



# School Prospectus

*In all things*  
OLOTA MISSION  
STATEMENT: *charity*



**Our Lady of the Assumption**  
Catholic Primary School

2017  
2018

Headteacher  
Miss M Haggerty  
Chair of Governors  
Mrs E Guerin

Common Edge Road  
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Lancashire  
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## Dear Parent

**Our Lady of the Assumption School is a Voluntary Aided Catholic Primary School. I should like to thank you for considering Our Lady of the Assumption School for your child's education. I hope that I shall soon get to know you and your child.**

Parents are a child's first and enduring teachers, and you will always have much more knowledge about your child than we at school can ever hope to have. Our Lady's would aim to provide happy, secure and exciting learning opportunities and I hope that we can work together to achieve the best for your child, and look forward to working in partnership with you.

Our school places Christ at the centre of all that we do and we hope that, with your help and support, we can encourage and inspire all our children to grow in the image of Christ using His example as our model. We hope to work together as a community of faith in achieving this.

You are most welcome to call in to school with any queries you might have, either to see myself or Mrs Guerin our Chair of Governors. If you need to speak to one of the teachers, the end of the day is usually more convenient than first thing in the morning, when children need help to get themselves organised, but if you have an urgent query, Mrs. Wilson [the school secretary] will do her best to help.

Please do think about joining the P.T.F.A. – it's an excellent way to learn more about school, and to meet other people, their work really reflects the mission and aims of our school and everyone in school benefits from the community spirit and the fun, well organised fund-raising activities undertaken.

With best wishes  
**Miss M. Haggerty**  
Headteacher

Our Lady's would aim to provide happy, secure and exciting learning opportunities and I hope that we can work together to achieve the best for your child, and look forward to working in partnership with you.



# Dear Parent

On behalf of the Governors of Our Lady's I would like to say something about our role in the School.

We are here to work with the Head and teachers in ensuring that your child receives the best possible education. We are not experts, but through training we do our best.

I am sure that your child will find Our Lady's a happy school, and will enjoy his or her time here.

Yours truly,  
**Eileen Guerin**  
Chair of Governors

...ensuring that your child receives the best possible education.



# Mission Statement - In all things charity

Our Lady's is a Catholic School, a partnership of parents, teachers, governors and the Church, working with the children to provide, in the words of Christ, "*Life in all its fullness*", (John Ch. 10, v. 10) through:-

## Care

- ensuring safety and security
- providing a happy environment in which to develop and learn
- promoting confidence, where all value each other and feel valued themselves

## Learning

- engaging in a broad and balanced, varied and exciting curriculum
- developing an understanding and appreciation of the Catholic faith
- developing children intellectually, morally, socially, spiritually and physically
- developing an enquiring mind and a love of learning

## Respect

- recognising the uniqueness of each person
- recognising and celebrating everyone's achievements and successes

...developing children intellectually, morally, socially, spiritually and physically.



# The School and its organisation

Our Lady of the Assumption School was built in 1953 to serve the parishes of Our Lady of the Assumption, St Cuthbert and St Monica. Most of our pupils today are drawn from the immediate area, and the parish of Our Lady of the Assumption.

The school is housed in a two storey building, with infant classrooms, a library and computer room on the ground floor and junior classrooms upstairs. The school is fortunate to have separate infant and junior playgrounds and extensive playing fields. We have also had many improvements to our school building and now have separate Reception toilets and outside area, extra work areas for staff and children and we now have disabled access and toilet within school.

There is a large assembly hall which is used for assemblies, P.E., dance, music and school productions. There is a separate dining room, and tasty hot and healthy meals are prepared on site. The children can also choose fresh items from our salad bar each day.

The school is a one form entry school, which means that there is one class for each age group. There are three infant or Key Stage One classes and four junior or Key Stage Two classes.

Reception Class	4 – 5 years	Foundation Stage
Year 1	5 – 6 years	Key stage 1
Year 2	6 – 7 years	Key stage 1
Year 3	7 – 8 years	Key Stage 2
Year 4	8 – 9 years	Key Stage 2
Year 5	9 – 10 years	Key Stage 2
Year 6	10 – 11 years	Key Stage 2

...separate infant and junior playgrounds and extensive playing fields.



# Who is responsible for the School?

The **Governors of the School** are a group of people who, along with the **Diocese of Lancaster, the L.E.A., and the staff**, share responsibility for the running of the school. They are elected or appointed by different groups including the **Diocese of Lancaster, the parents, the staff and the main political parties.**

The Governors meet regularly as a full body [and also in committees] to deal with the various aspects of the management of the school. They are bound by the requirements of the different Acts of Parliament which affect governors. Broadly speaking, the Governors consider issues within the school, e.g.

- Curriculum
- R.E. and collective worship
- Sex education
- Finance
- Premises
- Staffing
- Behaviour and discipline
- Admissions
- Special Education Needs
- Reporting to parents

If you are interested in becoming a governor in the future, please contact the Headteacher.

## Governors of Our Lady's School

Mrs Eileen Guerin	Chair of Governors
Mrs Marian Howcroft	Vice Chair of Governors
Mrs Angela Amatiello	Foundation Governor
Mr John O'Connor	Foundation Governor
Mrs Michelle Lonican	Foundation Governor
Mrs Jacqui Hickey	Foundation Governor
Mrs Marian Howcroft	Foundation Governor
Mrs Lorna Manning	Foundation Governor
Mr Gary Smith	Foundation Governor
LEA - Mrs Anthea Clough	Representative Governor
Parent – Vacancy	Elected Governor
Parent – Mr D Flanagan	Elected Governor
Staff - Mrs Lesley Mahoney	Elected Governor
Teacher - Mrs Gill Burrows	Elected Governor
Headteacher - Miss Melanie Haggerty	Elected Governor
Parish Priest - Fr James Burns	Associate Governor
LEA Representative	Clerk to the Governors

The **Governors of the School** are a group of people who, along with the **Diocese of Lancaster, the L.E.A., and the staff**, share responsibility for the running of the school.



# The People Who Work at Our Lady of the Assumption School

The school is a thriving partnership of people who pull together and are committed to continuing the development of the school.

Though not named individually, I'm sure that the children would wish me to acknowledge the part that they, too, play in the school!

**Headteacher** Miss M Haggerty

## Senior Leadership

DHT Mrs F Ormerod  
 SENCO Mrs G Burrows

## Teachers

Reception Mr L Whetnall  
 Year One Miss L Dixon  
 Year Two Mrs E Hollinghurst  
 Year Three Miss C Heim-Sarac  
 Year Four Miss C Slater  
 Year Five Mrs K McVey  
 Year Six Mrs F Ormerod

## Teaching Support Staff

Mrs L Mahoney Miss K Evans  
 Mrs G Murray Mrs C Hodgkiss  
 Mrs J McCooey Mrs I Debowska  
 Mrs G Veasey Miss K Garrill  
 Miss K Evans Mrs R Dunford  
 Miss A Bowdell

## Learning Mentor

Mrs C Hodgkiss

## School Secretary

Mrs G Wilson

## Extended School Staff

Mrs M Campbell Mrs R Dunford  
 Mrs J Fawcett Mrs C Hodgkiss  
 Mrs S Connelly Mrs S Frost  
 Mrs V Andrew Mrs S Chester

## Non Teaching/Secretarial Support

Miss E Huyton

## Kitchen

Mrs J Fawcett Mrs M Quinn  
 Mrs K Gillies

## Welfare

Miss K Evans Mrs J Hemstock  
 Mrs T Howard Mrs V Andrew  
 Mrs J McCooey Mrs S Chester  
 Mrs Y Cheston Miss K Garrill  
 Mrs I Debowska

## School Caretaker

Mr R Arthur

## School Crossing Patrol

Mrs H Rainford

## School Cleaners

Mrs J Young Mr R Arthur  
 (Mrs T Howard)

The school is a thriving partnership of people who pull together and are committed to continuing the development of the school.



# Aims of the School

**At Our Lady's School we endeavour to provide the highest standard of Catholic primary education in our growth and commitment to the love and the service of Christ by:**

**Living our mission statement:**

- Developing the whole child mentally, physically, emotionally, socially, morally and spiritually.
- Providing and delivering a broad and balanced curriculum which has Christ at it's centre, challenging each person to achieve their true potential.
- Encouraging the children to co-operate with each other by working in groups, individually and as a whole school community.
- Empathising with the problems of minority groups in society and with other religions and their cultural values and traditions.
- Providing many and varied experiences and encouraging the children to develop their initiative, their powers of observation and to utilise their curiosity.

The school is fortunate in possessing a highly committed and hard-working staff and together we continuously strive to build positive working relationships with all parts of our community. We realise that working in partnership is essential if everyone is to grow and develop their own unique gifts and we hope this is characterised in our welcoming and friendly atmosphere and of course in our school mission:

***“In all things charity”***

Providing many and varied experiences and encouraging the children to develop their initiative, their powers of observation and to utilise their curiosity.



# The School Curriculum – Curriculum Aims:

- 1 We are committed to ensuring that each pupil receives a rich broad, balanced and differentiated curriculum which promotes success for all.
- 2 The school strives to provide engaging learning and planned progression for all its pupils: learning is monitored closely through a Whole School Assessment Policy where data is analysed and targets set and evaluated regularly.
- 3 The curriculum aims to meet the varied needs and interests of pupils. It has Christ at its heart and challenges all to develop strengths and achieve what they are truly capable of.

The National Curriculum is taught in seven classes. It is delivered in each year group by following the Programmes of Study and the relevant attainment targets for the pupils' age and ability levels. Teachers' short term and medium term plans take account of differentiation, attainment targets and level descriptions.

Certain aspects of work, especially in Key Stage One, are covered by cross-curricular themes. Aspects of cross-curricular teaching also take place in Key Stage Two, e.g. Science and Mathematics, Mathematics and Geography, Science and Geography, R.E. and History or Geography, and R.E. and Personal and Social Education.

A variety of teaching methods are used – whole class, mixed ability group work, individual and group teaching, and small-group teaching on a withdrawal basis or in the classroom. We are fortunate enough to have a qualified teaching assistant in every class.

Provision is made for children with Special Educational Needs, (see section on Special Education Needs.)

The curriculum aims to meet the varied needs and interests of pupils. It has Christ at its heart and challenges all to develop strengths and achieve what they are truly capable of.



# The School Curriculum – Assessment:

## KS1 Results Summary 2016-2017

	No	% achieving at least expected standard					% achieving greater than expected standard			
		Reading	Writing	Maths	Science	RWM	Reading	Writing	Maths	RWM
Pupils	30	76.7	63.3	76.7	83.3	63.3	20	16.7	20	13.3
Boys	13	76.9	46.2	76.9	92.3	20	15.4	7.7	15.4	3.3
Girls	17	76.5	76.5	76.5	76.5	43.3	23.5	23.5	23.5	10.0

## KS2 Results Summary 2016-2017

	No	% achieving at least expected standard						% achieving greater than expected standard				
		Science	EGPS	Reading	Writing	Maths	RWM	EGPS	Reading	Writing	Maths	RWM
Pupils	30	90	96.7	86.7	73.3	96.7	70	56.7	23.3	6.7	30	6.7
Boys	12	---	91.7	83.3	50	100	50	33.3	16.7	0	25	0
Girls	18	---	100	88.9	88.9	94.4	83.3	72.2	27.8	11.1	33.3	11.1

## KS2 Average Scale Score – School against National

	No	EGPS School	EGPS National	Reading School	Reading National	Maths School	Maths National
Pupils	30	110.3	106	106.2	104.1	107.4	104.2
Boys	12	108.2	105.1	105.0	103.4	106.3	104.4
Girls	18	111.7	106.9	107.1	104.9	108.1	104.0

## Progress in Reading, Writing and Maths (30 Pupils)

	Reading	Writing	Maths
School Progress Score	<b>+1.69</b>	<b>+1.90</b>	<b>+2.75</b>
Confidence Interval	(+0.20 to +4.73)	(+1.27 to +3.14)	(+0.02 to +4.11)

Well above National Average (about 10% of schools)

Above National Average (about 10% of schools)

National Average (about 60% of schools)

Below National Average (about 10% of schools)

Well below National Average (about 10% of schools)



# The School Curriculum – School Holidays 2017 – 2018:

## Autumn Term

Open	Tuesday 5th September 2017
Close for half term	Wednesday 25th October 2017 (normal finishing time)
Re-open	Tuesday 7th November 2017
Close for Christmas	Friday 22nd December 2017 2.00pm

## Spring Term

Open	Monday 8th January 2018
Close for half term	Friday 9th February 2018 (normal finishing time)
Re-open	Tuesday 20th February 2018
Close for Easter	Thursday 29th March 2018 2.00pm

## Summer Term

Open	Wednesday 11th April 2018
Bank Holiday	Monday 7th May 2018 (school closed one day only)
Bank Holiday	Monday 28th May 2018 (school closed one day only)
Close for half term	Friday 1st June 2018 (normal finishing time)
Re-open	Monday 11th June 2018
Close for Summer	Friday 20th July 2018 2.00pm

The above holidays include teacher training days as follows:

Friday 1st September 2017  
Monday 4th September 2017  
Thursday 26th October 2017  
Monday 6th November 2017  
Monday 19th February 2018

We are committed to ensuring that each pupil receives a rich broad, balanced and differentiated curriculum which promotes success for all.



# The School Curriculum – The structure of the school day:

## KEY STAGE 1

1st Session	8.55 – 10.30
Break	10.30 – 10.50
2nd Session	10.50 – 12.00
Lunch	12.00 – 1.15
3rd Session	1.15 – 2.30
Break	2.30 – 2.45
4th Session	2.45 – 3.25

Total - 4 hours 40 minutes per day  
(23 hours and 20 minutes per week)

Registration / Collective Worship - 20 minutes per day  
(1 hour and 40 minutes per week)

Total teaching time - Key Stage 1 - 21 hours 15 minutes per week  
(Government recommendation 21 hours)

## KEY STAGE 2

1st Session	8.55 – 10.30
Break	10.30 – 10.50
2nd Session	10.50 – 12.20
Lunch	12.20 – 1.15
3rd Session	1.15 – 2.30
Break	2.30 – 2.45
4th Session	2.45 – 3.30

Total - 5 hours and 5 minutes per day  
(25 hours and 25 minutes per week)

Registration / Collective Worship - 20 minutes per day  
(1 hour and 40 minutes per week)

Total teaching time - Key Stage 2 – 23 hours 45 minutes per week  
(Government recommendation 23 hours 30 mins)

The day begins at 8.45am when the children begin arriving into school. The doors (at the far end of school) are opened and remain supervised until registration at 8.55am. The doors are then locked at 9.00am to ensure safety within school. Anyone arriving on or after this must then come in through the main entrance. We hope you will support us by ensuring that your child arrives at school on time.

At lunchtime the children are supervised safely by our excellent welfare team and as a healthy school we encourage all children to eat, drink and think healthily and therefore are not allowed to bring in sweets or crisps or any kind of fizzy drink. The KS1 children are given fresh fruit or vegetables as a snack each day and all children are allowed to bring a bottle of still water into class to drink during the day as they require it.

At the end of the day we ask you to help us ensure the safety of your child by collecting them promptly (3.25pm Key Stage One – 3.30pm Key Stage Two). It is vital that we know all children have been collected safely so please let us know if you have arranged for someone else to pick up your child.

...we encourage all children to eat, drink  
and think healthily...



# The School Curriculum – Charging Policy:

**There is no charge for admission to the school, nor for the provision of education. The school will provide all necessary equipment for courses in the normal curriculum.**

When an activity is provided, in or out of the school day, which is not part of the normal curriculum, we may invite parents to make a voluntary contribution to cover part or all of the cost of the activity. During the school day, where an activity for which voluntary contributions have been called for still takes place, all pupils will be treated in the same manner whether or not their parents have made contributions. However, if enough parents do not contribute then the visit or activity may not take place.

The school will ask parents to make contribution to cover all or part of the cost of deliberate damage or careless breakage or loss of books or equipment.

There is no charge for admission to the school, nor for the provision of education.



## The School Curriculum – Societies and Activities:

There are opportunities for children to learn many instruments and to join the school's musical activities. There are a variety of sporting activities arranged for both boys and girls and the school teams are selected on merit from interested children who wish to represent the school at football, netball, athletics, cricket, rounders and swimming. We also have a dancing club which takes place each week and a 'Fit for Fun' activity club for KS1 pupils each week. There is also a Tag Rugby Club which meets each lunchtime for KS2 pupils. Choir meets each week. Year 4 all take part in 'Wider Opportunities' scheme where every child has free access to tuition to learn an instrument throughout that year.

There is an active Parents, Teachers and Friends Association (PTFA) whose aims are social, educational and fund-raising. All parents are automatically members of the PTFA, and you are welcome to join any of the meetings.

Each class has the opportunity of visiting places of interest via educational visits linked to their learning.

There is a popular After School Club which runs Mon – Fri, 3.30 – 5.30 and a Breakfast Club which runs from 7.45 – 8.45. The cost is £3.50 per sessions for each child of a morning and £5.00 per session for each child after school. Places fill up very quickly on some nights – do book early if you need a place.

Regular and punctual attendance at school is vital if children are to learn well – we can't teach children who aren't in the classrooms! In the last three years our attendance rate has shown steady improvement, thanks to the continued efforts of parents and pupils.

If your child is ill, we ask you to ring and let us know on the first day of their absence. Early notification is appreciated – we operate a system whereby we follow up on absences which have not been notified. If there is a pattern of poor attendance, lateness or unexplained absence, the Educational Social Worker attached to school may become involved. We reward good attendance in a variety of ways –

- Announcing class attendance each week. The winning class with the highest recorded attendance for that week earn an extra playtime. Individual winner is drawn from all children who have achieved 100% attendance that week. Winner chooses a book/prize in assembly.

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Each class has the opportunity of visiting places of interest via educational visits linked to their learning.



# The School Curriculum – Attendance:

## **Pupils Absence Rates (Authorised and Unauthorised)**

Unauthorised absence is defined as a half-day session absence which has not been supported by a valid reason or parental note. Some of the figures reflect difficulties in ascertaining the reason for absence rather than an unauthorised absence.

Regulation 10 of the Education (Schools and Further education) Regulations 1991 required that the school day must be in two sessions. Thus the number of sessions in 2 above is the number of half days.

## **Holidays in term-time**

From the 1st September 2013, the law gives no entitlement to parents to take their child on holiday during term time. Any application for leave must only be in exceptional circumstances and the Head Teacher and Governing Body must be satisfied that the circumstances are exceptional and warrant the granting of leave. Head Teachers would not be expected to class any term time holiday as exceptional.

Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from the school.

As a school, we fully appreciate the financial difficulties and constraints that some parents face when booking holidays, particularly during school holidays, however, we are obliged to have such firm policies and the Local Authority will be monitoring all school absences during term time and challenging those schools that do not adhere to the new legislation. This may lead to Penalty Notices being issued to parents if an absence is taken over 10 sessions (5 school days)

I would like to take this further opportunity on behalf of the school to ask you for your full support in this matter by not taking your child out of school during term time.

## **PUPIL INFORMATION FOR THE SCHOOL YEAR UP TO JULY 2017**

Number of pupils of compulsory school age on roll for at least one session	207
Number of pupil sessions	51138

## **ABSENCE PERCENTAGES**

% of sessions of authorised absence	2.6%
% of sessions of unauthorised absence	1.1%

Regular and punctual attendance at school is vital if children are to learn well...



# The School Curriculum – School Uniform:

We believe that our school uniform helps the children to feel part of the school family, and we encourage our pupils to wear their uniform with pride.

Parents and staff are expected to ensure our uniform code is adhered to. Our school monitors the quality of students' uniform continuously. In this way we aim to help our young people develop a sense of pride in themselves and a growing self-worth. We all know that first impressions count – by maintaining high standards of uniform we hope to help prepare our children for the high standards at High School and then hopefully, for the world of work and the expectations of future employers.

We are conscious of the financial pressures on families and keep our uniform requirements as practical as possible. If in doubt about our uniform standards please contact your child's class teacher, or the headteacher prior to purchasing any items.

## SHIRTS

Red or white polo shirts (girls and boys) with school badge.

## SKIRT

Grey only, reasonable length eg: no shorter than 6 cm above the knee (particularly for older girls to avoid embarrassment) or grey pinafore dress.

## TROUSERS

**BOYS** Tailored mid-dark grey or tailored black trousers. Not jeans, not chinos, not cords.

**GIRLS** Tailored mid-dark grey trousers or culottes (no leggings).

## SHOES

Sensible black shoes. Boots not permitted. Heels must not be high (less than 2.5 cm) on safety grounds. No trainers in class/school (except for PE) Canvas pumps are not acceptable or any shoe that resembles a black trainer.

## SOCKS

Girls plain red/grey tights in winter or plain white or red knee length or ankle socks. No over-the-knee socks or socks worn over the knee. Boys plain grey or black socks only.

## MAKE-UP

No make-up, no fake tan, no false nails, no nail varnish, no tattoos.

## HAIR

Students may only have one natural hair colour. No excessive styles, shaved heads (as a general guide a "Number 3" is the shortest permissible cut), shave lines, steps, mohicans etc. No coloured hair braids/hair jewellery/hair extensions. For hygiene and/or safety reasons long hair must be tied back with plain bobbles/headband. Headbands should be simple and not large or decorative. No other hair accessories may be worn.

**NB:** *If children attend school with any of hairstyles above, parents will be contacted and politely asked to change style in accordance with school policy, in order to attend the following day.*

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our school uniform helps the children to feel part of the school family, and we encourage our pupils to wear their uniform with pride.



# The School Curriculum – School Uniform:

Your co-operation in ensuring that children are dressed properly in their uniform is greatly appreciated and we hope you would assist us in checking that your child has the correct clothing or kit available to them. We never want a child to feel embarrassed or upset due to them having something essential missing. All garments should be clearly labelled with your child's name.

## **JEWELLERY**

One pair of plain ear studs (one in each ear lobe). No other items of jewellery or piercings may be worn to school. Our Lady's reserves the right to confiscate items that do not confirm to its Uniform Code (eg: jewellery, caps). These will be stored safely and will be returned to children/parents at the end of the school day.

## **PHYSICAL EDUCATION (P.E.) UNIFORM**

A label with the pupil's name must be attached clearly to each item. *Children will be able to come to school in full outdoor PE kit on their designated PE days and wear these all day in school.*

## **Inside Kit**

White t-shirt with school badge  
Black PE shorts or black cycling shorts  
– no skorts for gymnastics  
Children are barefoot in hall  
*Trainers needed for outdoor PE*

## **Outside Kit**

White t-shirt with school badge  
Black Tracksuit bottoms  
Red hooded sweatshirt with school badge (No Slogans)  
Trainers

Children must have earrings removed on PE/Sport Days – or be able to remove earrings by themselves if worn. Tape cannot be placed over earrings. Child would be unable to take part if unable to be removed.

our school uniform helps the children to feel part of the school family, and we encourage our pupils to wear their uniform with pride.



# The School Curriculum – Educational Needs:

## **Sex and Relationships Education**

The school policy is to integrate Sex and Relationships Education into the curriculum in such a way as to meet the particular needs of children as they grow and develop. Sex education in the school will be set against the backdrop of the Church's teaching and sited within that of their spiritual growth. Sex education falls within the general framework of R.E., science, and Personal, Social, and Health education in accordance with the moral dogmatic teaching of the Catholic Church. Parents are informed of specific programmes of Sex Education which are integrated into the Y5/Y6 schedule.

## **Special Educational Needs**

The Special Educational Needs Co-ordinator (SENCo) is Mrs G Burrows: she is responsible for monitoring the school's Special Educational Needs policy and to assist the teachers in its day to day operation.

The school follows the guidelines of the Code of Practice for Special Educational Needs. The progress of all pupils is regularly assessed and work is given to match the pupil's specific needs. Should any issues be ongoing, the SENCO will become involved and an Individual Education Plan (IEP) will be produced for the child. Where a child's needs cannot be met entirely within the school, outside agencies [e.g. educational support staff, physiotherapists, etc.] may be called in to provide specialist help and advice.

A copy of the school's SEN policy is available from Mrs G Burrows.

Providing and delivering a broad and balanced curriculum which has Christ at its centre, challenging each person to achieve their true potential.



# The School Curriculum – Access to documents:

Curriculum policy statements and Schemes of Work are available from the Headteacher, should you wish to view them, as are policies on Assessment, Appraisal, Health and Safety, etc.

The information in this document relates to the 2016/2017 school year, and was correct in relation to that year on 1st September 2017. However, it should not be assumed that there will be no change affecting the relevant arrangements in some particular matter either before the start of, or during the school year in question, or in relation to subsequent school years.

Encouraging the children to co-operate with each other by working in groups, individually and as a whole school community.



# Admission Arrangements:

As stated in the Letter of Welcome, prospective parents are welcome to visit the School at any time by prior arrangement. However, there is a specific afternoon set aside in the Summer Term for an Induction Programme for parents of the new intake of pupils to reception. During this visit and talk, parents receive information on the various aspects of school life.

The Reception Class Teacher and the Nursery Nurse have produced illustrative booklet titled Welcome to Our Lady of the Assumption School.

New intake pupils are invited into school for several afternoon sessions in the summer term. In September the children will attend on a part-time basis for the first two weeks, gradually building up to full time attendance by the end of the first fortnight.

## **Our Lady of the Assumption Catholic Primary School Admissions Policy and arrangements for admission for September 2018**

1. Our Lady of the Assumption is a Catholic primary school situated in the Diocese of Lancaster and maintained by Blackpool Education Authority.
2. The Governing Body is responsible for admissions within the requirements of the law. In doing so, the Governing Body has a 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.
3. The Governing Body has set the planned admissions number for 2018 at 30. The Local Education Authority and other parties required by law have been consulted on this.
4. No more than 30 children will be admitted to any one reception or infant class.
5. In 2017, 64 applications for admissions were received. 47 of these were 1st preferences. 28 children were offered places.
6. Applications should be completed online. Blackpool residents should apply on-line at [www.blackpool.gov.uk/schooladmissions](http://www.blackpool.gov.uk/schooladmissions). Note: All applications for a faith school will also be required to complete a supplementary form (these should also be available on admissions website and also from school) Closing date for all applications is 15th January 2018
7. Parents or guardians will be informed of the outcome of their application in writing by the Local Authority on 16th April 2018.

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In September the children will attend on a part-time basis for the first two weeks, gradually building up to full time attendance by the end of the first fortnight.



# Admission Arrangements:

8. For unsuccessful applications the letter will give the reason for the decision and will tell parents of their right to appeal. Guidance on how to appeal will also be included.
9. Children who are admitted will enter the school at the start of the Autumn term.
10. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admissions Criteria. Letters advising of an unsuccessful application will also inform parents of their child's position on the waiting list and of the date when the waiting list will cease to operate.

## Admissions (over-subscription) criteria

The Governors will admit 30 children in September 2018. If the number of applications for admission exceeds the number of places available, children will be admitted in order of priority. A – F set out below.

- A. Catholic looked after children.
- B. Baptised Catholic children living in Our Lady of the Assumption Parish
- C. Other baptised Catholic children.

- D. Other looked after children.
- E. Other baptised Christian children.
- F. Other children whose parents wish them to be educated within the aims and values of a catholic school.

If the number of children in any of the categories A – F is greater than the places available, applications will be further ranked as follows:

- i. children who will have a sibling in school at the time of admission
- ii. 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).
- iii. children living nearest to the school as measured by the shortest safe walking route from home to school.

Where two or more applications are tied, the distance between home and school, measured by the shortest safe walking route, will be used as a tie-breaker.

64 children applied for places in September 2017 and 28 were offered places and admitted.

We hope that you and your child enjoy being a part of our school community and would greatly appreciate any comments, if you feel we have missed out any important information which could help future children and their families.