



# The Willows Roman Catholic Primary School

Headteacher: Mrs. S. Barnett  
Victoria Road, Kirkham, PR4 2BT  
Telephone & Fax: 01772 684371  
[www.willows.lancs.sch.uk](http://www.willows.lancs.sch.uk)

## **ADMISSIONS POLICY FOR SEPTEMBER 2025 TO AUGUST 2026**

'The Willows' is a Roman Catholic Primary School under the trusteeship of the Diocese of Lancaster and maintained by Lancashire Local Authority as a voluntary aided primary school. The Governing Body is the admissions authority and is responsible for taking decisions on applicants for admission.

The Governors welcome applications from Catholic and non-Catholic parents who would like their children educated within the aims and ethos of The Willows Roman Catholic Primary School.

Applications for a place in Reception in September 2025 must be made on-line via the Lancashire Local Authority Website at [www.lancashire.gov.uk](http://www.lancashire.gov.uk). Parents who wish to seek priority for baptised Roman Catholic children should also complete the school's Supplementary Information Form (SIF) and return this to the school directly by the specified date.

As required by law all children with a Statement of Special Educational Need naming the school will be admitted before the application of the oversubscription criteria. 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 planned admission number for The Willows Catholic Primary School is 30.

### **OVERSUBSCRIPTION CRITERIA**

The Governors will admit up to 30 children in September 2025. If the number of applications for admission exceeds the places available, children will be admitted subject to the following criteria which will be used to form a priority order.

1. Baptised Roman Catholic Looked After Children or a baptised Roman Catholic 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 Roman Catholic children resident in The Parish of St. John the Evangelist (The Willows) as it existed prior to the amalgamation with the Parish of St. Joseph's Wesham to become The Parish of The Holy Cross on 21st July 2013.
3. Baptised Roman Catholic children who are siblings of existing pupils in the school at the time of admission.
4. Baptised Roman Catholic children from the remaining part of The Parish of The Holy Cross.
5. Baptised Roman Catholic children resident in other parishes.
6. Non-Roman Catholic Looked After Children or a non-Roman Catholic child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special





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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.

7. Children with a specific educational, medical, social or emotional need which is relevant to the school and whose application is supported in writing by an appropriate authority (e.g. doctor or social worker).
8. Non-Roman Catholic children who are siblings of existing pupils at the time of admission.
9. Children of a staff member with two or more years of service at the date the admission for school is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
10. Children who are baptised within other Christian denominations (baptismal certificate should be made available) whose parents wish their children to have a Roman Catholic education.
11. Children from other world faith denominations (proof of faith should be made available) whose parents wish their children to have a Roman Catholic education.
12. Children, without a faith denomination whose parents wish them to have a Roman Catholic education.

### NOTES

- a) All applications will be considered at the same time and after the closing date for admissions as directed by the Local Authority. (15<sup>th</sup> January 2025)
- b) 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.
- c) For a child to be considered as a Roman Catholic evidence of such Baptism will be required.
- d) Professional supporting evidence from e.g. a doctor, social worker, is essential if admission is to be made under the criterion for special medical or social needs, and such evidence must set out the particular reasons why this school is the most suitable school for those difficulties.
- e) If category (2) is oversubscribed, children who satisfy (2) and (3) will have priority over children who satisfy only (2). Subsequently if in this or any other category there are more applications than places available, priority will be given on the basis of distance from home to school, those living nearer to the school having priority.
- f) Distance is measured using the Ordnance Survey address points for the school and the home, measured in a straight line, 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





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the Local Authority's system of a random draw will determine which addresses receive the offer(s).

- g) Siblings are defined as children who have an older sister or brother already attending the school, living at the same address. This includes adopted siblings, stepsiblings and foster children.
- h) In the event of shared parenting, the address of the parent living closest to the school will be the address used to determine admission to the school.
- i) 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.

## **Twins/Triplets**

Where there are twins/triplets wanting admission and there is only a single place left within the admission number, the Governing Body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances, we are able to offer places for both twins and all triplets, even when this means breaching infant class size limits. This may also apply to siblings who are in the same year group.

## **Late Applications**

Late applications will only be considered in exceptional circumstances. The governing body will decide whether to consider late applications based upon whether there is a genuine reason for the lateness of the application e.g. moving into the area after the closing date or having a genuine medical reason for being unable to complete the application on time. Acceptable evidence would be deemed conclusive proof that the child is moving into the parish as defined in (2) e.g. proof of a job offer on official company stationery or a solicitor's letter showing proof of an accepted offer on a residency within the parish as defined in (2).

## **Waiting List**

In the event of a child being refused admission to the school, parents may put the child's name on the school's waiting list, which will be ranked in descending order according to the above admissions criteria. Should a place become available, parents will be informed and offered the place. The waiting list will be closed at the end of the autumn term.

## **Appeal Arrangements**

If an application for admission has been turned down by the Governing Body, parents can appeal to the Appeals Committee. This appeal must be sent in writing to the Clerk of the Governors at the school within twenty days of refusal of admission giving proposed reasons for admission to the school. Arrangements for appeal will be made by the Local Authority. The decision of the Appeals Committee is binding to all parties and will be communicated in writing to the parents of the child.

## **Deferred admission 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





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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/Non-Routine 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 ([www.willows.lancs.sch.uk](http://www.willows.lancs.sch.uk))

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.

*Policy Date: November 2023*





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## Request for a place at The Willows Catholic Primary School Supplementary Information Form (SIF)

Child's First Name		Surname	
Date of Birth			
Name of Parents			
Address of Parents			
Postcode		Telephone	
Name(s) of any sibling(s) who will be currently attending The Willows Roman Catholic Primary School			
Name		Date of Birth	
Name		Date of Birth	
Religion			
Church of Baptism		Date of Baptism	
You will be asked to show the Baptism Certificate to confirm this date.			
Signed		Date	
FOR OFFICIAL USE ONLY			
Year of Entry		Baptism Date Confirmed	

