

St. Patrick's Catholic Primary School Workington  
**School Admissions Policy**  
Academic Year September 2026-2027

Introduction

St. Patrick's is a Catholic Primary School provided by the Diocese of Lancaster and maintained by the Cumbria 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 St. Patrick's Catholic School. St. Patrick's is a Catholic Primary School in which the Catholic faith and the teachings of the Catholic Church are important aspects of school life and influence the school curriculum.

We ask that all parents applying for a place here respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the faith of this school to apply for and be considered for a place here.

The Governing Body is responsible for admissions within the requirements of the law. In doing so, the Governing Body has regard for:

- a. The Advice of the Diocesan Trustees on the nature and purpose of Catholic Schools.
- b. The Governing Body's responsibility towards the school and the Catholic community it serves.
- c. The Catholic character of the school and its Mission Statement.

The Governing Body Admissions Committee is comprised of the following Governors: *Chair of Governors, Parish Priest, Headteacher.*

It is the duty of the Governors to comply with class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than **30** children. No more than **30** children will be admitted to any one reception or infant class; additional children may be admitted under limited circumstances in line with the School Admissions Code.

For September 2024, the Admission Number for St Patrick's Catholic Primary was 22. A total of 24 applications, naming St Patrick's as first choice, were received by the closing date.

## ARRANGEMENTS FOR ADMISSION IN SEPTEMBER 2026

1. Applications for a place at the school should be made on the Local Authority common application form or online and returned **to the Local Authority no later than 15<sup>th</sup> January 2026**.

2. Parents must complete the common application form available from the Local Authority. Parents who wish their application to this Catholic school to be considered against the priority faith criteria should also complete the *enclosed school's* Supplementary Information Form. If the school is oversubscribed, failure to complete the supplementary 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 supplementary information form should **be returned to the school by 31<sup>st</sup> January 2026**.

Each Roman Catholic applicant will be required to produce a baptismal certificate or other evidence of baptism.

## Diocesan Primary Schools

St Patrick's is a Catholic Primary School under the trusteeship of the Diocese of Lancaster. It is maintained by Cumbria Local Education Authority. As a voluntary aided school the Governing Body is the Admissions Authority and is responsible for taking 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 its admissions number at 30. As required by law, all children who have an Educational Health Care Plan and name St Patrick's Catholic Primary School, will be admitted into the school.

ADMISSIONS TO THE SCHOOL will be made by the Governing Body. 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:

1. Baptised Catholic Looked After Children and Previously Looked After Children.
2. Baptised Practising Catholic Children, resident in the Parish of Christ the Good Shepherd. [A letter of regular attendance at Mass, must be provided by a priest of **that parish**]
3. Baptised Catholic Children who have a sibling in school at the time of admission.
4. Baptised Catholic Children resident in the Parish of Christ the Good Shepherd.
5. Baptised Catholic Children from other parishes.
6. Non Catholic Looked After Children and previously Looked After Children.
7. Children whose parent is a member of staff at the school, having been employed at the school for two or more years at the time at which the application for admission to the school is made, who have a sibling in school at the time of admission
8. Non Catholic Children who have a sibling in school at the time of admission.
9. Children whose parent is a member of staff at the school, having been employed at the school for two or more years at the time at which the application for admission to the school is made.
10. Other Children

An exception to the above and as required by law, all children who have an Education Health Care Plan, and name St Patrick's Catholic Primary School, will be admitted into the school.

## NOTES

A] All applicants will be considered at the same time and after the closing date for admissions which is: 15<sup>th</sup> January 2026.

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, at the time of making their application to the school, (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 arrangements order or special guardianship order. Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

C] For a child to be considered as a Catholic, evidence of a Catholic Baptism will be required.

D] It is the duty of the Governors to comply with regulations on class size limits at Key Stage 1.

E] If at any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the centre of the child's home address [including the community entrance to flats] to the school gate on South William Street using the Local Authority's computerized measuring system with those living nearer the school having priority. In the event of distances being the same for 2 or more applicants where the distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All names will be entered in a hat and the required number of names will be drawn out.

F] Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has the responsibility for the majority of school days in a week.

G] Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

H] A waiting list for children who have not been offered a place will be kept and will be ranked according to the admission criteria. Parents will be informed of their child's position on the waiting list, which will not be operated for longer than the 31<sup>st</sup> December 2026. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Places will be offered according to the priority on the list and not on the length of time they have been on the waiting list.

I] For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied. The Governing Body will aim to notify parents of the outcome of an in-year application within 10 school days with the maximum timescale 15 school days.

J] If an application for admission has been turned down by the Governing Body, parents can appeal to an independent appeals panel. Parents must give reasons for appealing in writing and the decision of the appeals panel is binding on the Governors. The period for appeal is 20 school days.

K] Parents can request that the date their child, if below compulsory school age, is admitted to school is deferred to later in the school year or until the term when they reach compulsory school age. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

L] 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.

**Supplementary Information Form**  
**Admission to St Patrick's Catholic Primary School**  
**Please complete in Block Capitals and return to school by 4pm on**  
**31<sup>st</sup> January**

SURNAME OF CHILD \_\_\_\_\_

FORENAMES \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

ADDRESS OF CHILD \_\_\_\_\_

\_\_\_\_\_ POSTCODE \_\_\_\_\_

YOUR TELEPHONE NUMBER \_\_\_\_\_

**IS YOUR CHILD**

BAPTISED ROMAN CATHOLIC \_\_\_\_\_ NON CATHOLIC \_\_\_\_\_

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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 explain below.

SIGNED \_\_\_\_\_ NAME [please print] \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_ DATE \_\_\_\_\_