Our Lady's RC Primary School



Admission Arrangements 2026-27

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"Learning and loving together; we grow with Jesus"

Core Values & Mission



During Summer 2023 workshops, we revisited both our Mission Statement and Core Values. This involved everyone in discussion, reflection and prayer about the Values and Mission of our Catholic school. There was a calling to all to re-commit to our purpose and to work together to understand our roles and responsibilities as part of Our Lady's

Our Mission Statement is:



"Learning and loving together; we grow with Jesus"

Our Mission is represented by this design. As with the statement itself, the logo was developed by all stakeholders, with the children in particular providing the symbolic ideas of ***growth – the tree****,* ***love – the hearts*** *and* ***Christ – the Cross***

The Core Values that provide the foundation for that Mission are:

'Whoever is kind to the poor lends to the Lord' Proverbs' 19:17 **Kind**
'Love God and love people' Matthew 22:36-40 **Loving**
'You can always turn to the Lord when times are tough' Psalms 9:9-10 **Safe**
'Forgive and you will be forgiven' Luke 6:37 **Forgiving**
'I am the way, the truth, the life' John 14:6 **Honest**
'Rejoice always' Thessalonians 5-16 **Positive**
'Lord, your God shall you worship and him alone shall you serve' Matthew 4:1-11 **Respect**
'Grow in the grace and knowledge of Saviour Jesus Christ' 2 Peter 3-18 **Nurturing**
Nurture

The School's six nurturing principles sum up our practice and theory. They underpin the context, organisation and curriculum.

1. Children's learning is understood developmentally
2. The classroom offers a safe base
3. the importance of nurture for the development of wellbeing
4. Language as a vital means of communication
5. All behaviour is communication
6. The importance of transition in children's lives

Admissions Policy 2026-2027

Our Lady's R.C. Primary School is a Roman Catholic voluntary aided school and the Governing Body is the relevant body that controls admissions.

The Governors must comply with the government's maximum class size legislation. This means that the school cannot operate classes in Reception and Key Stage 1 of more than 30 children.

The school's Standard Admission Number is 30.

The admission number for the year commencing September 2026 is 30.

Admissions to the school will be made in accordance with parental preference. However, if the school receives more applications than places available, the following admissions criteria will be applied once places have first been allocated to pupils who have a Statement of Special Educational Needs which names the school;

Admissions Criteria

1. Children who are in public care or have been in public care.
2. Baptised Roman Catholic children who:
    a will have a *brother or *sister attending the school, at the time of admission, and are resident in the parish of Our Lady's, Haigh (see **Annex A**).
    b are resident in the parish of Our Lady's, Haigh (see **Annex A**).
    c are resident in another parish who will have a *brother or *sister attending the school at the time of admission.
    d are resident in another parish.
3. Other children who will have a brother or sister attending the school at the time of admission.
4. Other children.

We regard someone as 'Roman Catholic' if they have been baptised in a Roman Catholic Church. A Certificate of Baptism is required if the child was not baptised in the Roman Catholic Parish of Our Lady's, Haigh, Aspull and Blackrod.

In Criterion 1 above, 'children who have been in public care' includes those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

In Criterion 2 & 3, above, the Governors define *brother or *sister in the same way as the Local Authority, as follows;

- half-brothers and half-sisters;
- step brothers and step sisters; and
- foster brothers and foster sisters who live at the same address as part of the same family unit.

Over-subscription

In the event of over-subscription, in any one of the above criteria, priority will be given to those living nearest to the school. This would be the straight-line distance between the home address and the pedestrian entrance gate to the school grounds measured by the Local Authority using the Geographical Computer System (G.I.S.) which is based on the Ordnance Survey Map.

Where a child lives with parents with shared responsibility, each for part of the week, the address used for considering an application for a place at our school will be that of the main carer, classed as the person who is eligible to receive the Child Benefit for the child under consideration.

Appeals

Parents who have not been allocated a place for their child have recourse to an independent appeals panel. Appeals must be addressed to: The Clerk to the Governors, c/o Our Lady's School, within 20 school days of notification of refusal.

Deferred Entry

Parents can request that the date their child is admitted to the school is deferred until in the school year or until the child reaches compulsory age in that school year. Where entry is deferred, the place will be held open and not offered to another child. Parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents should let the school and Local Authority know before the start of the Autumn Term. However, the final decision on this rests with the Headteacher.

Admission of children outside their normal age group

The parents of a summer born child (born between 1 April and 31 August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

A decision is made on the basis of the circumstances of each case.

The process is as follows:

Stage 1 – request

Parents make a formal request to the Local Authority School Organisation Team in writing with any supporting evidence they wish to be considered.

A request for delayed entry to reception class should be made at the same time as applying for a place for normal entry (i.e. by the closing date of 15 January) in order to give sufficient time for the case to be considered prior to the offer of school places on 16 April.

We do not accept requests for early entry to reception class for children who will not be of statutory school age.

Stage 2 – decision

Requests will be referred to the school to be considered.

We will look at the following factors but these are not exhaustive:

- Parent's views
- The needs of the child and the possible impact on them of being educated out of year group
- The child's medical history and views of medical professionals if appropriate
- In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth
- Whether delayed academic, social, emotional or physical development is adversely affecting their readiness for school;
- Any other information which the parent requests the local authority to consider.

Stage 3 – outcome

Parents are notified of the decision in writing by the School Organisation Team.

Request agreed:

If the request is agreed the application will be considered for the year group requested and ranked alongside any other applications in accordance with the oversubscription criteria for the school.

There is no guarantee that a place will be offered at the preferred school.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Request refused:

There is no statutory right of appeal against the refusal of a request for admission outside the normal age group. However, if the parents are dissatisfied they have the right to complain under the school's complaints procedure.

Part Time Attendance

Parents can request that their child attends part-time until the child reaches compulsory school age. Parents should let the school and Local Authority know before the start of the Autumn Term.

Admission Arrangements

Parents are welcome to visit the school at any time to register their interest. The parents of children who are to begin school for the first time in September are invited to an evening meeting in school. It is possible during this visit to discuss with members of staff any concerns you may have. Arrangements can also be made with the Headteacher to discuss confidentially any issues regarding your child and his/her education. Children and parents are invited into school prior to starting in September to participate in three sessions with the class teacher as part of our INSPIRE programme.

Parents must complete the Local Authority Application Form.

Parents who wish their application to this Roman Catholic school to be considered against the priority faith criteria should also complete our school's Supplementary Information Form.

If the school is oversubscribed failure to complete the Supplementary Information Form may result in your application for a place in this school being considered against lower priority criteria, as the governing body will have no information upon which to assess the application on the basis of the applicant's baptism.

The following details will be required before your child starts school:-

- Full name
- Address
- Emergency contact/telephone number
- Full name(s) of parent(s)/carer(s)
- Confirmation of address
- Confirmation of Baptism (if not Baptised at Our Lady's, Haigh), we will need to see a Certificate of Baptism)

- Confirmation of Date of Birth (we will need to see your child's short Birth Certificate once a place has been allocated and your child is about to start school)

In the event of oversubscription, the school will operate a waiting list until the end of the Autumn Term 2026 for those applying for school places for the 2026 intake. The same admissions criteria are applied to people on a waiting list.

Frequently Asked Questions:

Q. Can I apply for a school place and view my child's allocated school online?
A. Yes. After you have registered your child at Our Lady's by speaking to the school office, you will then be sent details of how to apply online with your child's application form from Wigan Local Authority. You'll need to register your details on the School Admissions Portal and then you will be able to access the website and view your child's allocated school on the day the notification letters are sent.

Q. What happens if I don't apply for a school place for my child?
A. You are strongly advised to apply. If you don't apply for a place then your child will be offered a place at the nearest appropriate school which has places left after all other applications have been dealt with.

Q. Does my child need to be Catholic to attend Our Lady's?
A. No, your child does not have to be Catholic to attend Our Lady's, approximately 45% of the children on roll at our school are of a different religion or have no faith background at all.

Q. My child has a brother or sister already at Our Lady's, will I automatically be offered a place?
A. No, everyone must complete a school preference form. All preferences are then considered against Our Lady's oversubscription criteria, if the school is oversubscribed.

Q. I really want my child to attend Our Lady's but I'm concerned that they are too far down the selection criteria.
A. You are strongly advised to make your priority selection of school on the basis of which school you really want your child to attend (trying to be tactical will not work). Last year a child who was ranked 53 out of 59 secured a place at Our Lady's because they placed the school as their 1st choice.

Q. Will I be offered a place at my 1st, 2nd, and 3rd, choice schools if places are available?
A. No, you will only be offered ONE place even if your 2nd choice school has space, if your 1st choice is available this will be the only place you are offered.

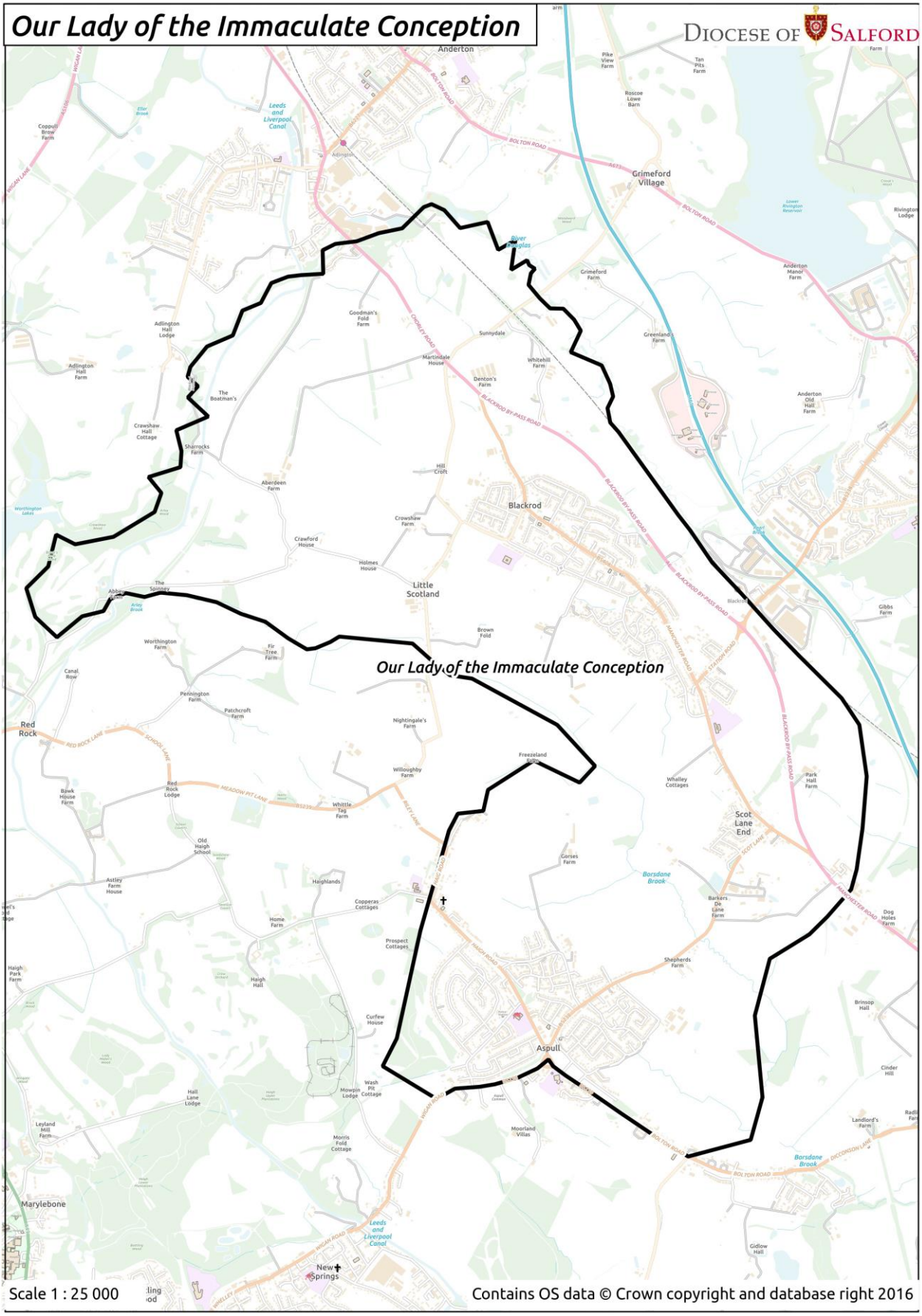
Q. What if my child has been allocated a place and I change my mind, or move locality?
A. In the first instance contact the LA school admissions to see if places are available at, your preferred school. In addition contact the school who will be able to advise you on the best course of action.

Q. How do I know if I live in the Parish Boundaries?
A. Please refer to the Parish Boundary Map and written particulars in the attached Annex, or via the link to Salford Diocese boundary map on the school web site.

Q. I live in the Bolton MBC area and have applied using the Bolton Online or Paper Form, indicating that my child is Catholic on the form. Do I still need to complete the supplementary Information form?
A. Not all the information you supply on the paper and on-line form is passed through to school, therefore you are strongly advised to complete the Supplementary Information Form and send it to school as this is the ONLY way school can rank your application accurately.

ALL PARENTS SHOULD COMPLETE THE SUPPLEMENTARY INFORMATION FORM AS THIS ENABLES THE SCHOOL TO RANK ALL CHILDREN ACCURATELY. The Supplementary Information Form can be downloaded and printed or completed online by following the link on the school's website, or a paper copy can be obtained from the school office.

ANNEX - A


Our Lady of the Immaculate Conception
DIOCESE OF SALFORD
Our Lady of the Immaculate Conception
Blackrod
Little Scotland
Aspull
Grimeford Village
Anderton
Red Rock
Marylebone
Scot Lane End
Scale 1 : 25 000
Contains OS data © Crown copyright and database right 2016

Written Particulars for the Parish Boundary of Our Lady's Haigh

From Blackrod Station, SE by the railway to the bridge that goes over it and by a bee-line across the fields to the Wigan – Bolton District boundary. Along that boundary to the point it meets Borsdane Brook and then by a bee-line to the junction of Bolton Road and Hall Lane. W along Bolton Road and Wigan Road to the point where diocesan boundary crosses New Road (near Mowpin Lodge). N by that boundary (along the footpath) to Haigh Road , Toddington Lane, past, but excluding Freezeland Farm (along Haigh Civil Parish boundary) to and W along Wigan – Bolton District boundary and Chorley – Bolton boundary to the railway, and SE along the railway to Blackrod station.