

St Columba's Catholic Primary School Admission Policy

ST. COLUMBA'S CATHOLIC PRIMARY SCHOOL

ADMISSION POLICY AND ARRANGEMENTS 2026/2027

St. Columba's is a Catholic School in the trusteeship of the Diocese of Lancaster. It is maintained by Cumbria Local Authority and is a Voluntary Aided School. St Columba's Governing Body 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 2025, the Governing Body has set the number of children to be admitted to Reception class at 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 Body. Parents must complete a Local Authority Preference Form or apply online via the website www.cumbria.gov.uk/schooladmissions. If you wish to have your application considered against that school's religious criteria then you must **ALSO** complete the 'Supplementary', form which is available from the school and /or found at the back of the school brochure.

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. 'Looked After Children' and previously 'Looked After Children' (including those previously looked after outside of England.)
2. Children with an EHCP and have named St Columba's as their school of choice.
3. Children of staff at St Columba's Catholic Primary School who are baptised Roman Catholic and have a permanent contract of 0.5 fte or 16.25 hours plus and have worked at the school for more than 2 years or more at the time of application.
4. Baptised Catholic children resident in the parish of Our Lady of Furness, with priority to those in the catchment area of St Columba's with St Patrick's Catholic Church, who will have a sibling at St Columba's Catholic primary School at the time of admission.
5. Baptised Catholic children resident in the parish of Our Lady of Furness, with priority to those in the catchment area of St Columba's with St Patrick's Catholic Church, Barrow in Furness.

6. Baptised Catholic children resident in the parish of Our Lady of Furness, who will have a sibling at St Columba's Catholic Primary School, at the time of admission.
7. Baptised Catholic children, resident in the parish of Our Lady of Furness or other parishes.
8. Other children who have a sibling in St Columba's Catholic Primary School at the time of admission.
9. Children of staff at St Columba's Catholic Primary School who are baptised non Catholic and have a permanent contract of 0.5 fte or 16.25 hours plus and have worked at the school for more than 2 years or more at the time of application.
10. Children who currently attend Little Doves Nursery
11. Baptised non-Catholic children. Verification will be required from the priest or minister where the child was baptised.
12. All remaining applicants.

The criteria outlined above will be strictly followed there being one exception: If a child has and Educational Health Care Plan naming St Columba's Catholic Primary School then that child will be admitted as the Governors have a statutory duty to admit the child concerned.

A place in the school nursery 'Little Doves' does not mean you automatically obtain a place in the school. The above criteria will be applied.

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 by the Local Authority's computerized geographical Information (GIS) and will be from the pupil's home to the nearest entrance on the school site, which is available to pupils at the time of undertaking the assessment. The route used will be the shortest walking route by road, as identified by GIS at the time.

Notes for Applicants:

- a. All applications will be considered at the same time and after the closing date for admissions which is 30th 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. 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, child arrangement order or special guardianship order.

- c. For a child to be considered as a Catholic evidence of a Catholic Baptism is required.

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their reception into full communion with the Catholic Church can be obtained by recourse 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.

The Governing Body 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 Lancaster Diocese will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

- d. 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 fit the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.
- e. 'Sibling' is defined in these arrangements as full, half or step brothers 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.
- f. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.
- g. For 'In Year' applications 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. We will inform the LA by Aug 1st each year if we intend to be part of the 'in year' co-ordination scheme. We will put on our website each year by 31st Aug how 'in year' application will be handled, this will include an application form. We will follow LA guidance in relation to distance measurements and the admission of service children and children of crown servants.
- h. If an application for admission has been turned down by the Governing Body, 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.

- i.** The Governing Body reserves the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- j.** It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The Governing Body 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. 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.
- k.** Parents may request that their child attend school part-time until he/she reaches his/her fifth birthday.
- l.** Class sizes must not exceed 32 in the junior classes.
- m.** Children start Reception Class at the age of 4 but if there are extreme circumstances ratified by the Governing Body in liaison with other professionals then the child’s start date may allow a Summer born child to start Rec at the age of 5



St. Columbas Catholic Primary School

Church Lane, Walney Island, Barrow-in-Furness Cumbria LA14 3AD

Head Teacher: Mrs C O'Donnell

Tel: 01229-471522 Email: admin@stcolumbas.cumbria.sch.uk

"I have come that they may have life and have it to the full" (John 10 : 10)



SUPPLEMENTARY INFORMATION FORM

Surname of Child	
Forename (s)	
Date of Birth	

Address of Child		
		Postcode
Telephone Number		

Is your child Baptised?	
Catholic	Non-Catholic

For Baptised Roman Catholics	
Month of Baptism	Year
Parish	
Parish Location (Town / City)	

You are asked to enclose a copy of the baptismal certificate with this form. If this is not possible, please explain below:-

Signed	Name: Please print
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Relationship	Date: