

OUR LADY'S CATHOLIC COLLEGE IN YEAR ADMISSION

ARRANGEMENTS 2021/22

It sometimes happens that a pupil needs to change school other than at the 'normal' time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school should arrange to visit the school.

All parents requesting a school place, either because they are new to Lancashire or because they are wishing to transfer schools within Lancashire, will be required to complete a school admissions form. Should there be a place available in the requested year group the school will contact you ASAP. If you are requesting to move your child from another school the pastoral team for the year group will contact that school to get information regarding safeguarding, SEN, behaviour and attendance.

We will aim to notify parents of the outcome of the application in writing within 10 school days, and we will ensure you are notified in writing within 15 school days. Where an applicant is offered a school place following an in-year application, and the offer is accepted, arrangements will be made for the child to start ASAP.

Applications for in-year places at the school should be made by completing an 'In Year Admission to Lancashire Schools Application Form' and submitting it to the school. The form is available on the school website:

<https://www.olcc.lancs.sch.uk/page/?title=In+Year+Admission+to+Lancashire+Schools+Application+Form+%2FIn+Year+Oversubscription+Criteria+Form&pid=157>

Or by contacting the school and requesting a paper copy.

Applicants for in-year places will be invited to complete an 'In-year Over-Subscription Form' which can be obtained from the school website using the above link or by contacting the school and requesting a paper copy.

In the event of over-subscription, a waiting list will be compiled that will give priority to children in accordance with the Governors' order of priority for admissions and will not give priority to children based on the date their application was received or name was added to the list. The order of priority for admissions is as follows:

- 1) Baptised Catholic looked after children and previously looked after children including those Baptised Catholic children who appear (to the admission authority) 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 pupils.
- 3) Non Catholic looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 4) Non Catholic brothers and sisters of children in attendance at the school at the time of transfer. (N.B. Footnote)
- 5) Children of current staff members
- 6) Non Catholic children who attend associated Catholic primary schools (see Footnote)
- 7) Non Catholic children of other Christian denominations that have been baptised

8) Other Non-Catholic children – if there is more than one child in this category on the waiting list they will be ranked on distance from the home address to school. The home address is considered to be the address at which the child resides on a permanent basis and is generally the address of the parent/carer.