining applicants.

If it is not possible to offer places for all applications within any criterion above, priority will be given to those living closest to the school measured in a straight-line as used by the local authority. In the event of distances being the same for two or more applicants, places will be allocated by the local authority's system of random draw which will determine which of the children can be offered a place. The draw will take place at the local authority's offices and the name(s) will be drawn by a local authority officer who is independent of the admissions process.

Notes for Applicants:

- a) All applications will be considered at the same time and after the closing date for admissions which is 15th January 2026. Applications received after this date will be treated as a late application and will not be considered until after the main allocation of places has taken place.

- b) The Governing Board will admit children having an Education Health and Care Plan (EHCP) in which Our Lady of Lourdes RC Primary School is named. A Statement of Special Education Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision of a child. 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 education provision required by the child.
- c) 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 (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order. Included in this definition are those children who appear to the governing board to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
- d) For a child to be considered as a Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception. The governing board will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception. Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with the Episcopal Delegate will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with Canon Law. Evidence of baptism will be requested by school via email shortly after the closing date for applications. Families will be requested to return this within 7 days of the email being sent.
- e) Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fits the individual circumstance. We may ask to see between two and four forms of evidence of your home address, this may include: proof of where you are registered for council tax; utility bill; wage/salary slip; proof of your child tax credits. Applicants should not state the address of another relative or person who has daily care of the child.
- f) 'Sibling' is defined in these arrangements as full, half or stepbrothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- g) A waiting list for children who have not been offered a reception place for the September intake at their preferred school will automatically be placed on the school's waiting list. The waiting list will be maintained by the local authority only for the statutory period (until 31 December). Should any places become available they will be allocated in accordance with the published admission criterion.

As children are added to the waiting list, the list will be re-ranked in accordance with the published admission criteria. This means that children can move both up and down the waiting list. After 31 December, if a parent wishes their child to continue to be considered for a school place, they will need to reapply for a place using the procedure for in-year admissions.

- h) For 'In Year' applications, maintained by the local authority, received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria will be applied.

For in-year admissions, waiting lists will be held for one term:

Term 1: 1 September to 31 December

Term 2: 1 January – 12 April

Term 3 – 13 April to 31 August

Parents will need to request for their child to be placed on an in-year waiting list. Should any places become available they will be allocated in accordance with the published admission criteria. After a waiting list ends on 31 December, 12 April or 31 August, if a parent wishes their child to continue to be considered for a school place in the next school term, they will need to reapply for a place.

In-year applications are made online via the Bolton Citizen Portal:

<https://www.bolton.gov.uk/admissions/moving-school-year>

- i) If an application for admission has been turned down by the Governing Board, parents may 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 panel is binding on the governors.
- j) The governing board reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- k) It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The governing board may exceed the regulations for twins and children from multiple births where one of the children is the 30th child admitted. This also applies to in-year applicants who are looked after/previously looked after children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.
- l) If a child is a "summer born child", parents may request that the date their child is admitted to school is deferred to later in the school year. However, the child must start school before the end of that school year. If a parent wishes their child to be educated out of their normal school year (kept back a year), they must discuss this with the school before applying. However, the final decision on this rests with the headteacher.

Nursery Admissions: 30 part-time places are available in the Nursery. A place in Nursery does not guarantee a place in the Reception class the following year. A separate application must be made if parents of children in the Nursery wish to apply for a place in Reception following the normal Reception admission procedures by the local authority. Please see our separate Nursery Admissions policy for full details.