



Salford City Council

Primary school admission policies

Academic year 2018–2019

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General admissions policies

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The School Admissions team try to meet parental preferences for schools where possible, but this isn't always achievable. Places in schools are limited by the physical space in the school.

Each school has a set number of pupils it can admit which is based on the size of the school. If the number of pupils requiring places at a school exceeds the school's set number then not everybody will be successful in getting a place at the school. This is what is meant when the school is said to be 'oversubscribed'. When the school is oversubscribed, places will be allocated using the oversubscription admission criteria. These oversubscription criteria differ for different types of schools.

The following tables show how places for reception were allocated at offer day in 2017. This information should be used as guide only as to what may happen in future years.

Community and voluntary controlled schools admission policies

All community schools have the same admission criteria.

See pages 5 to 15.

Voluntary aided and academy schools admission policies

Each voluntary aided school has its own admission criteria.

See pages 15 to 86.

Community special schools admission policies

Places at these schools are assigned to children with a relevant Statement of Special Educational Needs (SEN)/Education Health and Care Plan (EHCP).



Community and voluntary controlled primary schools

All Salford Schools also have a nursery class. The figures below are for the reception class intake for September 2017. This information should only be used as a guide to what may happen in the future years.

School	Headteacher	Total number of places available	Total applications received by offer day	Breakdown of reception offers at offer day (18 April 2017)	Total number of offers made*	Total vacancies
Barton Moss Community Trippier Road, Peel Green, Eccles, M30 7PT Tel: 0161 707 2421	Mrs D Anns	30	46	All applicants in categories 1,2,3,4 and 5 to a distance of 0.235 miles.	30	0
bartonmoss.primaryschool@salford.gov.uk						
Beech Street Community Beech Street, Winton, M30 8GB Tel: 0161 789 1553	Ms T Beaty	30	118	All applicants in categories 1,2,,3,4 and 5 to a distance of 0.110 miles	30	0
beechstreet.primaryschool@salford.gov.uk						
Boothstown Methodist Chaddock Lane, Boothstown, Worsley, M28 1DD Tel: 0161 790 3263	Ms K Armfield	30	65	All applicants offered	23	7
boothstownmethodist.primaryschool@salford.gov.uk						
Brentnall Northumberland Street, Salford, M7 4RP Tel: 0161 792 4317	Mr M Thompson	30	27	All applicants offered	30	0
brentnall.primaryschool@salford.gov.uk						
Bridgewater Bridgewater Street, Little Hulton, M38 9WD Tel: 0161 790 2281	Mrs E Henderson	60	83	All applicants offered	55	5
bridgewater.primaryschool@salford.gov.uk						
Cadishead Allotment Road, Cadishead, M44 5JD Tel: 0161 775 2217	Mr N Hargreaves	60	70	All applicants offered	56	4
cadishead.primaryschool@salford.gov.uk						
Clarendon Road Clarendon Road, Eccles, M30 9AA Tel: 0161 789 4469	Mrs E Ford	45	84	All applicants offered	45	0
clarendonroad.primaryschool@salford.gov.uk						

School	Headteacher	Total number of places available	Total applications received by offer day	Breakdown of reception offers at offer day (18 April 2017)	Total number of offers made*	Total vacancies
Clifton Wroe Street, Clifton, Swinton, M27 6PF Tel: 0161 794 4124	Mr M Harding	45	62	All applicants offered	39	6
clifton.primaryschool@salford.gov.uk						
Ellenbrook Longwall Avenue, Ellenbrook, Worsley, M28 7PS Tel: 0161 799 6347	Ms W Parkins	60	138	All applicants offered	59	1
ellenbrook.primaryschool@salford.gov.uk						
Fiddlers Lane Fiddlers Lane, Irlam, M44 6QE Tel: 0161 775 2490	Acting headteacher Ms S Cooper	30	38	All applicants offered	24	6
fiddlerslane.primaryschool@salford.gov.uk						
Grosvenor Road Parkgate Drive, Swinton, M27 5LN Tel: 0161 794 1096	Mr L Pridden	90	74	All applicants offered	52	38
grosvenorroad.primaryschool@salford.gov.uk						
Hilton Lane Madams Wood Road, Little Hulton, M28 0JY Tel : 0161 790 4357	Ms A Birrell	30	45	All applicants offered	30	0
hiltonlane.primaryschool@salford.gov.uk						
Irlam Endowed Chapel Road, Irlam, M44 6EE Tel: 0161 775 2911	Mrs J Da Costa	30	72	All applicants in categories 1, 2, 3, 4 and 5 to a distance of 0.323 miles	30	0
irlamendowed.primaryschool@salford.gov.uk						
Irlam Liverpool Road, Irlam, M44 6NA Tel: 0161 775 2017	Mrs E Darwin	56	108	All applicants offered	53	3
irlam.primaryschool@salford.gov.uk						
James Brindley Community Parr Fold Avenue, Walkden, Worsley, M28 7HE Tel: 0161 790 8050	Mr C Moore	30	108	All applicants in categories 1, 2, 3, 4 and 5 to a distance of 0.384 miles	30	0
jamesbrindley.primaryschool@salford.gov.uk						
Lark Hill Community Liverpool Street, Salford, M5 4BJ Tel: 0161 736 4056	Acting headteacher Mr A Earl	90	139	All applicants in categories 1,2,3,4 and 5 to a distance of 1.013 miles	90	0
larkhill.primaryschool@salford.gov.uk						

School	Headteacher	Total number of places available	Total applications received by offer day	Breakdown of reception offers at offer day (18 April 2017)	Total number of offers made*	Total vacancies
Lewis Street Lewis Street, Patricroft, Eccles, M30 0PU Tel: 0161 789 4400	Mrs W McCormack	60	87	All applicants offered	60	0
lewisstreet.primaryschool@salford.gov.uk						
Light Oaks Infant School Lancaster Road, Salford, M6 8LU Tel: 0161 788 8099	Mrs L Thelwell	90	178	All applicants in categories 1, 2, 3, 4 and 5 to a distance of 0.876 miles	90	0
lightoaks.junior.school@salford.gov.uk						
Light Oaks Junior School Lancaster Road, Salford, M6 8LU Tel: 0161 789 1070	Mrs Z Wilkinson	90	not applicable as Junior School only and children automatically transfer from Light Oaks Infant School			
lightoaks.infant@salford.gov.uk						
Lower Kersal Community St Aidan's Grove, Salford M7 3TN Tel: 0161 792 2726	Acting headteacher Ms S Steward	30	54	All applicants in categories 1, 2, 3, 4 and 5 to a distance of 0.452 miles	30	0
lowerkersal.primary@salford.gov.uk						
Mesne Lea Henniker Street, Walkden Road, Worsley M28 7FG Tel: 0161 790 4234	Ms J Finlay	60	96	All applicants offered	53	7
mesnelea.primaryschool@salford.gov.uk						
Monton Green Pine Grove, Eccles, M30 9JP Tel: 0161 707 2287	Ms G Mason	60	144	All applicants in categories 1, 2, 3, 4 and 5 to a distance of 0.833 miles	60	0
montongreen.primaryschool@salford.gov.uk						
Moorfield Community Cutnook Lane, Irlam, M44 6GX Tel: 0161 775 4772	Interim headteacher Ms M Eastwood	25	20	All applicants offered	16	9
moorfield.primaryschool@salford.gov.uk						
Moorside Holdsworth Street, Swinton M27 0LM Tel: 0161 921 1295	Mr S Lawler-Smith	90	150	All applicants offered	84	6
moorside.primaryschool@salford.gov.uk						
Mossfield Mossfield Road, Swinton M27 6EH Tel: 0161 921 2160	Mr D Magee	60	70	All applicants offered	44	16
mossfield.primaryschool@salford.gov.uk						

School	Headteacher	Total number of places available	Total applications received by offer day	Breakdown of reception offers at offer day (18 April 2017)	Total number of offers made*	Total vacancies
North Walkden Off Worsley Road North, Little Hulton, M28 3QD Tel: 01204 571039	Ms H Warburton	30	35	All applicants offered	26	4
northwalkden.primaryschool@salford.gov.uk						
Peel Hall Greencourt Drive, Worsley, M38 0BZ Tel: 0161 790 4641	Mrs G Dunkley	60	79	All applicants in categories 1, 2, 3, 4 and 5 to a distance of 0.896 miles	60	0
peelhall.primaryschool@salford.gov.uk						
Primrose Hill Community Phoebe Street, Salford, M5 3PH Tel: 0161 921 2400	Mr L Ashton	60	72	All applicants offered	60	0
River View 1 Wheater's Street, Off Lower Broughton Road, Salford, M7 1QZ Tel: 0161 921 2670	Mr D Gauld	60	104	All applicants in categories 1, 2, 3, 4 and 5 to a distance of 0.430 miles	60	0
info@riverviewprimary.co.uk						
St Andrew's CE Boothstown Vicars Hall Lane, Boothstown, M28 1HS Tel: 0161 790 2113	Mr M Platt	60	129	All applicants in categories 1, 2, 3, 4 and 5 to a distance of 0.434 miles	60	0
standrews.ceprimaryschool@salford.gov.uk						
St Andrew's Methodist Prescott Street, Off Hilton Lane, Little Hulton, M28 0ZA Tel: 0161 790 3194	Mrs A Barker	30	78	All applicants in categories 1, 2, 3, 4 and 5 to a distance of 0.450 miles	30	0
standrewsmethodist.primaryschool@salford.gov.uk						
St Andrews CE Barton Lane, Eccles M30 0LF Tel: 0161 789 4853	Ms K Leyland	30	43	All applicants in categories 0.451	30	0
standrewseccles.ceprimaryschool@salford.gov.uk						
St George's CE Concord Place, Langley Road South, Salford, M6 6SJ Tel: 0161 737 6688	Mrs J Tyers	30	44	All applicants offered	30	0
stgeorges.ceprimaryschool@salford.gov.uk						
St John's CE Daisy Bank Avenue, Swinton, M27 5FU Tel: 0161 737 4622	Mrs S Rubin	60	90	All applicants offered	60	0
stjohnsce.primaryschool@salford.gov.uk						

School	Headteacher	Total number of places available	Total applications received by offer day	Breakdown of reception offers at offer day (18 April 2017)	Total number of offers made*	Total vacancies
St Lukes CE Weaste Lane, Salford, M5 5JH Tel: 0161 736 3455	Mr T Delves	60	96	All applicants offered	60	0
stlukes.ceprimaryschool@salford.gov.uk						
St Mary's CE Buckingham Road, Cadishead, M44 5HG Tel: 0161 775 9594	Ms J McGarry	30	36	All applicants offered	27	3
stmarys.ceprimaryschool@salford.gov.uk						
St Pauls CE Nevile Road, Salford, M7 3PT Tel: 0161 792 9474	Mrs J Tyers	30	34	All applicants offered	30	0
stpaulsnevilerd.ceprimaryschool@salford.gov.uk						
St Pauls CE Heathside Grove, Walkden, M28 3NZ Tel: 0161 790 8915	Ms J Rowley	60	28	All applicants offered	25	35
stpaulsheathside.ceprimaryschool@salford.gov.uk						
St Pauls Peel CE Stocksfield Drive, Little Hulton, M38 9RB Tel: 0161 790 2327	Ms J Barker	40	85	All applicants in categories 1, 2, 3, 4 and 5 to a distance of 0.351 miles	40	0
stpaulspeel.ceprimaryschool@salford.gov.uk						
Summerville Summerville Road, Salford, M6 7HB Tel: 0161 736 4814	Ms J Jordan	30	38	All applicants offered	30	0
summerville.primaryschool@salford.gov.uk						
The Deans Vicarage Road, off Partington Lane, Swinton, M27 0WA Tel: 0161 728 2089	Mr S Kirkpatrick	60	132	All applicants offered	51	9
deans.primaryschool@salford.gov.uk						
The Friars Cannon Street, Salford, M3 7EU Tel: 0161 832 4664	Miss P Arnold	60	67	All applicants offered	58	2
thefriars.primaryschool@salford.gov.uk						
Wardley CE Mossbank Road, Pendlebury, Swinton, M27 9XB Tel: 0161 793 7058	Mr M Foster	30	49	All applicants offered	25	5
wardley.ceprimaryschool@salford.gov.uk						

School	Headteacher	Total number of places available	Total applications received by offer day	Breakdown of reception offers at offer day (18 April 2017)	Total number of offers made*	Total vacancies
Westwood Park Vaughan Street, Winton, Eccles, M30 8DH Tel: 0161 789 2598	Ms S Walker	45	53	All applicants offered	45	0
westwoodpark.primaryschool@salford.gov.uk						
Wharton Rothwell Lane, Little Hulton, M38 9XA Tel: 0161 790 4473	Ms H Watson	60	53	All applicants offered	45	15
wharton.primaryschool@salford.gov.uk						
Willow Tree 2 Greenland Street, Salford, M6 5TJ Tel: 0161 921 2850	Mrs R Munro	60	158	All applicants in categories 1, 2, 3, 4 and 5 to a distance of 0.305 miles	60	0
willowtree.primaryschool@salford.gov.uk						
*The total number of offers made includes alternative offers. Alternative offers are made to Salford children where an offer of one of their preferences cannot be made.						



Admission policies for community and voluntary controlled schools

Oversubscription criteria - community and voluntary controlled primary schools.

Where a school receives more applications than places available, the following oversubscription criteria will be applied once places have first been allocated to children who have an Education, Health and Care Plan which names the school.

1. **Looked after children and previously looked after children** This includes children who have ceased to be looked after because they were adopted or became subject to a special residency/child arrangements order or special guardianship order.
2. **Children in need** as defined by the Children Act (1989), i.e. those who are unlikely to achieve or maintain or to have the opportunity of achieving or maintaining a reasonable standard of health or development or a child/children whose health or development would be further impaired without the provision of services by the local authority. Confirmation of the child's needs will be required from their social worker (see note c).
3. **Brother or sister** in attendance at the school (Reception – Year 5 only. Year 6 children are considered for in-year applications only) at the date when the pupil is to be admitted. This includes stepchildren and foster children living with the same family at the same address. Other children may be considered under the sibling criterion provided proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit. (The authority accepts that in some family units the children may not be natural brothers and/or sisters).
4. **Children living nearest to the school** the distance will be measured in a straight line using LLPG (Local Land and Property Gazetteer) information to measure the distance between the address point of the child's home address and the centre of the school in miles. Those children whose home address is closest to the school will be those who get priority for places (see note e).

Please note

- (a) **Entrance to reception.** No child can automatically transfer from a nursery to a reception class. Where a school is over-subscribed, places in the reception class must be allocated according to the published admission criteria, with children who have attended the nursery being considered on the same basis as those who have not.
- (b) **Light Oaks Infant School and Light Oaks Junior School.** Pupils who attend Light Oaks Infant School in Year 2 will automatically transfer to Light Oaks Junior School at Year 3.
- (c) **Children in need.** In Salford, children who would be eligible for this criterion are those who are at level three and have ongoing social worker involvement, and all at level four on the 'Thresholds of needs and response in Salford' (www.partnersinsalford.org/sscb/thresholds.htm) For children resident in other local authorities, contact will be made with the child's social worker to confirm that the child's level of need falls within these boundaries of the Salford thresholds. Salford LA must have confirmation of an applicant's level of need from an appropriate professional before they will be considered under this criterion.

- (d) **St John's CE Primary School.** As this school operates over a split site, for admissions to all year groups the distance measurement will be made to the centre of the school building on the Daisy Bank Avenue site.
- (e) **Tie-breaker.** Where there are more children in one particular criterion than the number of places available, places will be allocated to the children whose home address is nearest the school. The distance will be measured in a straight line using the LLPG (Land and Property Gazetteer) information to measure the distance between the address point of the child's home address and the centre of the school in miles. Those children whose home address is closest to the school will be those who get priority for places.
- In the event of a tie, where two or more pupils' home address is the same distance from the preferred school and only one place is available, random allocation will be used. This will be carried out by an independent person. Eligible names will be placed in a hat. One name will be drawn from the hat and the remaining place will be offered to that person. This process for random allocation also applies to the waiting list where two or more pupils are eligible for one vacancy and live the same distance from the preferred school.
- (f) **Multiple births.** If there is a situation where only one place is available and the next children to be offered are siblings of a multiple birth, all the siblings will be offered places.

- (g) **The child's home address.** The child's home address is considered to be the child's parent/carer(s) place of residence, that is to say, where they are normally and regularly living.

If parents are separated and the child spends time at each parents' address, the address which will be used for admission to schools is that of the main carer. The main carer is determined as the parent who is in receipt of child benefit.

If a child is resident with friends or relatives for reasons other than guardianship, the friend or relative's address will not be considered.

- (h) **Temporary addresses.** The Authority may at its discretion consider as genuine a child's temporary address where, for example, the child is living with his/her parent/carer(s) in temporary accommodation due, for example, to their parent/carer(s) working commitments, whilst they are seeking a permanent address in the same area.
- If the parent/carer(s) main address has changed temporarily, for example where a parent/carer resides with extended family during a period of sickness or takes up temporary accommodation due to building or renovation work, then the parent/carer(s) address remains that at which the parent/carer(s) was resident before the temporary residence began.
- (i) **Change of address.** Any permanent change in address must be notified in writing or by email to the Admissions Team as soon as possible.
- Where a change of address occurs after the closing date and before the offer date, the local authority will consider a change of preferences to be on-time only where the change of address is over two miles from the previous address (measured from address point to address point in a straight line). Where the change of address is under two miles any changes of preference will be considered as a late application.

(j) False information

If you give any fraudulent or intentionally misleading information to obtain a school place (for example, if you give the incorrect home address) we may withdraw the offer and your child may lose their place.

If you suspect that someone has given false information to get a school place please contact the admissions team.

Please note that the local authority will take strong action and the place offered will be withdrawn, if any false or misleading information is given, including an address which is not the child's home address as defined above.

(k) Admission of children from overseas.

All children of compulsory school age (five to 16 years) in the UK have a right of access to education. However, where a child is in the UK for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), have a passport endorsed to show a right of abode in the UK or are European Economic Area nationals normally have unrestricted entry to the UK. An application for a school place will be accepted for such children even though they may not be resident in the UK at the time of application. The application may however be processed on the basis of the overseas address.

Other children from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are resident in the UK. Proof of residency such as an endorsed passport or entry visa will be required with the application.

(l) Waiting list policy. Children who are not offered a nursery or reception place for the September intakes at their preferred school will be placed on the school's waiting list. The waiting list will be maintained only for the statutory period (until 31 December). Should any places become available they will be allocated in accordance with Salford local authority's published admission criteria.

As children are added to the waiting list, the

list will be re-ranked in accordance with the published admission criteria. This means that children can move both up and down the waiting list.

After 31 December, if a parent wishes their child to continue to be considered for a school place, they will need to reapply for a place using the procedure for in-year admissions.

Looked after children, previously looked after children and children who come under the Fair Access Protocol will take precedence over those on the waiting list.

There are no waiting lists for in-year admissions.

(m) Nursery classes only. No places will be allocated in nursery classes to children who have not reached the age of three by 1 September in the admission year.

The nursery admission criteria will be applied to Salford children initially and then, if places are still available, to children resident in other local authority areas.

Should a school decide to allocate full and part-time places in the nursery class the decision on how those places are allocated is the responsibility of the governing body. A head teacher however, should be able to justify to a parent the reason for the decision i.e. full time places are given to the older pupils first.

Salford City Council's policy states that parent/carers should be disallowed from taking two part time places for their child, thus limiting the number of places available.

(n) Right of appeal.

If a child is refused a place at a preferred school, they will have the right of appeal for that school. Parents must give their grounds of appeal in writing and will be given at least 20 school days to submit these to the local authority. Further information can be found on the local authority's website (www.salford.gov.uk/primary-appeal)

(o) Part time, deferred and delayed admission

The admission authority provides for the admission of all children in the September following their fourth birthday. However, where a child has been offered a place at a school the child's parents/carers can defer the date their child is admitted to the school until later in the school year but not beyond

the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Alternatively, where parents wish, children may attend part time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents wishing to take either of the above options should inform their allocated school as soon as a place is offered so that the appropriate arrangements can be made.

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Parents should contact the Headteacher of the school concerned in the first instance to discuss an application for admission outside of the normal age group.

In addition, parents of children born between 1 April and 31 August (summer born children) may choose not to send that 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 i.e. starting reception a year later than those in their age group. This request should be made to the school admissions team in writing giving reasons for the request. This should be done at the time the child would usually be expected to apply for a reception place.

The request will be considered in conjunction with the school and the parent, and the admission authority for the school will decide on whether the child should be offered delayed admission or not. The decision, and the reasons for it, will be communicated to the parent in writing. Where a child is offered a place at a school but not in the year group preferred there will be no right of appeal.

Voluntary aided primary schools and academies admission policies

The admissions criteria and the way places are allocated for voluntary aided schools are decided by the governors of the school. Parents/carers who wish to express a preference for one of these schools are advised to check the appropriate school's admissions policy, listed on pages 16 to 78. Some of these schools may require parents to provide a copy of their child's baptismal certificate or to complete a supplementary information form. Please check with each school you are applying for whether this is the case. This information should be returned directly to the school.



All Salford schools have a nursery class. The figures below are for the reception class intake for September 2017. This information should only be used as a guide to what may happen in future years.

School	Headteacher	Total number of places available	Total applications received by offer day	Breakdown of reception offers at offer day (18 April 2017)	Total number of offers made*	Total vacancies
Broadoak Fairmount Road, Swinton, M27 0EP Tel: 0161 794 2326	Mrs K Wild	60	147	All applicants in categories 1,2,3,4 and 5 to a distance of 1.488 miles	60	0
broadoak.primaryschool@salford.gov.uk This school is an academy						
Broughton Jewish Cassell Fox Legh Road, Salford, M7 4RT Tel: 0161 921 2500	Y.Pearlman	90	61	All applicants offered	64	26
broughtonjewish.primaryschool@salford.gov.uk This school is an academy						
Christ Church CE Patricroft, Eccles, M30 0GZ Tel: 0161 789 4531	Mrs W McCormack	30	61	All applicants in categories 1-6 to a distance of 0.599 miles	30	0
christchurch.ceprimaryschool@salford.gov.uk						
Christ The King RC Holly Avenue, Walkden, M28 3DW Tel: 0161 790 4329	Ms N Potts	30	62	All applicants in categories 1-10 to a distance of 1.439 miles	30	0
christtheking.rcprimaryschool@salford.gov.uk						
Dukesgate Academy Earlsdon Crescent, Little Hulton, M38 9HF Tel: 0161 799 2210	Mrs J Garner	30	50	All applicants in categories 1, 2, 3, 4 and 5 to a distance of 0.386 miles	30	0
office@dukesgateac.org						
Godfrey Ermen Memorial CE School Road, Eccles, M30 7BJ Tel: 0161 789 4382	Mrs J Clancy	60	95	All applicants in categories 1-6 to a distance of 0.517 miles.	58	2
Holy Cross and All Saints RC Trafford Road, Eccles, M30 0JA Tel: 0161 789 4386	Mrs A Bell	45	98	All applicants in categories 1-9 to a distance of 1.051 miles.	43	2
holycross.allsaints@salford.gov.uk						
Holy Family RC 3 Lower Seedley Road, Salford, M6 5WX	Mrs C Baron	30	77	All applicants in categories 1-3 to a distance of 1.412 miles. No non-Catholic pupils were able to be admitted	30	0
holyfamily@salford.gov.uk						

School	Headteacher	Total number of places available	Total applications received by offer day	Breakdown of reception offers at offer day (18 April 2017)	Total number of offers made*	Total vacancies
Marlborough Road Academy Marlborough Road, Salford, M7 4XU Tel: 0161 921 2110	Ms A Cookson	60	37	All applicants offered.	34	26
marlboroughroad.primaryschool@salford.gov.uk						
St Augustine's CE Bolton Road, Pendlebury, M27 8UX Tel: 0161 794 4083	Mrs J Murphy	30	43	All applicants offered	29	1
staugustines.ceprimaryschool@salford.gov.uk This school is now an academy						
St Boniface RC Yew Street, Salford, M7 2HL Tel: 0161 792 5659	Mrs J Bainbridge	30	50	All applicants in categories 1-9 to a distance of 0.855 miles	30	0
stboniface.primaryschool@salford.gov.uk						
St Charles' RC Primary School Moorside Road, Swinton, M27 9PD Tel: 0161 794 4536	Mrs C Campbell	30	59	All applicants in categories 1-7 to a distance of 0.414 miles.	30	0
stcharles.rcprimaryschool@salford.gov.uk						
St Edmunds RC Queens Street, Little Hulton, M38 9ND Tel: 0161 790 2329	Ms C Harrison	45	68	All applicants in categories 1-7 to a distance of 0.816 miles	45	0
stedmunds.rcprimaryschool@salford.gov.uk						
St Gilbert's RC Cambell Road, Winton, M30 8LZ Tel: 0161 789 5035	Mrs J Tumelty (Mr J Graves - temporary secondment)	30	103	All applicants in categories 1-3 only to a distance of 0.587 miles. No non-Catholic pupils were able to be admitted	30	0
stgilberts.rcprimaryschool@salford.gov.uk						
St Joseph the Worker RC Cutnook lane, Irlam M44 6GX Tel: 0161 775 4548	Ms D Ridyard	30	34	All applicants offered	26	4
stjosephsworker.rcprimaryschool@salford.gov.uk						
St Josephs RC St Joseph's Drive, Salford M5 3JP Tel: 0161 921 1890	Mr A Schilling	30	42	All applicants in categories 1-7 to a distance of 1.192 miles.	22	0
stjosephsordsall.rcprimaryschool@salford.gov.uk						

School	Headteacher	Total number of places available	Total applications received by offer day	Breakdown of reception offers at offer day (18 April 2017)	Total number of offers made*	Total vacancies
St Luke's RC Swinton Park Road, Salford, M6 7WR Tel: 0161 736 6874	Mr P Jameson	60	124	All applicants in categories 1-5 to a distance of 0.682 miles. No non-catholic pupils were able to be admitted.	60	0
stlukes.rcprimaryschool@salford.gov.uk						
St Mark's CE Aviary Road, Worsley, M28 2WF Tel: 0161 790 3423	Mr D Kay	60	107	All applicants in categories 1 and 2 to 1 point and a distance of 0.579 miles.	60	0
stmarks.ceprimaryschool@salford.gov.uk						
St Mark's RC Queensway, Clifton, M27 8QE Tel: 0161 794 3876	Mrs P Garner	30	71	All applicants in categories 1-5 to a distance of 0.579 miles.	30	0
stmarks.rcprimaryschool@salford.gov.uk						
St Mary's RC Milner Street, Swinton, M27 4AS Tel: 0161 794 4028	Mrs D Raynor	30	90	All applicants in categories 1-7 to a distance of 0.034 miles.	30	0
stmarysswinton.rcprimaryschool@salford.gov.uk						
St Marys RC Hemming Drive, Eccles, M30 0FJ Tel: 0161 789 4532	Mrs J Forshaw	30	116	All applicants in categories 1-4 to a distance of 0.580 miles. No non-Catholic pupils were able to be admitted	30	0
stmaryseccles.rcprimaryschool@salford.gov.uk						
St Paul's CE Crompton Street, Walkden, M28 3HP Tel: 0161 790 4162	Ms Y Sullivan	30	61	All applicants in categories 1-7 to a distance of 0.505 miles	30	0
office@stpaulscrompton.org.uk						
St Pauls CE Cross Lane, Salford, M5 4AL Tel: 0161 736 6871	Mrs W Budsworth	30	58	All applicants in categories 1-8 to a distance of 0.276 miles	30	0
stpaulscrosslane.ceprimaryschool@salford.gov.uk						
St Peters CE Vicarage Road, Swinton, M27 0WA Tel: 0161 794 2616	Mr P Wright	30	76	All applicants in categories 1-9 to a distance of 1.033 miles	30	0
stpeters.ceprimaryschool@salford.gov.uk						

School	Headteacher	Total number of places available	Total applications received by offer day	Breakdown of reception offers at offer day (18 April 2017)	Total number of offers made*	Total vacancies
St Philip's CE Barrow Street, Salford, M3 5LF Tel: 0161 832 6637	Mrs J Finch	30	33	All applicants offered	30	0
stphilips.ceprimaryschool@salford.gov.uk						
St Philip's RC Cavendish Road, Salford, M7 4WP Tel: 0161 792 4595	Mr J Barrett	50	79	All applicants in categories 1-5 to a distance of 1.69 miles. No non-Catholic pupils were able to be admitted	50	0
stphilips.rcprimaryschool@salford.gov.uk						
St Sebastian's RC Douglas Green, Salford, M6 6ET Tel: 0161 921 1625	Ms A Donoghue	30	53	All applicants in categories 1-9 to a distance of 0.187 miles	30	0
stsebastians.rcprimaryschool@salford.gov.uk						
St Teresa's RC Clarendon Road, Irlam, M44 5ZA Tel: 0161 777 8203	Ms S Burgess	30	39	All applicants offered	25	5
stteresas.rcprimaryschool@salford.gov.uk						
St Thomas of Canterbury Hadfield Street, Salford M7 4XG Tel: 0161 792 3973	Mr D Deane	60	84	All applicants in categories 1-8 to a distance of 0.278 miles	60	0
stthomasofcanterbury.rcprimaryschool@salford.gov.uk						
The Cathedral School Of St Peter & John Mount Street, Salford, M3 6LU Tel: 0161 834 4150	Mrs D Hanley	30	50	All applicants in categories 1-8 to a distance of 0.119 miles	30	0
stpeter&stjohn@salford.gov.uk						
*The total number of offers made includes alternative offers. Alternative offers are made to Salford children where an offer of one of their preferences cannot be made.						

Broad oak Primary School

Admission policy 2018/2019

Oversubscription criteria

For the school year commencing September 2018, the published admission number for Broad oak Primary School is 60. Where Broad oak Primary School receives more applications than places available, the following oversubscription criteria will be applied once places have first been allocated to children who have a Education, Health and Care Plan which names the school.

1. Looked after Children and previously Looked after Children. This includes children who have ceased to be looked after because they were adopted or became subject to a special residency order or special guardianship order (Parents/Carers of previously looked after children will need to provide a photocopy of the relevant order with their application form).
2. Children in Need as defined by the Children Act (1989), i.e. those who are unlikely to achieve or maintain or to have the opportunity of achieving or maintaining a reasonable standard of health or development or a child/children whose health or development would be further impaired without the provision of services by the local authority. Confirmation of the child's needs will be required from their social worker. (see note b)
3. Brother or sister in attendance at Broad oak Primary School (Reception – Year 6 only) at the date when the pupil is to be admitted. This includes step children and foster children living with the same family at the same address. Other children may be considered under the sibling criterion provided proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit. (Broad oak Primary school accepts that in some family units the children may not be natural brothers and/or sisters).
4. Medical reasons. If claiming medical reasons, parents/carers must provide evidence from a medical professional that the child has a medical condition which means that admission to Broad oak Primary school is essential. (see note c)

5. Children living nearest to the school. The distance will be measured in a straight line using LLPG (Local Land and Property Gazetteer) information to measure the distance between the address point of the child's home address and the centre of the school in miles. Those children whose home address is closest to the school will be those who get priority for places.

Please note

- (a) **Entrance to reception.** No child can automatically transfer from Broad oak nursery to a Broad oak reception class. Where the school is over-subscribed, places in the reception class must be allocated according to our published admission criteria, with children who have attended our nursery being considered on the same basis as those who have not.
- (b) **Children in Need.** In Salford, children who would be eligible for this criterion are those who are at level 3 and have ongoing social worker involvement, and all at level 4 on the 'Thresholds of needs and response in Salford' (www.salford.gov.uk/thresholds.htm). For children resident in other local authorities, contact will be made with the child's social worker to confirm that the child's level of need falls within these boundaries of the Salford thresholds. Salford City Council must have confirmation of an applicant's level of need from an appropriate professional before they will be considered under this criterion.
- (c) **Medical reasons.** Only exceptional medical circumstances will mean that it is appropriate for a child to be admitted to a particular school and consequently it is anticipated that only very few cases will be admitted under this criterion.

If claiming exceptional medical reasons, these must be stated at the time of application and parents / carers will be required to submit evidence from a registered professional, such as a medical practitioner, consultant, specialist nurse, psychologist or social worker confirming the child's medical condition, the impact it has on their daily lives and why the preferred school can meet the child's medical needs and no other school, with the application and by the closing date. Further information is available on the local authority's website (www.salford.gov.uk/)

medicalneeds)

It is the responsibility of the parent to ensure the appropriate medical information is returned to the local authority by the closing date if they are requesting their child's admission under this criterion. The school admissions team will not seek information about your child or telephone professionals or other individuals on your behalf.

If you apply online, tell the local authority that there is supporting evidence in the space provided, then send the medical form to the school admissions team either by post or send scanned copies with a covering email giving your application reference or child's details. Medical letters will be considered by the medical panel, consisting of medical and educational professionals. The medical panel will consider all applications under this criterion and whether the child's medical needs can only be met by attendance at the named school. Exceptional reasons will be those where in the opinion of the panel, based on the information provided, due to the child's medical needs, the location of the school, the school building, or the support it is able to offer is unique in meeting the child's medical needs and this cannot be provided by another school.

The panel will make their decision based on the information you provide so please ensure that it fully addresses the impact your child's medical condition has on their need for a particular school place. The panel's decision will be final and there will be no right of appeal to this decision. If subsequently, the child is refused a place at their preferred school, parents will have the usual right of appeal to an independent appeal panel.

Medical conditions consequential from a failure to obtain the preferred school, for example emotional distress (whether or not leading to a recognised medical condition), do not fall within this priority. Parents will be informed of the decision on exceptional medical need before places are allocated, so that where necessary they may amend their preference schools.

Children considered as having a medical need to attend a school may include children with significant special educational needs, but without a statement or

Education, Health and Care Plan, who require a carefully planned transition into school. These children will still be required to provide evidence to be considered by the medical panel as above.

- (d) **Tie-breaker.** Where there are more children in one particular criterion than the number of places available, places will be allocated to the children whose home address is nearest to Broadoak Primary School. The distance will be measured in a straight line using the LLPG (Land and Property Gazetteer) information to measure the distance between the address point of the child's home address and the centre of the school in miles. Those children whose home address is closest to the school will be those who get priority for places.

In the event of a tie, where two or more pupils' home address is the same distance from the preferred school and only one place is available, random allocation will be used. This will be carried out by an independent person. Eligible names will be placed in a hat. One name will be drawn from the hat and the remaining place will be offered to that person. This process for random allocation also applies to the waiting list where two or more pupils are eligible for one vacancy because they live the same distance from the school.

- (e) **Multiple births.** If there is a situation where only one place is available and the next children to be offered are siblings of a multiple birth, all the siblings will be offered places.
- (f) **The child's home address.** Broadoak Primary School use children's home addresses when deciding who to offer places to. You must give the correct permanent home address. This is considered to be the child's parent/carer(s) place of residence, that is to say, where they are normally and regularly living. -If parents are separated and the child spends time at each parents' address, the address which will be used for admission to schools is that of the main carer. The main carer is determined as the parent who is in receipt of child benefit. If a child is resident with friends or relatives for reasons other than guardianship, the friend or relative's address will not be considered.

- (g) Proof of address.** Broadoak Primary School carries out checks to confirm that addresses are genuine. If we are unable to verify an address, or any issues are raised concerning your address, we may carry out further checks and subsequently a conditional offer of a place may be withdrawn. In order to prove residency, we ask to see three forms of evidence of your home address (photocopies are acceptable).

These are as follows

- Proof of where you are registered for council tax
- Proof of your child tax credits
- A recent utility bill (water, gas, electricity or telephone)

Any evidence you provide must show that the parent or main carer lives at this address.

False information

If you give any false information to get a school place (for example, if you give the incorrect home address), we may withdraw the offer and your child may lose their place.

If you suspect that someone has given false information to get a school place please contact the school admissions team.

Please note that the Broadoak Primary School will take strong action and the place offered will be withdrawn, if any false or misleading information is given, including an address **where the child is not actually living**.

- (h) Temporary addresses.** Broadoak Primary School may at its discretion consider as genuine a child's temporary address where, for example, the child is living with his/her parent/carer(s) in temporary accommodation due, for example, to their parent/carer(s) working commitments, whilst they are seeking a permanent address in the same area. If the parent/carer(s) main address has changed temporarily, for example where a parent/carer resides with extended family during a period of sickness or takes up temporary accommodation due to building or renovation work, then the parent/carer(s) address remains that at which the parent/carer(s) was resident before the temporary residence began.

- (i) Change of address.** Any permanent change in address must be notified in writing or by email to the Admissions Team as soon as possible. It will not be possible to make any changes to the home address for allocation purposes after 15 March as school offers will be finalised. Where a change of address occurs after the closing date and before the offer date, Broadoak Primary School will consider a change of preferences to be on-time only where the change of address is over two miles from the previous address (measured from address point to address point in a straight line). Where the change of address is under two miles any changes of preference will be considered as a late application.

- (j) Waiting list policy.** Children who are not offered a place at Broadoak Primary School (this being their preferred school) will be placed on the school's waiting list. The waiting list will be maintained only for the statutory period (until 31 December). Should any places become available they will be allocated in accordance with Broadoak Primary School's published admission criteria. As children are added to the waiting list, the list will be re-ranked in accordance with the published admission criteria. This means that children can move both up and down the waiting list.

After 31 December, if a parent wishes their child to remain on a waiting list for a school, they will need to reapply for a place using the procedure for in-year admissions.

Looked after children, previously looked after children and children who come under the Fair Access Protocol will take precedence over those on the waiting list. There are no waiting lists for in-year admissions.

- (k) Nursery classes only.** Broadoak Nursery places will be allocated on a part time basis only. No places will be allocated in Broadoak Nursery to children who have not reached the age of three by 1 September in the admission year. The Broadoak Primary School admission criteria will be applied to Salford children initially and then, if places are still available, to children resident in other local authority areas.

- (l) Right of appeal.** If a child is refused a place at a preferred school, they will have the right of appeal for that school. Parents

must give their grounds of appeal in writing and will be given at least 20 school days to submit these to the local authority. Further information can be found on the local authority's website (www.salford.gov.uk/primary-appeal)

(m) Part time, deferred and delayed admission

The admission authority provides for the admission of all children in the September following their fourth birthday. However, where a child has been offered a place at a school the child's parents/carers can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Alternatively, where parents wish, children may attend part time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents wishing to take either of the above options should inform their allocated school as soon as a place is offered so that the appropriate arrangements can be made.

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Parents should contact the Head teacher in the first instance to discuss and application for admission outside of the normal age group. In addition, parents of children born between 1 April and 31 August (summer born children) may choose not to send that 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 i.e. Starting reception a year later than those in their age group.

This request should be made to the school admissions team in writing giving reasons for the request. This should be done at the time the child would usually be expected to apply for a reception place.

The request will be considered in conjunction with the school and the parent, and the admission authority for the school will decide on whether the child should be offered delayed admission or not. The

decision, and the reasons for it, will be communicated to the parent in writing. Where a child is offered a place at a school but not in the year group preferred there will be no right of appeal.

(n) In year admissions

If applying for a place at Broadoak Primary School during the school year, parents should send their application to the School Admissions team at Salford City Council. More information can be found at www.salford.gov.uk/inyear

Broughton Jewish Cassel Fox Primary School

Admission policy 2018/2019

Broughton Jewish Cassel Fox Primary School serves the Orthodox Jewish Community of Greater Manchester. It seeks to provide a broad and balanced education based on traditional Torah values combined with the National Curriculum.

Applications to join the school are dealt with confidentially and are processed as quickly as possible. Prospective applicants are encouraged to look around the school and experience the happy atmosphere in which each child achieves his/her fullest potential.

We are delighted to welcome children whose families are understanding and supportive of the Torah ethos of our school. We emphasise the importance of "Shemiras Shabbos", "Middos Tovos" and "Tznius", modesty in every aspect of everyday life. It is crucial that pupils experience no conflict between their school life and their home life. It is therefore important for parents to appreciate our aspirations and work with us for the benefit of our children.

The school caters for children of families who conduct their lives in accordance with the laws of the Shulchan Aruch particularly in relation to Shabbos Observance and Kashrus.

By applying to the school families are implying acceptance of its ethos and terms of reference.

The governors will admit all children who have statements of Special Educational Needs/ Education, Health and Care Plan in which the school is named.

Admission dates

Most children enter our school's private pre-nursery, in the school year that they become three years old, or into the nursery in the year they become four. In all cases applications must be made by 15 January for September entries in any year.

Children may join the school later, at any time during the school year upon prior arrangement with the Head Teacher.

Oversubscription criteria

The admission number for the school is 60. In the event of oversubscription in any one year and subject always to the criteria set out above admission will be applied as listed below:

1. Orthodox Jewish children who are looked after by a local authority under the provisions of the Children Act 1989 and formerly Looked After Children.
2. Orthodox Jewish children with a brother or sister or step brother/sister residing at the same address as a pupil currently in the school. This includes step-children and foster children living with the same family at the same address. Other children may be considered under the sibling criterion provided proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit. The school accepts that in some family units, the children may not be natural brother or sister.
3. Orthodox Jewish children coming through our own Kindergarten and Nursery.
4. Orthodox Jewish children living within a radius of one mile from the school as the crow flies, and adhering to our ethos of Shabbat observance and Kashrut as prescribed by the Shulchan Aruch.
5. Other Jewish children.
6. Other children who are looked after by a local authority under the provisions of the Children Act 1989 and formerly Looked After Children.
7. Other children.

Please note

- (a)** Parents of pupils who are refused admission can apply to an appeals committee for the case to be reviewed. In such cases the parent/carer has to contact the clerk to the governor body at the school.
- (b)** Families may be required to produce independent references as regards their observance of Shabbos, Yom Tov, Kashrus etc. from the Rabbi of their community or synagogue verifying their degree of practical commitment to Orthodox Judaism.
- (c)** Tie-breaker. Where there are more children in one particular criterion than there are places available, places will be allocated to the children whose home address is nearest to the school. The distance will be measured in a straight line. Those children whose home address is closest to the school will be those who get priority for places. In the event of a tie, where two or more pupils' home address is the same distance from the preferred school and only one place is available, random selection will be used.
- (d)** The child's home address. This is considered to be the child's normal place of residence. If parents are separated and the child spends time at each parent's address the address which will be used for admission to schools is that of the main carer. The main carer is determined as the parent who is in receipt of child benefit. If a child is resident with friends or relatives for reasons other than guardianship, the friend or relative's address will not be considered.

Christ Church CE Primary School

Admission policy 2018/2019

Christ Church C.E Primary School is a Voluntary Aided school. Admissions to an Aided school are the responsibility of the Governors, in liaison with the Diocesan Board of Education and Salford Council (the Local Authority). Responsibility for admissions is delegated to the Governing Body Admissions Committee.

Admissions arrangements for September 2018

Reception

Published Admission Number (PAN) - The school's published admission number agreed for admission to the Reception Class is 30. If no more than 30 applications are received for admission to the Reception Class, all applicants will be offered places.

Nursery

The school also has a Nursery class. 30 children may be admitted to the Nursery class. Admission to the Nursery class does not guarantee admission to the Reception Class. A separate application must be made for a place in Reception.

Applications for a place in the Reception Class must be made using the Common Application Form available from the local authority. In addition, applicants seeking a place under one of the faith-based admission criteria (criteria 4 and 5 below) should complete and return the school's Supplementary Information Form (SIF) by the closing date for applications.

Children will be admitted to the Reception class at the beginning of the Autumn term before their fifth birthday, and to the Nursery class at the beginning of the Autumn term before their fourth birthday. (Please see the notes below about requests for deferred admission to Reception, and requests for admission outside a child's normal age group.)

The school will admit all children with an Education, Health and Care Plan (EHCP) in which the school is named.

1. Looked after children and previously looked after children (LAC and PLAC)

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 an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2. Children whose medical or social circumstances mean that their needs can only be met at this school.
3. Children who will have an older brother or sister attending the school at the time of their admission.
4. Baptised children and their parent(s)/ guardian(s) who are in regular attendance at any of the Eccles Church of England Team Ministry, i.e. Christ Church, Patricroft; St. Andrew's Eccles; Eccles Parish Church, St. Paul's Monton; St Mary the Virgin, Eccles.
5. Baptised children from a Church within the Eccles Church of England Team Ministry, i.e. Christ Church, Patricroft; St. Andrew's Eccles; Eccles Parish Church, St. Paul's Monton; St Mary the Virgin, Eccles.
6. Children whose parents are in regular attendance of Churches which are in agreement with the Churches Together statement of faith.
7. Any other children, with priority based on geographical proximity to the school.

Notes

- (a) No child can automatically transfer from nursery to reception class. Where a school is oversubscribed, places in the reception class must be allocated according to the published admission criteria, with children who have attended nursery being considered on the same basis as those who have not.
- (b) Where admission is sought under special medical or social circumstances criteria, professional supporting evidence, e.g. from a doctor, psychologist or social worker, is essential. Such evidence must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school.
- (c) 'Brother' or 'sister' includes full, step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart.
- (d) Regular attendance means a minimum of monthly attendance at church at public worship for the year prior to the application. Evidence of infant baptism or dedication of the child and of regular attendance of the parent(s)/guardian(s) must be provided by a member of the clergy or other designated church officer on the supplementary form provided.
- (e) Documentary evidence of a child's baptism e.g. Baptism Certificate must be produced at the time of application if applying under criterion 4 or 5.
- (f) Where there are more applicants for the available places within a category, then distance will be calculated from the address point of the child's home address to the centre point of the school in a straight line, with nearer addresses having priority over more distant ones.
- (g) The child's home address is considered to be the child's parent(s) or carer(s) place of residence, that is, where they normally and regularly live. If parents are separated and the child spends time at each parent's address, the address which will be used for admission purposes is that of the main carer. The main carer is determined as the parent who is in receipt of child benefit. If a child resides with friends or relatives who do not have guardianship, the friends or relatives address will not be considered.
- (h) In the event of a tie where two or more pupils' home address is the same distance from the preferred school and only one place is available, random allocation will be used as a tie-breaker. This will be carried out by an independent person. Eligible names will be placed in a hat. One name will be drawn from the hat and the remaining place will be offered to that person. This process also applies to the waiting list where two or more pupils are eligible for one vacancy and live the same distance from the preferred school.
- (i) Where there are children of multiple births wishing to be admitted and the sibling is the 30th child, the Governors may admit over the published admission number if it is possible to do so, as in such circumstances the child is an excepted child for the purposes of the infant class requirement.
- (j) A map showing the area covered by the parishes of the local Anglican Team Ministry and a list of churches within the parishes can be viewed at www.achurchnearyou.com
- (k) A list of Churches Together in Britain and Ireland, can be viewed www.ctbi.org.uk or by contacting the school office.

Appeals

Where the governors are unable to offer a place because the school is oversubscribed, parents will be informed of the reason why and advised of their right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act 1998, as amended by the Education Act, 2002. All appeals need to be submitted within 20 days of the date of the offer letter. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days notice of the place and time of the hearing.

Deferred admissions

Parents/guardians of children admitted into the nursery or reception class at the beginning of the autumn term may request that their school place be deferred until later in the school year and if they do this the place will be held for their child. They cannot, however, defer entry beyond the beginning of the term after their child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents/guardians can also request that their child attends on a part time basis until he/she reaches compulsory school age.

Waiting list

Where there are more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on the list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible for a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. Looked after children and previously looked after children along with any In Year Fair Access applications will take precedence over the waiting list. If a place becomes available, within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent upon whether an appeal has been

submitted. The waiting list will operate until the end of the autumn term only. It should be noted that the length of time on the school's waiting list is not considered a relevant factor.

In year admissions

In year applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. Applications to the school should be made to the School Admissions team. If there are places available but more applications than places then the published oversubscription criteria will be applied.

Requests for admission outside a child's normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that 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.

Parents requesting admission out of the normal age group must put their request in writing, addressed to the Head teacher at the school, together with any supporting evidence that the parent wishes to be taken into account. The governing body will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The governing body will also take into account the views of the Head teacher. When informing a parent of their decision on the year group the child should be admitted to, the governing body will set out clearly the reasons for their

decision.

Where the governing body agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and governing body must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The governing body must not give the application lower priority on the basis that the child is being admitted out of their normal age group.

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.

Christ The King RC Primary School

Admission policy 2018/2019

Christ The King is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Salford local authority as a voluntary aided school. The school's governing body is the admissions authority and is responsible for taking decisions on applications and admissions.

For the school year commencing September 2018 the governing body has set its planned admission number at 30.

Admission to the school will be made by the governing body in accordance with the stated preferences it receives, subject to the following set of criteria, which will be used to form a priority order if there are more applications for admission than the school has places available.

1. Baptised Roman Catholic Looked After Children and previously Looked After Children.
2. Baptised Roman Catholic children with exceptional need/and/or social need.
3. Baptised Roman Catholic children who will have a sibling attending the school at the time of admission and resident in the parish of Christ The King.
4. Baptised Roman Catholic children resident in the parish of Christ The King.
5. Other Baptised Roman Catholic children who will have a sibling attending the school at the time of admission and are resident in another parish.
6. Other Baptised Roman Catholic children who are resident in another parish.
7. Other Looked After Children or were previously Looked After Children.
8. Other children with exceptional medical and/or social need.
9. Other children with a brother or sister attending the school at the time of admission.
10. Other children.

Notes

- (a) Each applicant will be required to complete a supplementary faith request form. For a child to be considered as a Catholic, evidence of a Catholic Baptism will be required.
- (b) Looked After Child. A Looked After Child is (a) in the care of local authority, or (b) being provided with accommodation by a local authority in the exercise of their social service function 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 of an adoption, residence or special guardianship order.
- (c) If a child has a statement of Special Educational Needs naming a specific school, there is a duty to admit the child
- (d) **Exceptional medical and/or social need.** Children for whom the governors accept that there are exceptionally strong medical, social or welfare reasons associated with the child and/or family which are directly relevant to the school concerned
Supporting professional evidence will be required. Professional supporting evidence from i.e. a doctor, psychologist or social worker is essential if admission is to be made under the criteria for exceptional need and such evidence must set out the particular reasons why this school is the most suitable school for these difficulties.
- (e) Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother 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.
- (f) Parish boundaries. Parents should check carefully whether they are resident within the parish boundaries. A map is available at the school.
- (g) **Class size.** It is the duty of governors to comply with class size limits at Key Stage 1. This means that the school cannot operate classes in Key Stage 1 of more than 30 children.
- (h) The governing body may exceed the regulations for twins and children from multiple births where one of the children is

the 30th child admitted.

- (i) **Residence.** The parents'/carers' address is considered to be the child's parents'/carers' genuine principal place of residence for the child at the time of allocation of places. All applicants resident in the parish of Christ The King will be required to provide proof of address by supplying an original, up to date utility bill or family credit book.
- (j) Where a child lives with parents with shared responsibility, each (or part of) a week, the child's 'permanent place of residence' will be determined as the address to where the child benefit is paid.
- (k) **Tie breaker.** If in any category there are more applications than places available, priority will be given on the basis of proximity to the school, i.e. the distance is measured along a straight line from the address point of the child's permanent home address to the centre point of the preferred school using the local authority computer system.
- (l) The children who live closest to the school will be those who get priority for places. In the event of distances being the same for two or more applicants where this distance would be last place(s) to be allocated, a random lottery will be carried out in a public place.
- (m) All the names will be entered into a hat and the required number of names will be drawn out.
- (n) If an application for admission has been turned down by the governing body, parents can appeal to an independent appeals panel. This appeal must be sent in writing to the clerk of the governing body at the school within 20 days of notification of refusal. The date of notification will be two working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the appeals panel is binding on the governors.
- (o) The outcome of the appeal is binding on the parents and on the governing body.
- (p) Late applications will be considered in accordance with the published admission criteria.
- (q) If the school is oversubscribed, late applications will be placed on a reserve list

in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises.

- (r) **Waiting list.** A waiting list will be maintained until the end of the autumn term and ordered in line with the admission criteria.

As children are added to the waiting list, the list will be re-ranked in accordance with the published admission criteria. This means that children can move both up and down the waiting list.

After 31 December, if a parent wishes their child to continue to be considered for a school place, they will need to reapply for a place using the procedure for in-year admissions.

Looked after Children, previously looked after Children and children who come under the Fair Access Protocol will take precedence over those on the waiting list.

There are no waiting lists for in-year admissions.

Dukesgate Academy Primary School

Admission policy 2018/2019

Objectives and constraints

The Salford Academy Trust (SAT) is responsible for determining the Academy's Admission Policy. In undertaking this responsibility, SAT will be guided by the requirements of the law and will conform fully to the DfE's School Admissions Code (2014). The admissions oversubscription criteria have been created so as to ensure fairness, transparency and ease of operation to minimise appeals.

Admission number(s)

The planned admissions number for Reception will be 30 children

Priorities for admissions

The academy will admit children with an Education, Health and Care Plan naming Dukesgate Academy. We will then allocate the remaining places in accordance with this policy.

Where more applications are received than there are places available, applications will be considered in accordance with the academy's published oversubscription criteria following the order stated below.

Oversubscription criteria

Where the number of applications for the Academy received during the normal admissions round exceeds the admission number of the school, or an admission limit set higher than the admission number, then admission will be determined in accordance with the following priority of admission criteria:

1. Looked After Children as defined by section 22 of the Children Act 1989 and former looked after children.
2. Children in Need. As defined by the Children Act (1989) i.e. those who are unlikely to achieve or maintain or have the opportunity of achieving or maintaining a reasonable standard of health or development or a child/children whose health or development would be further impaired without the provision of services of the local authority. Applications under this criterion would

need to be supported by an appropriate professional such as a social worker, doctor or educational psychologist, stating that attendance at Dukesgate Academy is essential.

3. Medical reasons. If claiming medical reasons, parents/carers must provide evidence from the doctor that the child has a medical condition which means that admission to Dukesgate Academy is essential.
4. Older brother or sister in attendance at the Academy at the date when the pupil is to be admitted. This includes step-children and foster children living with the same family at the same address. Other children may be considered under the sibling criterion provided proof is available to demonstrate that the children are permanently resident at the same address as part of the same family unit. SAT accepts that in some family units children may not be natural brother or sister.
5. Distance from the academy. This will be measured in a straight line (as the crow flies) from the child's permanent home address to the front entrance of the academy.

Home Address

The child's home address will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the academy.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week including weekends.

Tie Breaker

As noted above, upon oversubscription, places will be allocated up to full capacity by filling up each of the categories in order. Should the Academy need to differentiate between the applicants within any of the categories, the following tie breakers will be applied:

- Tie breakers within criteria 2-4 will be distance from the academy (as per criteria 5)
- Tie breakers within criteria 5 (for example if applicants live in a block of flats) then random allocation will apply.

Waiting lists

The academy will operate a waiting list for each year group. Where in any year the academy receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.z

Godfrey Ermen Memorial CE Primary School

Admission policy 2018/2019

Godfrey Ermen Memorial is a Church of England primary school provided by the Diocese of Manchester and is maintained by Salford City Council as a voluntary aided school.

The school's governing body is the admissions authority and is responsible for taking decisions on applications for admissions. For the school year commencing September 2018, the governing body has set its planned admissions number at:

- 45 for nursery
- 60 for reception, year 1,2,3,4,5
- 45 for year 6

The school will admit all children with an Education, Health and Care Plan in which the school is named.

Admission to the school will be made by the governing body in accordance with the stated parental preferences it receives, subject to the following set of criteria which will be used to form a priority order if there are more applications for admission than the school has places available. (See notes for supporting information)

1. Looked after Children (children in public care) and previously Looked after Children. This includes children who have ceased to be looked after because they were adopted or became subject to a special residency order or special guardianship order.
2. Children in Need as defined by the Children Act (1989), i.e. those who are unlikely to achieve or maintain or to have the opportunity of achieving or maintaining a reasonable standard of health or development or a child/children whose health or development would be further impaired without the provision of services by the local authority. Confirmation of the child's needs will be required from their social worker. (see note e).
3. Medical reasons. If claiming medical reasons, parents/carers must provide evidence from a medical professional that

the child has a medical condition which means that admission to a particular school is essential (see note f).

4. Older brother or sister in attendance at the school at the date when the pupil is to be admitted. This includes step children and foster children living with the same family at the same address. Other children may be considered under this criterion provided proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit. (The authority accepts that in some family units the children may not be natural brothers and/or sisters).
5. Has at least one parent/carers who worships regularly at the Parish Church of St Michael and All Angels with St Catherine, Barton with Peel Green. (See note g).
6. Has at least one parent/carers who worships regularly in any other Christian church (see notes g and h).
7. The child has been baptised according to the rites and practices of the Church of England – documentary evidence (e.g. Baptism Certificate) must be produced if making application on this criterion.
8. All other children.

Notes

- (a) No child can automatically transfer from a nursery to a reception class. Where a school is over-subscribed, places in the reception class must be allocated according to the published admission criteria, with children who have attended the nursery being considered on the same basis as those who have not.
- (b) All applicants will be considered at the same time by the admissions committee after the closing date for admissions which is 15 January (or the next working day).
- (c) It should be understood that the order in which these admission criteria are written is the order in which they will be applied. Therefore children who meet criterion 1 will be admitted before any children who do not and so on.
- (d) Should the admission number be exceeded in any one criterion then priority will be given to those who fulfil that criterion and live nearest to the school, distance being calculated on the basis of a straight

line using the LLPG (Land and Property Gazetteer) from the front door of the permanent place of residence of the child to the centre of the school. Where parenting is shared the address used will be that to which child benefit is paid. In the event of a tie, where two or more pupils' home address is the same distance from the preferred school and only one place is available, random allocation will be used. Random allocation means that the children's names will be drawn out of a hat by an independent person, supervised by a member of the admissions panel.

- (e) Children in Need: in Salford, children who would be eligible for this criterion are those who are at level 3 and have ongoing social worker involvement, and all at level 4 on the 'Thresholds of needs and response in Salford' (www.partnersinsalford.org/sscb/thresholds.htm). For children resident in other local authorities, contact will be made with the child's social worker to confirm that the child's level of need falls within these boundaries of the Salford thresholds. Salford City Council must have confirmation of an applicant's level of need from an appropriate professional before they will be considered under this criterion.
- (f) Where admission is sought under exceptional medical criteria, applicants will be required to submit a medical form completed by an appropriate medical professional. Attendance will be deemed essential by the admissions panel where, due to the child's medical needs, the location of the school, the school building, or the support it is able to offer the child is unique in meeting the child's needs and cannot be provided by another school. Parents will be informed of the panel's decision before places are allocated, so that where necessary they may change their preference schools.
- (g) With regards to criterion 5 and 6 'regular attendance' means at least monthly for the year prior to the application. Written confirmation of attendance must be obtained from the vicar, minister or other specified church officer via the supplementary form.
- (h) In criterion 6 'Christian church' is defined as one in membership with Churches Together in England or a local Churches

Together group. A list of member churches may be found on the Diocesan website, (manchester.anglican.org).

- (i) 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 of more than 30 in Key Stage One with exceptions of the children of multiple births or the children of armed services personnel over 30, should they be the final applicants.
- (j) Multiple births. If there is a situation where only one place is available and the next children to be offered are siblings of a multiple birth, all the siblings will be offered places.
- (k) The child's home address. The child's home address is considered to be the child's parent/carer(s) place of residence, that is to say, where they are normally and regularly living. If parents are separated and the child spends time at each parent's address, the address which will be used for admission to schools is that of the main carer. The main carer is determined as the parent who is in receipt of child benefit. If a child is resident with friends or relatives for reasons other than guardianship, the friend or relative's address will not be considered.
- (l) Temporary addresses. The admissions panel may, at its discretion, consider as genuine a child's temporary address where, for example, the child is living with his/her parent/carer(s) in temporary accommodation due, for example, to their parent/carer(s) working commitments, whilst they are seeking a permanent address in the same area. If the parent/carer(s) main address has changed temporarily, for example where a parent/carer resides with extended family during a period of sickness or takes up temporary accommodation due to building or renovation work, then the parent/carer(s) address remains that at which the parent/carer(s) was resident before the temporary residence began.
- (m) Change of address. Any permanent change in address must be notified in writing or by email to the school as soon as possible. Where a change of address occurs after the closing date and before the offer date, the local authority will consider a change of preferences to be on-time only where

the change of address is over two miles from the previous address (measured from address point to address point in a straight line). Where the change of address is under two miles any changes of preference will be considered as a late application.

Please take note of the following information regarding your child's home address:

Many schools use children's addresses when deciding who to offer places to. You must give the correct permanent home address. This is where the child and parent, or the person who has care of the child or parental responsibility, normally lives.

We carry out checks to confirm that addresses are genuine.

If we are unable to verify an address, or any issues are raised concerning your address, we may carry out further checks.

We may ask to see two forms of evidence of your home address (photocopies are acceptable). This may include:

- proof of where you are registered for council tax
- your television licence
- wage/salary slip
- proof of your child tax credits.

Any evidence you provide must show that the parent or main carer lives at this address.

If your address changes temporarily (for example, if you go to live with a relative) you cannot use this temporary address.

- (n) **Waiting list.** Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name

is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate until the 31 December only. If a place is still required once the waiting list has ended, then it is necessary to reapply for a place using the on-year process via this link www.salford.gov.uk/inyear

- (o) **Deferred admissions.** Children will be admitted to the reception class at the beginning of the autumn term before their fifth birthday, and to the nursery class at the beginning of the autumn term before their fourth birthday. Parents may request that their school place be deferred until later in the school year and if they do this the place will be held for the child. They cannot, however, defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attends on a part-time basis until the child reaches compulsory school age.
- (p) **Late applicants.** Any application received after the closing date, but before the offer of places, will be deemed late and will be considered after those received on time. The offer of a place will be decided in accordance with the published admission criteria. Any application received after the allocation of places will be considered as they are received.

Appeals

Where the governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents should notify the clerk to the governors at the school within 20 days of receiving the letter refusing a place. Parents will have the opportunity to submit their case to the panel in writing and also attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

Nursery admissions

45 places are available in the nursery, and the governors shall determine how many of these are to be allocated on a full-time or part-time basis each year, depending on the number of applicants.

Admission arrangements to the reception class are separate to those for the nursery. Attendance at the nursery does not give a child any guarantee of priority when it comes to consideration by the governors of applicants for admission to the reception class.

False information

If you give any false information to get a school place (for example, if you give the incorrect home address), we may withdraw the offer and your child may lose their place.

If you suspect that someone has given false information to get a school place please inform the school. Please note if any false or misleading information is deliberately given, including an address where the child is not actually living, then the school will immediately withdraw any places offered.

Holy Cross and All Saints RC Primary School

Admission policy 2018/2019

Holy Cross and All Saints School is a Roman Catholic Primary school provided by the Diocese of Salford and is maintained by the Salford Education Authority as a voluntary aided school. The school's governing body is the admissions authority and is responsible for taking decisions on applications and admissions. The governing body has set its planned admissions number at 45 for children in reception and at 26 for the nursery class.

Admission to the school will be made by the governing body in accordance with the stated parental preference subject to the following set of criteria, which will be used to form a priority order if there are more applications for admission than the school has places available.

1. Baptised Roman Catholic children who are in public care including previously Looked After Children who have ceased to be looked after because they were adopted or became subject to a residency order or special guardianship order.
2. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and resident in the parish of Holy Cross (inc new additions from St Marys parish border).
3. Baptised Roman Catholic children resident in the parish of Holy Cross (inc new additions from St Marys parish border).
4. Other Baptised Roman Catholic children who will have a brother or sister attending the school at the time of the admission and are resident in another parish.
5. Other Baptised Roman catholic children who are resident in another parish.
6. Other children who are in public care including previously Looked After Children who have ceased to be looked after because they were adopted or became subject to a residency order or special guardianship order.
7. Exceptional needs.

8. Other children with a brother or sister attending the school at the time of admission.
9. Other children.

Notes

- (a) The governing body is the admissions authority. Admissions are included in the remit of the Curriculum, Pupils and Admissions Committee.
- (b) The governing body shall consider all applicants at the same time after the closing date for admissions. Parents will be notified of the governors' decision by the local authority on a date determined by the local authority and published in the Information booklet to parents and on their website.
- (c) In the autumn term all parents who have expressed an interest in a school place will be sent a copy of the local authority 'Primary Admission Booklet' which gives details of the local authority co-ordinated admissions arrangements. These are available from local authority offices, public libraries and primary schools.
- (d) Admissions to the school will be determined by the Governing body. Parents must complete a local authority preference form which can be obtained from the school office or apply online via the website www.salford.gov.uk/school-admissions-online. Parents must adhere to the relevant closing date (see Salford City Council website). All applicants will be considered by the governors at the same time in a fair way according to the published criteria. Parents who wish their application to this Roman Catholic school to be considered against the priority faith criteria should also complete the supplementary form. If the school is oversubscribed failure to complete the supplementary form will 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.
- (e) It is the duty of governors to comply with class size limits which includes infant (reception, Year 1 and Year 2) class size legislation. This means that the school cannot operate classes of more than 30

children.

Additional/supplementary forms

All parents who list their preferred schools on the local authority's common application form are regarded as having made valid applications. An additional or supplementary form may also have to be completed for applicants considered under faith criteria.

Parents/family members

A parent is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to 'parents attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents, as defined above, and siblings.

Parents will be informed of the governors' decision by letter. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.

Baptism and parish boundaries

Each Roman Catholic applicant will be required to produce a baptismal certificate.

Parents should check carefully whether they are resident within the parish boundaries of Holy Cross, please see map on local authority and school website.

All applicants resident in the parish of Holy Cross will be required to provide proof of address, by supplying an original, up-to-date, original council tax bill, together with a current utility bill.

Exceptional needs

Children for whom the governors accept that there are exceptionally strong medical, social or welfare reasons associated with the child and /or family, which are directly relevant to the school concerned. Supporting professional evidence will be required. This may be from whatever source(s) the applicant feels are most appropriate. Examples of such evidence are doctors, health visitors and social services.

Special needs

If a child has an Education, Health and Care plan (EHCP) naming a specific school there is a duty for the school to admit the child.

Distance

If in any category there are more applications than places available, priority will be given on the basis of proximity to the school.

Distance will be measured in a straight line from the centre point of the child's home address (including flats) to the centre point of the school, using the local authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Where a child lives with parents with shared responsibility, each for part of the week, the 'home' address will be determined as being the address of the parent who is in receipt of child benefit.

Twins/multiple births

The governing body reserves the right to give special consideration to twins or triplets etc. to prevent breaking the sibling link.

Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother 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. The governing body reserves the right to give special consideration to twins or triplets etc. to prevent breaking the sibling link

Waiting lists

If the school is oversubscribed, a waiting list will be maintained. This will be ordered according to our admission over-subscription criteria.

Late applications

All applications will be considered at the same time and after the closing date for admissions which is 15 January 2018. 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.

Late applications will be considered in accordance with the published admissions criteria.

Appeals

If an application for admission has been turned down by the governing body parents can appeal to the independent appeals panel. This appeal must be sent in writing to the clerk to the governors at the school within 20 days of notification of refusal. The date of notification will be two working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the appeals panel is binding on the governors. The outcome of the appeal is binding on the parents and on the governing body.

In Year admissions

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 admission criteria will be applied.

Holy Family Roman Catholic Primary School

Admission policy 2018/2019

Holy Family Catholic Primary is a Catholic primary school under the trusteeship of the Diocese of Salford. It is maintained by Salford City Council. 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 for reception to Year 6 is undertaken by the local authority. For the school year commencing September 2018, the governing body has set its admissions number at 30.

Admission to the school will be made by the governing body. All preferences listed on the application 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. The governors will admit all children who have an Education Health and Care Plan, in which the school is named. In the event of over subscription for the remaining places they will be allocated by use of the following criteria applied in order:

1. Baptised Catholic Looked After Children who are in the care of the local authority and previously Looked After Children*.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parishes of St James and All Souls.
4. Baptised Catholic children from other parishes.
5. Non Catholic Looked After Children who are in the care of the local authority.
6. Non Catholic children who have a sibling in the school at the time of admission.
7. Other children.

Notes

- (a) All applicants will be considered at the same time and after the closing date for admissions which is 15 January 2018.
- (b) All Catholic applicants will be required to produce a Baptismal Certificate when they apply for a school place. These must be submitted to the school prior to the closing date of 15 January 2018. A copy of the parish map can be obtained on the school website.
- (c) It is the duty of governors to comply with class size limits at Key Stage One.**
- (d) If in 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 address point of the child's home address (including the community entrance to flats) to the centre point of the school using the local authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for two or more applicants, where this distance would be last place(s) to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out. This will be supervised by an independent person.
- (e) 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 responsibility for the majority of school days in a week.
- (f) Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother 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.
- (g) 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 end of the autumn term. This list will be re-ranked each time a new application is received, meaning that application can

make move both up and down the waiting list. LAC, previously LAC and in year

- (h) 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. 'In-year' and late applications will be treated as per the co-ordinated arrangements published by the local authority.
- (i) If an application for admission has been turned down by the governing body, parents can appeal to an independent appeals panel. Parents must be allowed at least 20 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.
- (j) 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.
- (k) Parents are entitled to defer entry on a part time basis, full deferral until compulsory school age or a full deferral until Year 1 for a summer born child applying for a Reception place. Parents should contact the Head teacher if they wish to defer or delay entry.
- (l) Requests for a placement out of age, either at point of entry into the school or requests made during the school year, will be dealt with on an individual basis. The school will seek advice from the Local Authority where appropriate.

Definitions

*Previously Looked After Children who have ceased to be Looked After because they were adopted or became subject to a special residency order or special guardianship order.

**Exceeding statutory infant class size limits will be allowed where the 31st child is a twin or from a multiple birth, or of armed forces personnel.

Marlborough Road Academy

Procedure for admitting pupils to the Marlborough Road Academy. Marlborough Road Academy is sponsored by Salford Academy Trust (SAT)

Objectives and constraints

Salford Academy Trust is responsible for determining the Academy's Admission Policy. In undertaking this responsibility, the Trust will be guided by the requirements of the law and will conform fully to the admissions code. The admissions oversubscription criteria have been created so as to ensure fairness, transparency and ease of operation to minimise appeals.

Admission number(s)

The planned admissions number for reception will be 60.

Priorities for admissions

The Academy will admit children with a statement of special educational needs naming the Academy. We will then allocate the remaining places in accordance with this policy.

Where more applications are received than there are places available, applications will be considered in accordance with the Academy's published oversubscription criteria following the order stated below:

Oversubscription criteria

Where the number of applications for the academy received during the normal admissions round exceeds the admission number of the school, or an admission limit set higher than the admission number, then admission will be determined in accordance with the following priority of admission criteria:

1. Looked after children as defined by section 22 of the Children Act 1989 and former looked after children. This includes children who have ceased to be looked after because they were adopted or became subject to a child arrangements order or special guardianship order
2. Children in Need - as defined by the Children Act (1989) i.e. those who are

unlikely to achieve or maintain or have the opportunity of achieving or maintaining a reasonable standard of health or development or a child/children whose health or development would be further impaired without the provision of services of the Local Authority. Applications under this criterion would need to be supported by an appropriate professional stating that attendance at a particular school is essential.

3. Medical reasons. If claiming medical reasons, parents/carers must provide evidence from the doctor that the child has a medical condition which means that admission to the Academy is essential.
4. Older brother or sister in attendance at the Academy at the date when the pupil is to be admitted. This includes step-children and foster children living with the same family at the same address. Other children may be considered under the sibling criterion provided proof is available to demonstrate that the children are permanently resident at the same address as part of the same family unit. The Trust accepts that in some family units children may not be natural brother or sister.
5. Distance from the Academy. This will be measured in a straight line (as the crow flies) from the child's permanent home address to the front entrance of the Academy

The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the academy. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week including weekends.

If the academy cannot differentiate between the applications within criteria 2-5 a random allocation tie-breaker will be applied. This may be required for example, where applicants reside in the same block of flats or are children of a multiple birth living at the same address.

Waiting lists

The Academy will operate a waiting list for each year group. This will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Applying for a place at Marlborough Road Academy

At Marlborough Road Academy, we try to accommodate all children who want to come here, although places will be offered in line with the above admissions criteria. We can accept up to 60 children in the Nursery class and 60 into the Reception class each year.

Children currently in another primary school can be admitted to Marlborough Road Academy at any appropriate age but will only be admitted at certain times throughout the year. The in year admission dates are as follows:

- First week of Autumn Term (September)
- First week after October Half Term holiday
- First week of Spring Term (January)
- First week after February Half Term holiday
- First week of Summer Term (April)
- First week after Whit Half Term (June)

Whilst children are waiting to be admitted, they will be given work to complete at home and will visit the school at pre-arranged times to help them integrate into their new class.

Children moving into the area and not currently in a school will be admitted as soon as a place becomes available.

Admission to the Nursery Class

Marlborough Road Academy is on the boundary of the Salford Education Authority. When applying for a place you complete the

Salford Application form for entry. You can apply online at www.salford.gov.uk/apply-for-a-primary-place

Children can be admitted to the Nursery when they are 3 years old or if they will reach this age before 31 August in the year they are admitted.

Admission applications should be made through the Salford Admissions Team for the September intake. Information and application packs will be available from late October in the year before the September intake.

The deadline for applications is usually the middle of January. Places are announced via letter or email usually during the middle of April. You will normally be given at least 10 working days to let the Local Authority know whether you want to accept this offer. If you do not respond within this timescale the place may be offered to another child.

Late applications will only be dealt with once all other applications have been allocated and accepted.

A place in the Nursery class does not guarantee a place in the next class, Reception, as all parents must re-apply for a Reception Class place.

Admission to the Reception Class

Marlborough Road Academy is on the boundary of the Salford Education Authority. When applying for a place you complete the Salford application form if you pay your council tax to Salford City Council and the Manchester application form if you pay your rates to Manchester City Council. You can apply online at www.salford.gov.uk/apply-for-a-primary-place or http://www.manchester.gov.uk/info/500321/primary_school_admissions

Children transfer into the Reception class at the end of the Nursery year when they are 4 years old.

In Year applications for all year groups:

Usually, children transfer through the year groups until they are 11, when they normally move to a local secondary school.

If you would like your child to attend

Marlborough Road Academy you should first contact the school for information, and complete an application form. The Academy will then allocate a place in the required year group if one is available. If a place is not available your name will be placed on a waiting list at Marlborough Road Academy and your application will be referred to the Local Authority and you will be sent a list of schools that do have places available.

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Arrangements for the Admission of Pupils with Disabilities

Most children with Special Educational Needs or Disabilities will not be disabled within the meaning of the Equality Act 2010. The admission of pupils with disabilities is considered in the first instance in the same way as non-disabled pupils. Further considerations are made in the light of need and accessibility. In practice we ensure that classroom and extra curricular activities encourage the participation of all pupils, including those having special educational needs or disabilities. Staff organise resources within the school to increase access to learning and participation by all pupils.

How to appeal if a place has been refused

If you are not offered a reception place at the school you have the right to appeal against the decision.

The law on infant class sizes states that no five, six or seven year olds should be in a class of more than 30 pupils; the circumstances where an appeal committee can uphold an appeal for these year groups are therefore limited.

The Department for Education publishes a guide for parents on school admissions and appeals. The guide explains the school admissions and appeals processes; what parents can expect from the admissions system; how to object to unlawful arrangements and how to find further information and support.

This Policy should be read in conjunction with the Salford publication "Choosing a school in Salford" which is available from the school; can be downloaded from www.salford.gov.uk/primary-schoolapply.htm; or can be requested by e-mail from school.admissions@salford.gov.

St Augustine's CE Primary School

Admission policy 2018/19

Admissions to St Augustine's CE Primary School are the responsibility of the governors, in agreement with the Diocesan Board of Education and the local authority.

The standard number agreed for admission to both the nursery and reception class is 30. If no more than 30 applications are received for admission to the reception class all applicants will be offered places. Children will be admitted to the reception class at the beginning of the autumn term before their fifth birthday and to the nursery class at the beginning of the autumn term before their fourth birthday.

The governors will admit all children having an Education, Health and Care Plan in which the school is named.

Responsibility for admissions is delegated to the admissions committee.

When the number of applications received is greater than the number of remaining places available, the decision on which children will be admitted will be based on the following criteria:

1. Looked After Children (children in public care) and previously Looked After Children who were looked after but ceased to be so because they were adopted or became subject to a residency order or special guardianship order.
2. Children whose medical or social circumstances mean that their needs are best met at this school. Evidence will be required.
3. Baptised children whose parent(s)/guardian(s) are in regular attendance at any of the Churches within the Parish of the local Anglican Team Ministry (St Augustine's, St Peter's, All Saints) and can provide evidence of attendance.
4. Baptised children who along with their parent(s)/guardian(s), regularly attend a church that is a member of the Churches Together in Britain and Ireland and can provide evidence of attendance.

5. Baptised children with an older brother or sister attending the school at the time of their admission.
6. Baptised children or evidence of dedication or similar who do not show evidence of regularly attending a church
7. Children who will have an older brother or sister attending the school at the time of their admission.
8. Any other children with priority for admission given to children who live nearest to the school.

Notes

- (a) Evidence of infant baptism or dedication of the child and of regular attendance of parent(s)/guardian(s) must be provided on the supplementary form available from the school office/website. Whilst completing this form is not compulsory, the governors will not be able to give any credit for church attendance without the completed form and this could disadvantage the applicant. Church attendance of one parent or guardian is sufficient. Regular attendance is normally taken to mean a minimum of fortnightly attendance for at least a year prior to 1 September in the year before admission to the school. The supplementary evidence form is to be signed by the clergy or other designated church officer.
- (b) Where there are more applicants for the available places within a category, the local authority on behalf of the governing body, use a measuring system (straight line from address point of a child's permanent home address as defined by the Local Land and Property Gazetteer to the centre point of school), nearer addresses having priority over more distant ones. In the event of a tie, where two or more pupil's home addresses are the same distance from the school and only one place is available, random allocation will be used. The 'normal' home of the child will be taken to be the home in which the child wakes for the majority of the school week.
- (c) Where admission is sought under special medical or social circumstances criteria, professional supporting evidence, e.g. from a doctor, psychologist or social worker, is essential. Such evidence must set out the particular reasons why the school is

the most suitable for the child and the difficulties that would be caused if the child had to attend another school. The information will be considered by the local authority on behalf of the governing body.

- (d) 'Brother' or 'sister' includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart.
- (e) Applications on the basis of medical need (criterion 2) will be considered on behalf of the governing body by the local authority's medical panel. Applicants under this criterion will be required to submit a medical form completed by an appropriate medical professional. Forms are available from the School Admissions team. These forms will be placed before the medical panel, consisting of a consultant paediatrician, school health lead nurse, educational psychologist and two headteachers. The medical panel will consider all applications under this criterion and whether attendance at the preferred school is considered to be essential by the panel where, due to the child's medical needs, the location of the school, the school building, or the support it is able to offer the child is unique in meeting the child's needs and cannot be provided by another school. Parents will be informed of the panel's decision before places are allocated, so that, where necessary, they may change their preference schools.
- (f) Applications with a social need for attending the school (criterion 2) will be those who have involvement with social services. In Salford, children who would be eligible for this criterion are those who are at level 3 and have ongoing social worker involvement, and all at level 4 on the 'Thresholds of needs and response in Salford' (www.partnersinsalford.org/sscb/thresholds.htm). For children resident in other local authorities, contact will be made with the child's social worker to confirm that the child's level of need falls within these boundaries of the Salford thresholds. The school must have confirmation of an applicant's level of needs from an appropriate professional before they will be considered under this criterion.

Admissions

There are a maximum of 30 full-time places in the nursery and reception. The governors shall determine how many of these places are to be allocated on a full-time or part-time basis each year, depending on the number of applicants. A place in the nursery does not guarantee a place in the reception class the following year. A separate application must be made for both nursery and reception places. The above criteria and procedures are followed for nursery admissions with the exception of appeals. There is no right of appeal for nursery admission to the school.

Address of pupil

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the local authority. Where the parents live at different addresses, the current 'at the time of application', normal address of the child should be used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. The local authority will request proof of address.

Waiting list

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate until the end of the autumn term only.

Non-routine admissions

If a child needs to change school other than at the 'normal' time, such admissions are known as non-routine admissions and must be made

through the local authority. The parent should contact the local authority who will issue an application form to the parent. The completed form must be returned to St Augustine's for consideration by the Admissions Committee or full governing body. There will still be a right of appeal if a place is refused.

Appeals

Where the governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act 1998, as amended by the Education Act 2002. Appeals can be submitted at any time after a place has been refused. However, if this is after the initial 20 days, then this may result in the hearing of the appeal being delayed. Parents should notify the clerk to the governors at the school of their intention to appeal. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days notice of the place and time of the hearing.

Fraudulent applications

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent, (e.g. a false claim to residence or involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of a place. However, the governors must consider the length of time the child has been at the school, i.e. less than one term. The application will be considered afresh and a right of appeal offered if a place is refused.

Twins

Where there are children of multiple births wishing to be admitted and the sibling is the 30th child, the governors may admit over the infant class requirement if it is possible to do so.

Late applicants

Where there are extenuating circumstances for an application being received after the last date of application, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others. Otherwise, applications which are received after the last date will be considered after all the others and placed on the waiting list in order according to criteria.

Deferred admissions

The school's policy is that children will be admitted to the reception class at the beginning of the autumn term before their fifth birthday. Children are eligible for a reception place from the beginning of the school year in which they become five years old. However, they do not become of compulsory school age until the start of the term after their fifth birthday. After a place has been allocated and accepted parents can request that the school place be deferred until later in the school year and, if they do this, the place will be held for the child. They cannot however, defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

St Boniface RC Primary School

Admission policy 2018/19

St Boniface is a Roman Catholic primary school provided by the Diocese of Salford and is maintained by Salford City Council as a voluntary aided primary school. The school's governing body is the admission authority and is responsible for taking decisions on applications for admission. For the school year commencing September 2018 the governing body's planned admissions number is 30.

The governor will admit all children who have an Education Health and Care Plan in which the school is named.

Admission to the school will be made by the governing body. All preferences listed on the application form will be considered on an equal basis with the following set of criteria forming a priority order where there are more applications for admission than the school has places available.

1. Baptised Catholic Looked After Children and previously Looked After Children.
2. Baptised Catholic children who have a sibling in the school at the time of admission and resident in the parish of St Boniface.
3. Baptised Catholic children resident in the parish of St Boniface.
4. Other baptised Catholic children who will have a sibling in the school at the time of admission and are resident in another parish.
5. Baptised Catholic children who are resident in other parishes.
6. Other Looked After Children and previously Looked After Children.
7. Children with exceptional needs.
8. Other children who have a sibling in the school at the time of admission.
9. Other children.

Notes

- (a) All applicants will be considered at the same time and after the closing date for admissions which is 15 January 2017.
- (b) All Catholic applicants will be required to

produce a Baptismal Certificate.

- (c) It is the duty of the governors to comply with class size limits at Key Stage One.
- (d) If in 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 from the address point of the home address to the address point of the school as defined by the local authority's LLPG address point system, with those living nearer to the school having priority. In the event of a tie, where two or more pupils home address is the same distance from the school and only one place is available, random allocation will be used.
- (e) The child's home address is considered to be the child's parent / carer(s) place of residence, that is to say, where they are normally and regularly living. If parents are separated and the child spends time at each parents' address, the address which will be used for admission to schools is that of the main carer. The main carer is determined as the parent who is in receipt of Child Benefit. If a child is resident with friends or relatives for reasons other than guardianship, the friend or relative's address will not be considered. The Governing Body may at its discretion consider as genuine a child's temporary address where, for example, the child is living with his / her parent carer(s) in temporary accommodation due, for example, to their parent / carer(s) working commitments, whilst they are seeking a permanent address in the same area. If the parent / carer(s) main address has changed temporary, for example where a parent / carer resides with extended family during a period of sickness or takes up temporary accommodation due to building or renovation work, then the parent / carer(s) address remains that at which the parent / carer(s) was resident before the temporary residence began.
- (f) 'Sibling' is defined as a brother or sister, sister half brother or sister, half brother or sister, or the child of the parent/carer's partner where the child of whom the school place is sought is living in the same family unit at the same address as that sibling.
- (g) 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 end of the autumn term.

- (h)** 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 applications than places then the published oversubscription criteria will be applied. 'In-year' and late applications will be treated as per the arrangements published by the local authority.
- (i)** If an application for admission has been turned down by the governing body, parent/carers can appeal to an independent appeals panel. Parent/carers must be allowed at least 20 school days from the date of notification that their application was unsuccessful to submit that appeal. Parent/carers must give reasons for appealing in writing and the decision of the appeals panel is binding on the governors.
- (j)** 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.
- (k)** Late applications will be considered in accordance with the published criteria. If the school is oversubscribed, late applications will be placed on a reserve list in priority order according to the published admission criteria. Parents will be notified if a vacancy subsequently arises. Parents will be expected to provide a reason/s for their late application. If this is not exceptional the application will be dealt with after all others have been dealt with.
- (l)** Exceptional needs. Children for whom the governors accept that there are exceptionally strong medical, social or welfare reasons associated with the child and/or family, which are directly relevant to the school concerned. Supporting professional evidence will be required. This may be from whatever sources the applicant feels are most appropriate. Examples of such evidence is that from doctors, health visitors and social services.

St Charles RC Primary School

Admission policy 2018/2019

St Charles is a Catholic primary school under the trusteeship of the Diocese of Salford. It is maintained by Salford City Council. 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 2018, the governing body has set its admissions number at 30.

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. The governors will admit all children who have an Education Health and Care Plan in which the school is named. We will then allocate the remaining places in accordance with this policy.

Oversubscription criteria:

1. Baptised Catholic cared for children who are in the care of the local authority and previously Looked After Children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parish(es) of St Charles.
4. Baptised Catholic children from other parishes.
5. Non Catholic cared for children who are in the care of the local authority and previously Looked After Children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

6. Non Catholic children who have a sibling in the school at the time of admission
7. Other children.

Notes

- (a) All applicants will be considered at the same time and after the closing date for admissions which is 15 January 2018.
- (b) All Roman Catholic applicants not baptised at St Charles Borromeo Church, Swinton will be required to produce a Roman Catholic Baptismal Certificate at the time of application. The Baptism Certificate should be hand-delivered or sent by recorded delivery directly to the school to arrive before the application closing date.
- (c) 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, residence or special guardianship order.
- (d) It is the duty of governors to comply with class size limits at Key Stage One.
- (e) If in 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 address point of the child's home address (including flats) to the centre point of the school using the local authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for two or more applicants where this distance would be last place(s) to be allocated, a random lottery will be carried out in a public place. All the names will be entered into 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 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, step brother 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 will be maintained until the end of the autumn term and children will be ranked in the same order as the oversubscription criteria. The waiting list will be re-ranked as new names are added and this can result in applicants moving up and down the waiting list. Parents will be contacted by the school should a place become available for their child. Please note that children with an EHCP, looked after and previously looked after children, and in year fair access pupils take precedence over the waiting list.

Once the waiting list end-date has been reached (end of the autumn term) if a place is still required, the parent will need to reapply for a place using the Local Authority In-Year Fair Access process.

- (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. In-year and late applications will be treated as per the arrangements published by the local authority.
- (j) If an application for admission has been turned down by the governing body, parents can appeal to an independent appeals panel. Parents must be allowed at least 20 school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for their appeal in writing and decision of the appeals panel is binding on

the governors.

- (k) Late applications will be considered in accordance with the published admissions criteria. If the school is over subscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises. Parents will be expected to provide one or more reasons for the late application. If this is not exceptional the application will be dealt with after all others have been considered.
- (l) Governors reserve the right to make individual admission decisions based on exceptionally strong medical, social or welfare reasons associated with the child and/or family, which are directly relevant to the school. When necessary, supporting professional evidence may be requested from external bodies, such as doctors, health visitors and social services. Decisions will always be made in line with the equality act and for the best pupil outcomes.
- (m) The governing body reserves the right to give special consideration to twins or triplets etc. to prevent breaking the sibling link
- (n) Parents/carers can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Alternatively, where parents wish, children may attend part time until later in the school year but not beyond the point at which they reach compulsory school age. Parents wishing to take either of the above options should inform the school as soon



as a place is offered so that the appropriate arrangements can be made.

- (o)** Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition, parents of children born between 1st April and 31st August (summer born children) may choose not to send that 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 i.e. starting reception a year later than those in their age group. Parents should discuss this with the Headteacher of the school first and then they should make their application to the school admissions committee giving reasons for the request. This should be done at the time the child would usually be expected to apply for a reception place. The request will be considered in conjunction with the school and the parent, and the governing body for the school will decide on whether the child should be offered delayed admission or not. The decision, and the reasons for it, will be communicated to the parent in writing. Where a child is offered a place at a school but not in the year group preferred there will be no right of appeal.
- (p)** Admission arrangements to the Reception class are separate from those for the Nursery. Attendance at Nursery does not give a child any guarantee or priority when it comes to consideration by the Governing Body of applicants for admission to the Reception class.
- (q)** The Governing Body reserves the right to withdraw the offer of a school place where false evidence is received in relation to the application

St Edmunds RC Primary School

Admission policy 2018/2019

St. Edmund's is a Roman Catholic Primary School in the trusteeship of the Diocese of Salford. It is maintained by Salford Local Authority and is a voluntary aided School. The 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 2018, the Governing Body has determined that the number of children to be admitted to Reception will be 45.

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.salford.gov.uk/school-admissions-online. 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.

If there are fewer than 45 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.
2. Children with an exceptional social, medical, educational or religious need which can be best met, or only met at this school;*
3. Baptised Catholic children who have a sibling in the school at the time of admission.
4. Baptised Catholic children resident in the parishes of [parishes must be named].
5. Other baptised Catholic children.
6. Other children who have a sibling in the school at the time of admission.
7. All remaining applicants.

*Exceptional needs of this kind will occur very rarely. It is strongly recommended that a written application is submitted in advance of the normal admissions timetable.

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 method used by the local authority]. In the event of distances being the same for 2 or more applicants, places will be allocated by [method used by the local authority].

Notes

(a) All applications will be considered at the same time and after the closing date for admissions in line with the Local Authority. 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, residence or special guardianship order.

(c) For a child to be considered as a Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring 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. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception.

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.

(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.

(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 reserve 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.

- (k) 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.
- (l) Parents may request that their child attend school part-time until he/she reaches his/her fifth birthday.

St Gilbert's Roman Catholic Primary School

Admission policy 2018/19

This Policy applies to admissions to St Gilbert's Catholic Primary School ("the School") which is a Catholic Voluntary Aided School under the trusteeship of the Diocese of Salford and maintained by Salford Education Authority.

'The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ.

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.

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: (see below points 1-6)

The School's Governing Body is the admissions authority and is responsible for taking all decisions on applications for admissions. An admissions committee will oversee the admissions to the school.

The co-ordination of admission arrangements is undertaken by the local authority.

For the school year commencing September 2018, The Governing Body has set its admissions number 30.

Admission to the school will be made by the Governing Body in accordance with the parental preferences stated to the Local Authority, subject to the following criteria (once places have first been allocated to children with an EHCP naming the schools) which will be used to form a priority order if there are more applications for admission than the school has places available. All preferences listed on the local authority preference form will be considered on an equal basis.

1. Looked After Children* and previously Looked After Children.
2. Baptised Catholic children who have a sibling* in the school at the time of admission. In the event that there are more children with sibling links than places available in the school, priority will be given to sibling links from the former parishes of St Matthew's Winton and St. Gilbert's Brookhouse.
3. Other Baptised Catholic children resident in the former parishes of St Matthew's Winton and St. Gilbert's Brookhouse.
4. Other Baptised Catholic children.
5. Other children who have a sibling in the school at the time of admission.
6. Other applicants

* 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(i) 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 (formerly a residence order) or special guardianship order.

* Sibling. 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.

The admission of a non Catholic child in a year when there are vacancies remaining after the demand from Catholics is met does not guarantee a place for a sibling in a year where the Catholic demand is greater.

Non Catholic siblings, where Catholic children are unable to secure places, would not normally be accorded priority.

Oversubscription

It is possible that the school's admission number will be reached before all the children within a category have been allocated places. If that happens all of the children (but not children in higher categories whose places will be assured) will be allocated places as follows.

If in any category there are more applications than places available, priority will be given on the basis of distance from home to school.

This is with the exception of criterion 2 where priority will first be given to siblings in the former parish of St Matthew's, Winton and St Gilert's Brookhouse, and then on the basis of distance from the school.

Distance will be measured by the Local Authority computerised measuring system with those living nearer to the school having priority. Distance will be measured in a straight line from the address point of the home (as defined by LLPG and including flats) to the centre point of the school in miles. In the event of distances being the same for two or more applicants, and only one place left to be allocated, a random lottery will be carried out in a public place.

The random allocation process will be supervised by someone independent of the school. Eligible names will be placed in a hat. One name will be drawn from the hat and the remaining place will be offered to that person. This process for random allocation also applies to the waiting list where two or more pupils are eligible for one vacancy because they live the same distance from school.

A waiting list for children who have not been offered a place will be kept and will be ranked according to the admission criteria.

Each time a child is added to the waiting list this will require the waiting list to be ranked again in line with the published criteria. This means a child may move both up and down the waiting list. Priority will not be given to children based on the date their application was received or when their name was added to the waiting list.

The waiting list expires after 20 days after which time a reapplication will be required except in the case of an application for a Reception admission for September 2017 when the waiting list will expire on the 31st December 2018.

Please note that children with an EHCP, Looked After Children, and in year fair access pupils take precedence after the waiting list.

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

Notes

Parents are asked to read the Governors' published Admission Policy on the school website

All applications will be considered at the same time and after the closing date for admissions in January 2018. Applications received after this date will be treated as late applications and will not be considered until after the main allocation of places has taken place. The Local Authority will notify Parents of the Governors' decision in April on the date published by the Local Authority.

- (a)** Each Catholic applicant will be required to produce their Baptismal Certificate or Certificate of Reception into the Catholic Church. Certificates will need to be presented to the school at the time of the application closing date.
- (b)** Parents should check carefully whether they are within the former parish boundary of St Matthew's Winton, Eccles or St Gilbert's Brookhouse Eccles and should consult the parish priest or the school regarding this.
- (c)** The parents'/carers' address is considered to be the child's parents'/carers' genuine principle place of residence at the time of the allocation of places, that is to say, where they are normally and regularly

living. Any permanent change of address must be notified to the school and the Local Authority as soon as possible. The parents'/carers' will be required to produce at least two forms of appropriate evidence of principle place of residence. e.g. an original up to date utility bill, proof of where you are registered for council tax, your television licence or proof of your child tax credits.

- (d) The 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 governing body reserves the right to request other evidence as fit the individual circumstances. Applicants should not state the address of another relative or person who has daily care of the child.
- (e) The governing body reserves the right to give special consideration to twins or triplets etc. to prevent breaking the sibling link.
- (f) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least 20 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 Governing Body.
- (g) Admission arrangements to the Reception class are separate from those for the Nursery. Attendance at Nursery does not give a child any guarantee or priority when it comes to consideration by the Governing Body of applicants for admission to the Reception class.
- (h) Late applicants – any application received after the closing date, but before the offer of places, will be deemed late and will be considered after those received on time. The offer of a place will be decided in accordance with the published Admissions Policy. Any applications received after the allocation of places will be considered as they are received, in accordance with the published admissions criteria. Parents will be expected to provide a reason/s for late application. If this is not exceptional the application will be dealt with after all

others have been dealt with. In both cases applications will only be considered if places are available in the school.

- (i) If the school is oversubscribed, applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy arises.
- (j) For 'In Year' applications received outside the normal admission 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. Parents can now make 'in year' applications directly to the Local Authority. For children who are unable to obtain a school place through the usual admissions process, the in year fair access protocol may be applied. Please visit www.salford.gov.uk/inyear for more information
- (k) The school provides for the admission of all children in the September following their fourth birthday. However, the child's parents/carers can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Alternatively, where parents wish, children may attend part time until later in the school year but not beyond the point at which they reach compulsory school age. Parents wishing to take either of the above options should inform the school as soon as a place is offered so that the appropriate arrangements can be made. Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Parents should contact the Headteacher of the school in the first instance to discuss an application for admission outside of the normal age group.

In addition, parents of children born between 1st April and 31st August (summer born children) may choose not to send that 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 i.e. starting reception a year later than those in their age group. Parents should discuss this with the Headteacher of the school first and then they should make their application to the school admissions team giving reasons for the request. This should be done at the time the child would usually be expected to apply for a reception place.

The request will be considered in conjunction with the school and the parent, and the governing body for the school will decide on whether the child should be offered delayed admission or not. The decision, and the reasons for it, will be communicated to the parent in writing. Where a child is offered a place at a school but not in the year group preferred there will be no right of appeal.

- (l) The Governing Body reserves the right to withdraw the offer of a school place where false evidence is received in relation to the application.

St Joseph's RC Primary School, Ordsall

Admission policy 2018/19

St Joseph's is a Catholic School in the trusteeship of the Diocese of Salford. It is maintained by Salford City Council and is a Voluntary Aided School. The Governing Board 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 year commencing September 2018, the Governing Board has determined that the number of children to be admitted to 2018/19 year will be 22.

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.

Admission to the school will be determined by the Governing Board. Parents must complete a Local Authority Preference Form or apply online via the website www.salford.gov.uk/school-admissions-online

Special Needs- as required by law, all children with an Education Health and Care plan naming the school will be admitted before the application of the oversubscription criteria.

If there are fewer than 22 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.
2. Children with an exceptional social, medical, educational or religious need which can be best met, or only met at this school;*
3. Baptised Catholic children who have a sibling in the school at the time of admission.
4. Baptised Catholic children resident in the parish of St Joseph's.
5. Other baptised Catholic children.
6. Other children who have a sibling in the school at the time of admission.
7. All remaining applicants.

*Exceptional needs of this kind will occur very rarely. It is strongly recommended that a written application is submitted in advance of the normal admissions timetable to the Chair of Governors.

*Exceptional needs – this includes children for whom the governors accept that there are exceptionally strong medical, social or welfare reasons associated with the child and/or family, which are directly relevant to the school concerned. Supporting professional evidence will be required. This may be from whatever source/s the applicant feels are most appropriate. Examples of such evidence are doctors, health visitors and social services.

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 in a straight line from the address point of the child's home address to the centre point of the school in miles. Distance will be measured by the local authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for 2 or more applicants and only one place left to be allocated, a random lottery will be carried out in a public place. All names will be entered into a hat and the required number of names will be drawn out.

Notes

- (a) All applications will be considered at the same time and after the closing date for admissions which is 15 January 2018. 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 arrangements order or special guardianship order.
- (c) For a child to be considered as a Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring 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. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception.
- (d) The Governing Board 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 Salford diocesan authority 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.
- (e) After the closing date for admission, the LA will then notify schools of applicants.
- School will write to parents/carers when they receive this notification to ask for proof of Baptism. Parents/carers will have two weeks to submit this written evidence. Two weeks after the request for evidence, the list will be re-ranked accordingly.
- (f) Home Address is considered to be the address where the child normally lives.
- (g) 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.
- (h) '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 living at the same address.
- (i) A waiting list for children who have not been offered a place will be kept until the 31 December of the application year 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.
- (j) 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. Some in-year applications, meeting certain criteria, may be referred to the in-year fair access process. In-year fair access pupils take precedence for admission over pupils on the waiting list.
- (k) If an application for admission has been turned down by the Governing Board, 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.

- (l)** The Governing Board reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- (m)** It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The Governing Board may exceed the regulations for twins and children from multiple births where one of the children is the 22nd 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.
- (n)** 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 Governing Board.
- (o)** Parents may request that their child attend school part-time until he/she reaches his/ her fifth birthday.

St Joseph the Worker RC Primary School, Irlam

Admission policy 2018/19

St Joseph the Worker RC is a Roman Catholic primary school provided by the Diocese of Salford and maintained by Salford City Council as a voluntary aided school.

The school's governing body is the admissions authority and is responsible for taking decisions on applications for admissions.

For the school year, commencing September 2018, the governing body has set its planned admissions number at 30 for the reception class and 26 for the nursery class.

Admission to the school will be made by the governing body, in accordance with the stated parental preferences it receives, subject to the following set of criteria which will be used to form a priority order in the case of there being more applications than places available.

The governors will admit all children with an Education Health and Care Plan in which the school is named. In the event of oversubscription for the remaining places will be allocated by use of the following criteria applied in order:

1. Baptised Roman Catholic children who are in public care and previously Looked After Children who have ceased to be looked after because they were adopted or became subject to a special residency order or special guardianship order.
2. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission.
3. Baptised Roman Catholic children resident in the parish of St Joseph's.
4. Other Baptised Roman Catholic children.
5. Other children who are in public care and previously Looked After Children who have ceased to be looked after because they were adopted or became subject to a special residency order or special guardianship order.
6. Other children with a brother or sister attending the school at the time of admission.

7. Children with exceptional needs

8. Other children.

Notes

Each Roman Catholic applicant must produce a Baptismal Certificate.

Parents should check whether they are residents within the parish borders (a map is available from the school).

Governors will comply with class size limits in Key Stage One.

If any category is oversubscribed, priority will be given on the basis of proximity to school. This is measured in a straight line from the address point of the child's home address to the centre point of the school. Distance will be measured by the Local Authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for two or more applicants and only one place left to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.

Governors have identified the sibling link to include step siblings, foster children in the same household and other children of parents within the same household. Proof should be provided to demonstrate that such children are permanently resident at the same address as part of the family unit.

It has been agreed that whenever possible siblings, who are twins or triplets or siblings within the same year group etc, should be treated as 'one unit' so as to avoid splitting a family.

NB. Governors are aware that the class size 26 is the determining factor, so for late applications parents would have to decide which child is to go to the school and an appeal would need to be made for the other child. An appeal panel may well class this as unreasonable and may decide to uphold an appeal; the onus will still fall on the school to make provisions for the following year. This may require the school to group classes vertically or employ an additional teacher.

Refusal to admit can be referred to an independent appeals panel. This appeal must be sent in writing to the Chair of Governors at

the school within 20 days of notification of refusal. The date of notification will be two working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the appeals panel is binding on the Governing body and the parents.

Admissions to the nursery are explained in the school's nursery prospectus and closely follow the Local Authority arrangements. Attendance in the nursery does not guarantee a place in the reception class.

It has been agreed with governors and nursery staff that we will admit up to a maximum of 26 children into the nursery, on the assumption that all health and safety requirements have been met.

When seeking a place in nursery, time spent on the request list is not a criterion of admission. The closing date for nursery applications is 15 January 2018 and places will be allocated on 16 April 2018. Any requests received after that date will be placed on a waiting list, if all nursery places have been allocated. The admission criteria will apply when filling any spare places from the waiting list.

Any application received after the closing date, but before the offer of places, will be deemed late and will be considered after those received on time. Late applications will be considered in accordance with the published admissions criteria. If the school is over subscribed, late applications will be placed on a reserve list in priority order according to the published admission criteria. Parents will be notified if a vacancy subsequently arises.

This arrangement also applies to the reception class. The closing date for applications is 15 January 2018 and the date when places are allocated is the 16 April 2018.

Pupils on waiting lists for these and other classes will also have to meet the selection criteria, if and when places become available.

St Luke's RC Primary School

Admission policy 2018/2019

St Luke's is a Roman Catholic primary school provided by the Diocese of Salford and is maintained by Salford City Council as a voluntary aided primary school. The school's governing body is the admission authority and is responsible for taking decisions on applicants for admission. For the school year commencing September 2017 the governing body's planned admissions number is 60.

Admission to the school will be made by the governing body in accordance with the stated parental preferences it receives subject to the following criteria which will be used to form a priority order if there are more applications for admission than the school has places available.

The governors will admit all children with an Education Health and Care Plan in which the school is named.

The remaining places will be prioritised on the basis of the following criteria:

1. Baptised Roman Catholic Looked After Children and previously Looked After Children.
2. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and resident in the parish of St Luke's and the designated part of SS Peter and Paul.
3. Other baptised Roman Catholic children who are resident in the parish of St Luke's and the designated part of SS Peter and Paul.
4. Other baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and resident in another parish.
5. Other baptised Roman Catholic children resident in another parish.
6. Other Looked After Children or previously Looked After Children.
7. Other children with a brother or sister attending the school at the time of admission.
8. Other children.

A brother or sister is defined as a natural brother or sister, or step brother or sister, or foster/adopted brother or sister who live in the same household and which is the child's genuine main residence.

Oversubscription

In the course of allocating places for children within 1 to 8 of the criteria, it is possible that the school's admission number will be reached before all the children within that criterion have been allocated places. If that happens all of the children within that criterion (but not children in higher criteria whose places will be assured) will be ranked according to distance from the school. Priority is given to children who live nearest the school. The distance is measured along a straight line between the home address and the school. The local authority will carry out this exercise using a computer package. In the event of distance being the same for two or more applicants, where this distance would be last place(s) to be allocated, a random lottery will be carried out in a public area. All names will be entered into a hat and the required number of names drawn out.

Residence

The parents/carers address is considered to be child's parents/carers genuine principal place of residence for the child at the time of allocation of places. All applications will be required to provide proof of address, by supplying an original, up to date, utility bill or family credit book.

In the event of shared custody arrangements the home address will be defined as the address to which child benefit is paid. Evidence of this would need to be provided.

Notes

- (a) All applicants will be considered at the same time by the admissions committee after the closing date for admissions.
- (b) Parents must complete the common application form.
- (c) Each Roman Catholic applicant will be required to produce a Baptismal Certificate with their original application.
- (d) Parents/carers should check carefully whether they are within the parish boundaries of St Luke's or the designated part of the parish of SS Peter and Paul. To

do so contact the school or resident parish. criteria will be applied.

- (e) If an applicant for admission has been turned down by the governing body, parents/carers can appeal to an independent appeals panel. This appeal must be sent in writing to the clerk to the governors at the school within 20 days of notification of refusal. The date of notification will be two working days after posting by first class post. The parents/carers must give their reasons for appealing in writing. The decision of the appeals panel is binding on the governors and the parents/carers.
- (f) 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.
- (g) 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.
- (h) Admission arrangements to the reception class are separate to those for the nursery. Attendance at the nursery does not give a child any guarantee of priority when it comes to consideration by the governors of applicants for admission to the reception class.
- (i) 26 places are available in the nursery and the governors shall determine how many of these places are to be allocated on a full time or part time basis each year depending on the number of applicants.

Late applicants

Any application received after the closing date but before the offer of places will be deemed late and will only be considered after those received on time irrespective of category. The offer of a place will be decided in accordance with the published admission criteria. Any application received after the allocation of places will be considered as they are received.

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.

Applications to the school should be made to the school admissions team. If there are places available but more applicants than places then the published oversubscription

St Mark's Church of England Primary School, Worsley

Admission policy 2018/2019

Admissions to the school are the responsibility of the governing body. The Local Authority will manage the admissions process. The following agreement between the governors, the Diocese of Manchester and the Local Authority lays down the criteria for admissions and procedures to be followed. It is intended that:

- 30 children be the standard number admitted to the nursery class
- 60 children be the standard number admitted to the reception class.

Aims and objectives of the policy

In drawing up the admissions arrangements the governors of the school aim to ensure that the admissions criteria is clear, fair and objective for the benefit of all children, including those with Special Educational Needs and disabilities.

Oversubscription criteria

The governors will admit all children having an Education, Health and Care Plan, which names this school.

1. The school will give first priority to Looked After Children (children in public care) and previously Looked After Children who have ceased to be looked after because they were adopted or subject to a special residency order or a special guardianship order.
2. In the event of oversubscription for the remaining places they will be allocated using the following criteria in order. Applications will be prioritised on the basis of the following points system, with places being awarded to those having the highest scores.

(a) 5 points

Children whose parents or guardians are in regular attendance at any of the churches in the parish of the Worsley Team Ministry (St Mark's Worsley, St Mary's Ellenbrook and St Andrew's Boothstown) [See Note (a) on the following page].

(b) 4 points

Children whose parents are resident in

that part of the Worsley ward of Salford City Council as defined on the map available from school or www.salford.gov.uk/parishmaps.

(c) 4 points

Children who have a sibling attending the school at the time of admission. A sibling is defined as a brother or sister, a step brother or step sister living at the same address as the child for whom the application is being made.

(d) 3 points

Children whose parents/guardians are in regular attendance at a church which is a member of Churches Together in Britain and Ireland (See note (a) on the following page).

(e) 1 point

Children who are baptised, or have undergone another form of Christian initiation, for which evidence will be sought.

3. All other children.

Notes

- (a) Church attendance. Please note, the attendance of one parent or guardian is sufficient. Regular attendance is normally taken to mean a minimum of fortnightly attendance for at least a year prior to 1 September in the year before admission to the school. Evidence of church attendance will be sought from clergy or other church officer. A supplementary form is provided for this purpose. The form is available online at www.salford.gov.uk/vaforms or from the school. NB. While completing this form is not compulsory, the governors will not be able to give any credit for church attendance without the completed form and this could disadvantage the applicant.
- (b) Oversubscription criteria. In the event of any selection between children with equal points, children with siblings already in school will take precedence over geographical proximity to the school. In the event of distances being the same for two or more applicants where this would be the last place(s) to be allocated, a random lottery will be carried out in a public place. All the names of those with equal distance will be entered into a draw and the required number of names will be drawn out. Please

note, geographical proximity is measured in a straight line from the address point of the home address to the centre point of the school; home is the child's normal place of residence during the school week. Waiting lists for each year group are maintained and if a place becomes available, it will be offered on the basis of the above criteria for admissions. Any appeals are to be made to an independent panel set up under the Schools Standards and Framework Act 1998 (amended).

- (c) Admissions to the nursery class. Children will be admitted at the beginning of the autumn term before their fourth birthday. 30 places are available in the nursery and the governors shall determine how many of these places are to be allocated on a full-time or part-time basis each year, depending on the number of applicants.
- (d) Admissions to the reception class. A place in the nursery class does not guarantee a place in reception class the following year.

As from September 2011 all children have the right to start school in reception class from the September following their fourth birthday. All parents must apply for their child to attend the reception class, even if they have previously attended the nursery class at the school or an associated nursery setting. Reception places will be allocated using the criteria in this policy. Once places have been allotted, parents have the option to take the place offered for their child on either a full or part time basis. This place can be deferred until later in the school year or until the child reaches compulsory school age. Once the child reaches the statutory school age the child must attend school on a full time basis. Unless informed otherwise by the parent it will be assumed that all places are required on a full time basis.
- (e) Twins. Where applications are made for the admission of twins, triplets etc. and there are too few places available at the school to accommodate them all, then the twins or all the children of the multiple birth will be accepted even though this would exceed the maximum number normally allowed.

- (f) Shared custody. Where a child lives with parents with shared responsibility and the child spends time at each parents address, the address used will be that of the main carer. The main carer is defined as the parent who is in receipt of child benefit.

St Mark's RC Primary School, Swinton

Admission policy 2018/19

St Mark's RC Primary School is a Catholic School in the trusteeship of the Diocese of Salford. It is maintained by Salford Local Authority and is a voluntary aided School. The 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 2018, the Governing Body has determined that the number of children to be admitted to Reception class will be 30.

Ethos of the School

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 Salford Council Website. If you wish to have your application considered against the school's religious criteria then you will be asked for supplementary information which will be requested from you on receipt of your application.

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 using this order of priority:

Admissions Criteria

1. Looked After Children and previously Looked After Children.
2. Baptised Roman Catholic children with a sibling attending the school at the time of admission, resident in the Parish of St Mark's.
3. Baptised Roman Catholic Children resident in the Parish of St Mark's.
4. Baptised Roman Catholic Children with a sibling attending the school at the time of admission, resident in another Parish.
5. Baptised Roman Catholic Children resident in another Parish.
6. Baptised children of other Christian Denominations with at least one Catholic parent/guardian. (Proof required - see notes i and j)
7. Baptised children of other Christian Denominations with a sibling in the school at the time of admission. (see note i)
8. Baptised children of other Christian Denominations. (see note i)
9. Other children with a sibling in the school at the time of admission.
10. Other children.

Notes

All children whose Education Health and Care (EHC) Plan names the school must be admitted.

- (a) Parents must complete a common application form and express all their preferences for primary school admission. The closing date for all applicants is January. The closing date for admissions and the offer of a place is in line with the Salford Local Authority co-ordinated admissions arrangements. All applicants will be considered at the same time by the admissions committee after the closing date for admissions (as supplied by the Local Authority.)
- (b) All applicants will be considered by the governors at the same time in a fair way according to the published criteria.
- (c) Parents will be informed of the governors' decision by Salford Local Authority in April. An offer of a place does not guarantee a place for siblings in subsequent years.
- (d) It is the duty of governors to comply with

class size limits. This means that the school cannot operate classes in Reception and Key Stage 1 of more than 30 children. 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.

- (e) If the school is oversubscribed, a waiting list will be maintained for the full autumn term in the academic year of admission. It will be ordered according to the admission criteria.
- (f) If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. This will be determined by the nearest, safest walking routes from the front door of the house to the main entrance door of the school. This will be digitally measured using the Local Authority system with those living closer to the school receiving the higher priority. In the case of an equal distance measurement a random draw will be held by the Local Authority.
- (g) The governing body reserves the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or places of residence.
- (h) Each Roman Catholic applicant will be required to produce a baptismal certificate. 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 Salford Diocesan Authority 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.
- (i) Evidence of other Christian baptism will be required. (Copy of Baptismal Certificate required with application)
- (j) For Criteria 6 to be applied the Catholic parent / guardian will need to provide a copy of own Catholic Baptismal Certificate.
- (k) All applicants will be required to provide proof of address i.e. up-to-date utility bill and council tax bill (within the last 3 months).

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.

- (l) "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.
- (m) A Looked after Child is a child who is (1) in the care of a Local Authority, or (2) 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, residence or special guardianship order.
- (n) The admission of a non- Catholic child in a year when there are vacancies remaining after the demand from Catholics is met does not guarantee a place for a sibling in a year where the Catholic demand is greater.
- (o) 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.
- (p) 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.
- (q) 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.

- (r) Parents may request that their child attend school part-time until he/she reaches his/her fifth birthday.
- (s) Late applications will be considered in accordance with the published admissions criteria after applications received by the closing date.
- (t) If an application for admission has been turned down by the governing body parents can appeal to an independent appeals panel. This appeal must be sent in writing to the clerk to the governors at the school within 20 days of notification of refusal. The parents must give their reasons for appealing in writing and the decision of the appeals panel is binding on the governors and parents.
- (u) Twins/Triplets etc. Where there are twins seeking admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible. If places for twins or all triplets, etc cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group. If only a single place can be offered for twins, then the Local Authority's system for a random draw will decide which pupil receives an offer.

Oversubscription

Where the admission number is reached before all the children in any given criterion have been allocated places, then all children within that criterion (but not those in higher criterion whose places will be assured) will be ranked according to distance from the school as described in note f. Those children living nearest to the school will be allocated places until the admission number is reached. The distance measure is calculated by the Local Authority using a software programme.

St Mary's RC Primary School, Eccles

Admission policy 2018/19

St Mary's is a Catholic primary school under the trusteeship of the Diocese of Salford. It is maintained by Salford City Council. As a voluntary aided school, the governing body is the admissions authority and is responsible for taking decisions on applications for admissions. The coordination of admissions arrangements is undertaken by the local authority. For the school year commencing September 2018, the governing body has set its admissions number at 30.

Admissions to the school will be made by the governing body. All preferences listed on the local authority application form.

Where the school receives more applications than places available, the following oversubscription criteria will be applied, once places have first been allocated to children who have a Education, Health and Care plan which names the school.

1. Looked After Children and previously Looked After Children.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parish(es) of St Mary's and SS Peter and Paul.
4. Baptised Catholic children from other parishes.
5. Non Catholic children who have a sibling in the school at the time of admission.
6. Other children.

Notes

- (a) All applicants will be considered at the same time and after the closing date for admissions which is 15 January 2018.
- (b) All Catholic applicants will be required to produce Baptismal Certificates at the time of application. The Parish map boundaries for St Mary's and SS Peter and Paul are available on both the school and Local Authority websites

- (c) It is the duty of governors to comply with class size limits at Key Stage One and therefore no class of 5,6 and 7 year olds (reception, year 1 and 2) can contain more than 30 pupils with one teacher.
- (d) If in 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 (using local land and property gazetteer information) in a straight line in miles from the address point of the child's home address to the centre point of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for two or more applicants where this distance would be last place(s) to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out. This process will be supervised by an independent person.
- (e) 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 responsibility for the majority of school days in a week.
- (f) Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, foster brother or sister, step brother 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.
- (g) Children who are not offered a nursery or reception place for the September intakes will be placed on the school's waiting list. The waiting list will be maintained only for the statutory period (until 31 December). Should any places become available they will be allocated in accordance with the admission criteria.

As children are added to the waiting list, the list will be re-ranked in accordance with the published admission criteria. This means that children can move both up and down the waiting list.

After 31 December, if a parent wishes their child to continue to be considered for a

school place, they will need to reapply for a place using the procedure for in-year admissions.

Looked after children, previously looked after children and children who come under the Fair Access Protocol will take precedence over those on the waiting list.

There are no waiting lists for in-year admissions.

- (h) 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. 'In-year' and late applications will be treated as per the coordinated arrangements published by the Local Authority.
- (i) If an application for admission has been turned down by the governing body, parents can appeal to an independent appeals panel. Parents must be allowed at least 20 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.
- (j) 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.
- (k) A Looked After Child is a child who is (a) in the care of the Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of the 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, residence or special guardianship order.
- (l) Part time, deferred and delayed admission
The school provides for the admission of all children in the September following their fourth birthday. However, parents/carers can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Alternatively, where parents wish, children may attend

part time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents wishing to take either of the above options should inform the Headteacher of the school as soon as a place is offered so that the appropriate arrangements can be made.

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Parents should contact the Headteacher of the school in the first instance to discuss an application for admission outside of the normal age group.

In addition, parents of children born between 1 April and 31 August (summer born children) may choose not to send that 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 i.e. starting reception a year later than those in their age group. This request should be made to the school admissions team in writing giving reasons for the request. This should be done at the time the child would usually be expected to apply for a reception place.

The request will be considered in conjunction with the school and the parent, and the admission authority for the school will decide on whether the child should be offered delayed admission or not. The decision, and the reasons for it, will be communicated to the parent in writing. Where a child is offered a place at the school but not in the year group preferred there will be no right of appeal.

(m) Entrance to reception

No child can automatically transfer from a nursery to a reception class. Where the school is over-subscribed, places in the reception class must be allocated according to the published admission criteria, with children who have attended the nursery being considered on the same basis as those who have not.

St Mary's RC Primary School, Swinton

Admission policy 2018/19

St Mary's RC Primary School is a Catholic School in the trusteeship of the Diocese of Salford. It is maintained by Salford Local Authority and is a voluntary aided school. The Governing Body is the Admission Authority and is responsible for taking all decisions on applications for admissions. The co-ordination of admission arrangements is undertaken by the Local Authority.

For the school's year commencing September 2018 the Governing Body has determined that the number of children to be admitted to 2018/19 will be 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.salford.gov.uk/school-admissions-online

If you wish to have your application considered against that school's religious criteria then you must ALSO provide a copy of your child's Baptismal Certificate and a utility bill.

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.
2. Children with an exceptional social, medical, educational or religious need which can be best met, or only met at this school.*
3. Baptised Catholic children who have a sibling in the school at the time of admission.
4. Baptised Catholic children resident in the parish of St. Mary's.
5. Other baptised Catholic children.
6. Other children who have a sibling in the school at the time of admission.
7. All remaining applicants.

*Exceptional needs of this kind will occur very rarely. It is strongly recommended that a written application is submitted in advance of the normal admissions timetable.

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 LLPG (Local Land & Property Gazetteer) information. In the event of distances being the same for 2 or more applicants, places will be allocated by a random lottery carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.

Notes

- (a) All applications will be considered at the same time and after the closing date for admissions which is 15 January 2018. 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 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, residence or special guardianship order.
- (c) For a child to be considered as a Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. Written

evidence of reception into the Catholic Church can be obtained by referring 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. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception. 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 Salford diocesan authority 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.
- (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 reserve 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.
- (k) 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.
- (l) Parents may request that their child attend school part-time until he/she reaches his/ her fifth birthday.

St Paul's CE Primary School, Crompton Street

Admission policy 2018/19

Admissions to an Aided school are the responsibility of the Governors, in agreement with the Diocesan Board of Education and the Local Authority. This policy lays down the criteria for admissions and the procedure to be followed. (It is important to read the definitions below to gain a full understanding of the admissions criteria)

Responsibility for admissions is delegated to the Administration and Staff Committee, of which the Headteacher is a member.

Admission number

The standard number agreed for admission to Nursery Class is 26 and the Published

Admission Number for admission to the Reception Class is 30.

Governors must adhere to infant class size legislation and therefore no class of 5, 6 and 7 year olds can contain more than 30 pupils with one teacher, except in limited permitted circumstances in the School Admissions Code (2014) section 2.15.

Admission arrangements

Applications - All applications for places in Reception should be made on the Common Application Form available from the Local Authority. This form must be returned to the Local Authority by the due date. Applicants seeking a place under one of the school's faith-based criteria should also complete the school's Supplementary Information Form (SIF) and return it to the school by the date set out on the form.

Failure to complete and return the SIF will mean that the governors will not be able to apply the school's faith-based criteria.

If no more than 30 applications are received for admission to Reception, all applicants will be offered places.

Allocation of places

The governors will admit all children who have an Education, Health and Care Plan (EHCP) in which the school is named. In the event of oversubscription for the remaining places, decisions on the allocation of places will be made using the following criteria, which will be applied

in the order of priority shown:

1. Looked after children and previously looked after children
2. Children who have special medical or social circumstances. Professional supporting evidence will be needed in support of their application to this school.
3. Children who have evidence of baptism (Baptism certificate will be requested as evidence and should be submitted with the supplementary information form) and who are in regular attendance (40 weeks between 1 January 2017 and 31 December 2017) at St Paul's Church, Walkden Moor, St. John the Baptist, Little Hulton or St. Paul's Peel.
4. Children and parents/guardians, who are in regular attendance (40 weeks between 1 January 2017 and 31 December 2017) at St. Paul's Church, Walkden Moor, St. John the Baptist, Little Hulton or St. Paul's Peel.
5. Children with an older sibling attending school at the time of admission
6. Children and parents/guardians who are in regular attendance at any other Christian Church within the team boundary.
7. Children and parents/guardians who are in regular attendance (40 weeks between 1 January 2017 and 31 December 2017) at any other religious establishment within the team boundary.
8. Any other children, with priority given to those living nearest to the school.

Tie-breakers:

- (a) In the case of oversubscription in categories 1, 2 and 3: Within any of categories 1, 2 and 3 above priority will be given first to children who have an older sibling in school at the time of admission.
- (b) In the case of oversubscription in categories 1, 2 and 3 after the application of tie- breaker (A), and oversubscription in categories 4, 5, 6, 7 and 8, the proximity rule will be applied as follows:

Geographical proximity will be taken into account, as defined by Salford Local Authority, with distance being measured in a straight line from the centre point of the home address to the centre point of the school in miles, with highest priority given to those living nearest the school. In the

event of any determination being necessary between children living an equal distance from the school, children within the Parish Boundary of St Pauls' Church, Walkden Moor will take precedence over others with equal tie proximity to the school. The 'normal' home of the child will be taken to be the home in which the child sleeps for the majority of the school week where shared custody arrangements exist for the child.

- (c)** Final tie-breaker - Random allocation. In the event that, after the application of the above tie-breakers, two or more applicants have equal priority for the final remaining place, random allocation will be used to determine the allocation of the final place by an anonymous draw where the names of those eligible will be entered into the draw and the required number of names drawn from it. The random allocation process will be supervised by someone independent of the school.

Definitions

Looked after children and previously looked after children: 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 application. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

Special medical or social circumstances: Where admission is sought under special medical or social circumstances criteria, professional supporting evidence (e.g. from a doctor, social worker or psychologist) is essential. Such evidence must set out the particular reasons why St Paul's CofE School, Crompton Street is most suitable for the child specifying the special resources the school has to meet the particular needs of the child and the difficulties that it would cause if the child had to attend another school.

Regular Church attendance At St Paul's Church Walkden Moor, St John the Baptist, Little Hulton or St Paul's Peel: A minimum of 40 Sundays per year is required to qualify for regular attendance and consideration as a church member and those applicants qualifying under this rule with siblings at school will be given preference over other

applicants. In order for the governors to apply the school's faith-based criteria, evidence of regular church attendance must be provided by a member of the clergy or other designated church officer.

Siblings: Siblings are defined as brother/sister; step-brother/step-sister; half-brother or half-sister or foster siblings in the family unit residing at the same address during the school week. It also includes full brother and sister living apart.

The team Boundary: The team Boundary is the parish boundaries of St Paul's Church Walkden Moor, St John the Baptist, Little Hulton and St Paul's Peel. A map showing the team Boundary is available for inspection at the school or on the Local Authority website.

Evidence of attendance at another Christian church or other religious establishment: Other Christian Churches are defined as Churches in membership of Churches Together in Britain and Ireland. A list of member churches can be viewed at www.ctbi.org.uk. If a place is sought under Christian or other religion, in order for the governors to apply the school's faith-based criteria a supplementary form must be completed and signed by an officer from the church or religious establishment to verify attendance of the child.

Notes

- (a)** Nursery Admissions. There is a maximum of 26 Nursery places. The Governors shall determine how many of these places are to be allocated on a full time or part time basis. The criteria for Nursery places follow the school admissions policy. A place in the Nursery does not guarantee a place in Reception the following year. A separate application must be made for both Nursery and Reception places.
- (b)** Reception Admissions. Children will be admitted into the Reception class at the beginning of the Autumn Term before their fifth birthday and to the Nursery class at the beginning of the Autumn Term before their fourth birthday.
- (c)** The governing body shall consider all the applicants at the same time after the closing date for admissions. Parents will be notified of the Governor's decision by the Local Authority on a date determined by the Local Authority and published in the

Information to parents and on their website.

- (d) Late applicants/waiting list. The authority accepts that where there are extenuating circumstances for an application being received after the last date of application, and if it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all others. Otherwise, applications which are received after the last date will be considered after all the others and placed on a waiting list in order according to the oversubscription criteria and as new applications are received the list will be re-ranked, meaning children may move up or down the list according to applications received. The waiting list will be kept until 31 December following admissions in September. Looked after children, previously Looked After Children and in year fair access pupils take precedence for admission over pupils on the waiting list.
- (e) Multiple births. Where there are children of multiple births wishing to be admitted and the sibling is the 30th child, the governors may admit over the infant class requirement if it is possible to do so.
- (f) Appeals. Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act 2002. Appeals can be submitted at any time after a place has been refused. Downloadable forms can be obtained from www.salford.gov.uk/primary-appeal and returned to The Admissions Team, Children's services, Second Floor, Salford Civic centre, Chorley Road, Swinton, M27 5AW. Parents will have the opportunity to submit their case to the panel in writing and also attend to present their case. You will normally receive 14 days notice of the place and time of the meeting.
- (g) Address of pupil. The address used on the school's admission form must be the current one at the time of the application. If the address changes subsequently, the parents should notify the Local Authority. Where the parents live at different addresses the current 'at the time of' application, normal address of the child

should be used. This will be the one where the child wakes up for the majority of Monday to Friday mornings. The local authority will request proof of address.

- (h) Fraudulent Applications. Where a governing body discovers that a child has been awarded a place as a result of intentionally misleading application from a parent/guardian (e.g. a false claim to residence or involvement in a place of worship) which effectively denies a child with a stronger claim, then the governing body is required to withdraw the offer of a place. However, the governors must consider the length of time the child has been at the school i.e. less than one term.
- (i) Non Routine Admissions. If a child needs to change schools other than at the 'normal' time, such admissions are known as non routine admissions. From September 2010 in year admissions should be made through the Local Authority. The parent should contact the Local authority who will issue an application form to the parent.
- (j) Deferred admissions. Children are eligible for a reception place from the beginning of the school year in which they become five years old. However they do not become of compulsory age until the start of the term after their fifth birthday. After a place has been allocated and accepted parents can ask that the place be deferred until later in the school year and if they do this the place will be held for the child. They cannot however defer entry beyond the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.
- (k) Requests for admission outside normal age group. Please contact Salford school admissions team for admission outside normal age group. Information can be found at www.salford.gov.uk/school-admissions-online

St Paul's CE Primary School, Cross Lane

Admission policy 2018/2019

St Paul's is a Church of England primary school provided by the Diocese of Manchester and is maintained by the Salford City Council as a voluntary aided school. The school's governing body is the admissions authority and is responsible for taking decisions on applications for admissions. For the school year commencing September 2018 the governing body has set its planned admissions number at 30. This admissions policy has been agreed with the Diocese of Manchester and the Local Authority.

The governors will admit all children who have an Educational, Health and Care Plan in which the school is named. In the event of oversubscription for the remaining places they will be allocated by use of the following criteria applied in order:

1. Looked After Children and previously Looked After Children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.
2. Anglican children who are baptised and are resident in the parish of St Paul with Christ Church, or have a parent on the electoral roll of the parish.
3. Children who, on their admission, will have a brother or sister in attendance at the school. (A sibling, step sibling, adoptive sibling or foster sibling who is ordinarily resident at the same address as a pupil who occupies a place in St Paul's school.)
4. Other baptised or dedicated Christian children of denominations which are members of Churches Together in Britain and Ireland or a local Churches Together organisation.
5. Children of parents practising the faith of one or other of the world's great religious traditions, and who can provide evidence of this, who are resident in the parish of St Paul with Christ Church.
6. Children whose medical or social circumstances mean that their needs can best be met at this school as shown by professional supporting evidence e.g. from a

doctor, psychologist, social worker.

7. Any other children resident in the parish.
8. Any other children.

Notes

- (a) The governing body shall consider all applicants at the same time after the closing date for admissions. Parents will be notified of the governors' decision by the Local Authority on a date determined by the local authority and published in the information booklet to parents and on their website.
- (b) Late applicants. Any application received after the closing date, but before the offer of places, will be deemed late and will be considered after those received on time. The offer of a place will be decided in accordance with the published admission criteria. Any application received after the allocation of places will be considered as they are received.
- (c) Parents claiming eligibility on the grounds of Christian baptism or dedication (criterion 2 and 4) or other religious beliefs (criterion 5) should submit a completed supplementary form as evidence.
- (d) Parents should be aware that a nursery place at the school does not mean automatic entitlement to a reception place at the school.
- (e) Parents should check carefully whether they are resident in the parish boundary of St Paul with Christ Church. The school office will keep a map showing parish boundaries, which parents may consult.
- (f) It is the duty of the governors to comply with class size limits at Key Stage 1. This means that the school cannot operate classes in Key Stage 1 of more than 30
- (g) If, in any category, there are more applications than places available, priority will be given on the basis of proximity to the school. Proximity to the school is defined in terms of straight line distance from home to school pedestrian gate. In the event of a tie, where two or more pupil's home address is the same distance from the school and only one place is available, random allocation will be used.
- (h) Parents will need to provide proof of address when a child is admitted.

- (i) Twins, triplets. Where there are children of multiple births wishing to be admitted and the sibling is the 30th child, the governors may admit over the infant class requirement if it is possible to do so.
- (j) Appeals. If an application for admission is turned down by the governing body, parents can appeal to an independent appeals panel. This appeal must be sent in writing to the clerk to the governors at the school within 20 days of notification of refusal. Parents must give their reasons for appealing in writing and the decision of the appeals panel is binding on the governors.
- (k) Waiting list. The school maintains a waiting list. The admission criteria will be applied to all applicants on the waiting list in the event that a place becomes available.
- (l) Shared parenting. Where a child lives with parents with shared responsibility, each for part of the week, the home address will be decided by using the address on the child benefit paperwork.
- (m) Deferred admissions. Children will be admitted to the reception class at the beginning of the autumn term before their fifth birthday and to the nursery class at the beginning of the autumn term before their fourth birthday. Parents may request that their school place be deferred until later in the school year and if they do this a place will be held for the child. They cannot, however, defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.
- (n) Nursery applications. Applications for nursery admissions should be made to the school. In the event of oversubscription, places will be allocated in line with the criteria outlined above.
- (o) In year admissions: Applications for in-year admissions should be made to the school. If there is more than one application for a place available, the criteria above will apply.

St Peter's CE Primary School

Admission policy 2018/19

The capacity of the school, excluding nursery places, is 210. The maximum admission number is 30. Admissions will be made within these limits. The governing body is responsible for admissions to the school. The governors will admit all children who have an Educational, Health and Care Plan in which the school is named. In the event of oversubscription for the remaining places, the following criteria will be applied in the priority listed:

1. Looked After Children and previously looked after children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Baptised children, who are themselves, or of whom at least one parent/guardian is, in regular attendance at any of the churches within the parish of the local Anglican Team Ministry – All Saints, Wardley; St Augustine, Pendlebury; St Peter, Swinton.
3. Baptised children, of whom at least one parent/guardian is on the church electoral roll of the parish of Swinton and Pendlebury.
4. Practising Christian children, resident in the ecclesiastical parish of Swinton and Pendlebury, who are themselves, or of whom at least one parent/guardian is, in regular attendance at a church which is a member of Churches Together in Britain and Ireland or a local Churches Together organisation.
5. Baptised children with an elder sibling in attendance at the school when the younger child commences education. A brother or sister will include a step, adoptive or foster sibling who ordinarily resides at the same address as the child.
6. Children with exceptional medical needs. If claiming for exceptional medical reasons on behalf of a child or parent/guardian, evidence must be provided that the child/parent/guardian has a medical condition which means that admission to this school is most suitable (this must be in the form

of written, professional evidence from, for example, a doctor, psychologist or social worker). The school will give priority to children who have exceptional medical needs.

7. Children with an elder sibling in attendance at the school when the younger child commences education. A brother or sister will include a step, adoptive or foster sibling who ordinarily resides at the same address as the child.
8. Baptised children, resident in the ecclesiastical parish of Swinton and Pendlebury.
9. Distance from the school. The distance will be measured in a straight line using Local Land and Property Gazetteer (LLPG) information to measure the distance between the address point of the child's home address and the centre of the school in miles. Those children whose home address is closest to the school will be those who get priority for places.

Notes

- (a) Where more than one child meets the same criteria, these children will be distinguished by the application of the other admission criteria in the same order of priority. In the event of a tie, where two or more pupil's home address is the same distance from the preferred school and only one place is available, random allocation will be carried out. The names of the equidistant pupils only will be entered into a draw and the required number of names drawn out.
- (b) A copy of the ecclesiastical parish boundary is available for reference at the school or from the Parish Office, Fletcher Hall, Vicarage Road, Swinton, M27 0WA.
- (c) All applicants claiming under priority criteria relating to baptism must produce a baptism certificate.
- (d) All applicants claiming under priority criteria relating to church attendance must provide written evidence that the child or at least one parent/guardian attends church at least once every four weeks.
- (e) A list of churches together in Britain and Ireland and local churches together organisations can be obtained from www.ctbi.org.uk.

- (f) Nursery. The nursery class accepts children from the September after their third birthday. Part-time places are not offered. It is the policy of Salford City Council that parents are not allowed to take two part-time nursery places in Salford schools.
- (g) Reception. In accordance with the policy of Salford City Council, admissions are made into the reception class in the September following a child's fourth birthday.
- (h) Where an application for a place is unsuccessful, parents have a statutory right of appeal and, if wishing to do so, should contact the Admissions and Exclusions Team at Salford Civic Centre; 0161 909 6508.
- (i) We are happy for any parents/guardians to look around the school. Visits are to be arranged in advance by phoning 0161 794 2616.
- (j) Multiple births (twins, triplets etc). Where there are children of multiple births wishing to be admitted and one sibling is the 30th child with one or more siblings beyond this point, the governors may admit over the infant class-size requirement if it is possible to do so.
- (k) Late applications. Applications received after the set Local Authority deadline will be treated as late, regardless of the admission criteria met. After initial school places have been allocated, late applicants will take the relevant criteria-related position on the waiting list, see below.
- (l) Waiting list. Where there are more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list; the names on this list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible for a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available, within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent upon whether an appeal has been submitted. The waiting list will operate until the end of the autumn term only.
- (m) It should be noted that the length of time on the school's waiting list is not considered a relevant factor and that a place in the nursery class does not guarantee a place in the reception class.
- (n) Deferred admissions. Parents/guardians of children admitted into the nursery or reception class at the beginning of the autumn term may request that their school place be deferred until later in the school year and if they do this the place will be held for their child. They cannot, however, defer entry beyond the beginning of the term after their child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents/guardians can also request that their child attends on a part time basis until he/she reaches compulsory school age.
- (o) In year admissions. In year applications received outside the normal admissions round and if places are available the children qualifying under the published admission criteria will be admitted. Applications to the school should be made to the admissions team. If there are places available but more applicants than places, then the oversubscription criteria will be applied.
- (p) Shared custody arrangements. The child's home address is considered to be the child's parent/carer(s) place of residence, that is to say where they are normally and regularly living. If parents are separated and the child spends time at each parent's address, the address which will be used for admission to school is that of the main carer. The main carer is determined as the parent who is in receipt of child benefit.

The Cathedral School of St Peter and St John RC

Admission policy 2018/19

The Cathedral School of St Peter and St John is a Roman Catholic primary school under the trusteeship of the Diocese of Salford. It is maintained by the Salford City Council as a voluntary aided school. The school's governing body is the admissions authority and is responsible for taking decisions on applications and admissions. For the school year commencing September 2017 the governing body has set its planned admissions number at 30.

The Catholic faith and teachings of the Catholic church have an essential role in school life and influence every aspect of the curriculum. We ask all parents applying for a place at this school to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

Admission to the school will be made by the governing body. All preferences listed on the Local Authority application form will be considered on an equal basis with the following set of criteria used to form a priority order if there are more applications for admission than the school has places available.

Admission criteria

1. Children who are in public care/looked after, or have previously been in public care/looked after.
2. Baptised Roman Catholic children who will have a sibling attending the school at the time of admission and resident in the parish of St John's Cathedral.
3. Baptised Roman Catholic children resident in the parish of St John's Cathedral.
4. Other baptised Roman Catholic children who will have a sibling attending the school at the time of admission and resident in another parish.
5. Other baptised Roman Catholic children resident in another parish.
6. Children with exceptional needs.

7. Other children who will have a sibling attending the school at the time of admission.
8. Other children.

Notes

- (a) The governing body is the admissions authority. The admissions committee is comprised of the following governors: chair of governors, parish priest and headteacher.
- (b) Parents must complete a common application form and can express up to three preferences for primary school admission. The closing date for all applicants is 15 January 2018. All applicants will be considered by the governors at the same time in a fair way according to the published criteria. The common application form can also be accessed and completed online at www.salford.gov.uk/school-admissions-online
- (c) A Looked After Child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of the 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, residence or special guardianship order.
- (d) Supplementary form. The supplementary form must only request information relating to the fact of baptism. Any further information usually collected by the school should be requested on admission.
- (e) Parents will be informed of the governors' decision by Salford City Council on 16 April 2018. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.
- (f) Each Roman Catholic applicant will be required to produce a baptismal certificate.
- (g) Parents should check carefully whether they are resident within the parish boundaries of St John's Cathedral, Chapel Street, Manchester.
- (h) All applicants resident in the parish of St John's Cathedral will be required to provide proof of address, by supplying an original, up to date utility bill or family credit book.
- (i) It is the duty of governors to comply with

regulations on class size limits at Key Stage 1. The governing body may exceed Key Stage 1 class size regulations for twins, siblings in the same year group and children from multiple births where one of the children is the 30th child admitted.

- (j) Exceptional needs. Children for whom the governors accept that there are exceptionally strong medical, social or welfare needs associated with the child and/or family, where these needs can only be met by this school. Supporting professional evidence is essential under this criterion. This may be from, for example, a doctor, a psychiatrist, a social worker and such evidence must set out the particular reasons why this school is the most suitable one for those particular difficulties.
- (k) Special needs. If a child has an Educational, Health and Care Plan naming a specific school there is a duty for the school to admit the child.
- (l) If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. This will be measured in a straight line from the address point of the child's home address to the centre point of the school. This will be digitally measured using the local authority system.
- (m) In the event of distances being the same for two or more applicants where this distance would be the last place(s) to be allocated, a random lottery will be carried out in a public place.
- (n) Where a child lives with parents with shared responsibility, each for part of the week, the 'home' address will be determined as being where the child resides for the majority of the school week. The address shown on the child benefit notification letter will be taken as evidence of residency. If this is not available then the child's medical card must be provided.
- (o) Sibling is defined as a natural brother or sister, half brother or sister, adopted brother or sister, step brother 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. The governing body must comply with maximum class size of 30 children but if there is one place remaining and the next qualifying application is for children of a multiple

birth, then all children of that multiple birth will be admitted.

- (p) If the school is oversubscribed, a waiting list will be maintained until the end of the autumn term. This will be ordered according to the admission oversubscription criteria.
- (q) Late applications will be considered in accordance with the published admissions criteria. If the school is over subscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises. Parents will be expected to provide a reason(s) for the late application. If this is not exceptional the application will be dealt with after all others have been dealt with.
- (r) 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. Direct applications to the school can now be made under this heading. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- (s) Parents are asked to read and confirm receipt of the governors' published admission policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.
- (t) If an application for admission has been turned down by the governing body parents can appeal to an independent appeals panel. This appeal must be sent in writing to the clerk to the governors at the school within 20 school days of notification of refusal. The date of notification will be two working days after posting by first class post. The parents must give their reasons for appealing in writing and the outcome of the appeal is binding in the parents and the governing body.
- (u) 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.
- (v) Admission to the nursery class does not necessarily secure admission to the primary school. Admission to the nursery class will be made on a full time basis.

St Philip's CE Primary School

Admission policy 2018/2019

St. Philip's is a Church of England primary school provided by the Diocese of Manchester and is maintained by Salford City Council as a voluntary aided school. The school's governing body is the admissions authority and is responsible for taking decisions on applications for admissions. Responsibility for admissions is delegated to the governing body admissions committee. For the school year commencing September 2018 the governing body has set its planned admissions number at 30.

This admissions policy has been agreed in consultation with the Diocese Board of Education and Salford City Council.

The school will admit all children who have an Educational, Health and Care Plan and who have this school named.

If no more than 30 applications are received for admission to reception class all applicants will be offered a place.

When the number of applications received is greater than the number of remaining places available (after the admission of any children with an EHCP naming the school) the decision on which children will be admitted will be based on the following criteria which will be applied in the order of priority set out below:

1. Looked After Children and previously Looked After Children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.
2. Children who, on their admission, will have a brother or sister in attendance at the school. (A sibling, step sibling, adoptive sibling or foster sibling who is ordinarily resident at the same address as a pupil who occupies a place in St Philip's school.) Where there are children of multiple births wishing to be admitted and the sibling is the 30th child, the governors may admit over the published admission number if it is possible to do so.
3. Children whose medical or social circumstances mean that their needs can only be met at this school. NB: Where

admission is sought under this criteria, professional supporting written evidence, e.g. from a doctor, social worker or psychologist is essential. Such evidence must set out the particular reasons why the school is the most suitable for the child, and the difficulties that would be caused if the child has to attend another school.

4. Anglican children who are baptised, and are resident in the parish of St Philip's and St Stephen. Evidence of a Baptism Certificate is required.
5. Other baptised or dedicated Christian children of denominations which are members of Churches Together in Britain and Ireland. A list of churches together can be viewed at www.ctib.org.uk
6. Children of parents practising the faith of one or other of the world's great religious traditions, and who can provide evidence of this, who are resident in the parish of St. Philip and St. Stephen. (Parents should complete the supplementary form to evidence practice of a faith. This is available on the school website www.stphilipssalford.org.uk or from the council website www.salford.gov.uk/vaforms).
7. Any other children resident in the Parish.
8. Any other children.

Notes

- (a) All applicants will be considered at the same time and after the closing date for admissions which is 15 January 2018.
- (b) Late applicants. Any application received after the closing date, but before the offer of places, will be deemed late and will be considered after those received on time. The offer of a place will be decided in accordance with the published admission criteria. Any application received after the allocation of places will be considered as they are received.
- (c) Applicants seeking admission under criteria 4,5 and 6 should complete a supplementary form giving evidence of their faith commitment. This information will be used in allocating places when the school is oversubscribed. There is a link on the school website to obtain this form www.stphilipssalford.org.uk
- (d) Parents should be aware that a nursery

place at the school does not mean automatic entitlement to a reception place at the school.

- (e) Parents should check carefully whether they are resident in the parish boundary of St Philip and St Stephen. There is a map available in school and on the school website www.stphilipssalford.org.uk, and on the local authority website www.salford.gov.uk/parishmaps
- (f) It is the duty of the governors to comply with class size limits at Key Stage 1. Where there are children of multiple births wishing to be admitted and the sibling is the 30th child, the governors may admit over the infant class requirement if it is possible to do so.
- (g) If, in any category, there are more applications than places available, priority will be given on the basis of proximity to the school. Proximity to the school is defined in terms of straight line distance from home to school, as measured by Salford City Council's computer system and protocol. Where two applicants are equidistant from the school and only one place is remaining, random allocation will be used to determine which of these two children will be offered the place. This will be supervised by someone independent of the school.
- (h) If an application for admission is refused by the governing body, parents can appeal to an independent appeals panel. This appeal must be sent in writing to the clerk to the governors at the school within 20 days of notification of refusal. Parents must give their reasons for appealing in writing and the decision of the appeals panel is binding on the governors.
- (i) Where there are more applications than

places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to what extent to which they meet the criteria. This waiting list will operate until the end of the autumn term only.

- (j) Shared parenting. Where a child lives with parents with shared responsibility, each for part of the week, the home address will be decided by using the address on the child benefit paperwork.
- (k) Deferred admissions. Children will be admitted to the reception class at the beginning of the autumn term before their fifth birthday, and to the nursery class at the beginning of the autumn term before their fourth birthday. Parents may request that their school place be deferred until later in the school year and if they do this the place will be held for the child. They cannot, however, defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.
- (l) School has a separate 'In Year Admissions Policy' which is available from the school office. All admissions should follow the



LA's admission policy which is available at Salford.gov.uk.

- (m)** Admission outside the child's normal age group – Parents may seek a place for their child outside of their normal age group for example if the child is gifted and talented or has experienced problems such as ill health. In addition the parents of a Summer born child may choose not to send that 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.

Parents requesting admission out of the normal age group must put their request in writing addressed to the Headteacher with any supporting evidence that the parent wishes to be taken into account. The Governing Body will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of parents views; any information provided about the child's academic, social and emotional development; where relevant their medical history and the views of a medical professional; whether they have previously been educated outside their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Governing Body will also take into account the views of the Headteacher. When informing a parent of their decision on the year group the child should be admitted to the Governing Body will clearly set out the reasons for their decision.

Where the Governing Body agrees to a parent's request for their child to be admitted out of their normal age group and as a consequence of that decision the child will be admitted to a relevant age group (i.e. Reception – the age group which pupils are normally admitted to school) the local authority and Governing Body must process the application as part of the main admissions round unless the parental request is made too late for this to be possible and on the basis of their determined admission arrangements only including the application of the oversubscription criteria where applicable.

The Governing Body must not give the application lower priority on the basis that the child is being admitted out of their normal age group.

Parents have the 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 a school but it is not in their preferred age group.

St Philip's RC Primary School

Admission policy 2018/19

Please note that a nursery place does not guarantee a place in reception class.

St. Philip's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by the Salford City Council as a voluntary aided school. The school's governing body is the admissions authority and is responsible for taking decisions on applications and admissions. For the school year commencing September 2018, the governing body has set its planned admissions number at 45.

The governors will admit all children with an Education Health and Care Plan in which the school is named.

Admission to the school will be made by the governing body in accordance with the stated preferences it receives, subject to the following set of criteria, which will be used to form a priority order if there are more applications for admissions than the school has places available.

1. Baptised Roman Catholic Looked After Children and previously Looked After Children (as defined in point d).
2. Baptised Roman Catholic children resident in the parish of Our Lady of Dolours who will have a brother or sister attending the school at the time of admission (as defined in point g).
3. Baptised Roman Catholic children who are resident in the parish of Our Lady of Dolours (as defined in point f).
4. Other baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and resident in another parish (as defined in point g).
5. Other baptised Roman Catholic children resident in another parish.
6. Other Looked After Children and previously Looked After Children.
7. Exceptional needs (as defined point i)
8. Other children

If in any category there are more applications than places available, priority will be given on the basis of distance from the school (as defined by Salford City Council).

Nursery/reception

Admission arrangements to the reception are separate to those for the nursery. 30 places are available in the nursery and the governors shall determine how many of these places are to be allocated on a full time or part time basis each year depending on the number of applications. Attendance at the nursery does not give a child any guarantee of priority when it comes to consideration by the governors of applicants for admission to the reception class. Parents must make a separate application for a reception place.

Late applications

Any applications received after the closing date, but before the offer of places, will be deemed late and will be considered after those received on time. The offer of a place will be decided in accordance with the published admission criteria. Any applications received after the allocation of places will be considered as they are received.

Notes

- (a) The governing body is the admissions authority. The admissions committee is comprised of the following governors: chair of governors, parish priest and headteacher.
- (b) All applicants will be considered at the same time and after the closing date for admissions as published by Salford City Council.
- (c) For a child to be considered as a Catholic, evidence of a Catholic Baptism will be required. Proof of address in the form of council tax statement, child benefit or working/family tax credit documentation, driving licence (photocard style only), addressed payslip or P45/P60 statement (UK) will be required before a place is offered.

- (d) 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, residence or special guardianship order.
- (e) If in 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 address point of the child's home address (including the community entrance to flats) to the centre point of the school using the local authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for two or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a box and the required number of names will be drawn out.
- (f) Parents need to ensure that they are resident in the parish of Our Lady of Dolours.
- (g) Where the admission criteria refer to 'a brother or sister currently in school' this means that the older child will be attending the school at the time of admission of the younger child. A brother or sister is defined as a natural brother or sister, or step brother or sister, or foster/adopted brother or sister who lives in the same household and which is the child's genuine main residence.
- (h) Where a child has parents with shared responsibility and lives with each parent part of the week, the home address will be decided by using the address to which the child benefit is paid.
- (i) The governing body reserve the right to admit children with proven exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing that such application is submitted with appropriate evidence from a doctor or social worker.
- (j) 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.
- (k) 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 be reviewed on a termly basis.
- (l) If an application for admission has been turned down by the governing body parents can appeal to an independent appeals panel. This appeal must be sent in writing to the clerk to the governors at the school within 20 days of notification of a refusal. The parents must give their reasons for appealing in writing and the decision of the appeals panel is binding on the governors.
- (m) For in-year applications received outside the normal admissions round, 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.

St Sebastian's RC Primary School

Admissions policy 2018/19

St Sebastian's RC Primary is a Roman Catholic Primary school provided by the Diocese of Salford and is maintained by the Salford Education Authority as a voluntary aided school. The school's governing body is the admissions authority and is responsible for taking decisions on applications and admissions. For the school year commencing September 2018, the governing body has set its planned admissions number at 30.

Admission 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 they are more applications for admissions than the school has places available.

1. Baptised Roman Catholic Looked After Children and previously looked after children.
2. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and resident in the parish of St Sebastian's.
3. Baptised Roman Catholic children who are resident in the parish of St Sebastian's.
4. Other baptised Roman Catholic children who will have a brother or sister attending the school at the time of admissions and are resident in another parish.
5. Other baptised Roman Catholic children resident in another parish.
6. Other Looked After Children and previously looked after children.
7. Other children with a brother or sister attending the school at the time of admission.
8. Children with exceptional medical or social needs where these needs can only be met at this school.
9. Other children.

Notes

- (a) The governing body is the admissions authority. The admissions committee is comprised of the following governors: chair of governors, parish priest and headteacher.
- (b) Parents must complete a common application form and express their preferences for primary school admission. The closing date for all applicants is indicated on the form. All applicants will be considered by the governors at the same time in a fair way according to the published criteria.
- (c) Each Roman Catholic applicant is required to produce a Baptismal Certificate. A copy can be obtained from the church in which your child was baptised.
- (d) All applicants may be required to provide proof of address, by supplying original, up to date evidence, such as utility bills or family credit book.
- (e) If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. This will be determined by the straight line distance from the address point of the house to the centre point of the school. This will be digitally measured using the local authority system with those living closer to the school receiving the higher priority. In the case of an equal distance measurement a random draw will be made.
- (f) Where a child lives with parents with shared responsibility, each part of the week, the 'home' address will be determined as being where the child resides for the majority of the school week.
- (g) Governors reserve the right to admit children where there are exceptionally strong medical, social or welfare reasons associated with the child and/or family, which are directly relevant to the school concerned. Supporting professional evidence will be required. This may be from whatever source(s) the applicant feels are most appropriate. Examples of such evidence are doctors, health visitors and social services. As required by law all children with an Education, Health and Care Plan naming the school will be admitted before the application of the oversubscription criteria.

- (h) It is the duty of governors to comply with regulations on class size limits at Key Stage One. The governing body may exceed the regulations for twins and children from multiple births where one of the children is the 30th child admitted.
- (i) A brother or sister is defined as a natural brother or sister, or stepbrother or sister, or foster/adopted brother or sister who lives in the same household and which is the child's genuine main residence.
- (j) If the school is oversubscribed, a waiting list will be maintained for the full autumn term in the academic year of admission. It will be ordered according to the admission oversubscription criteria.
- (k) Late applications will be considered in accordance with the published admissions criteria. If the school is oversubscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parent will be notified if a vacancy subsequently arises. Parents will be expected to provide a reason(s) for the late application. If this is not exceptional the application will be dealt with after all others have been dealt with
- (l) 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. Applications to the school should be made to the school admissions team. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- (m) St. Sebastian's also operate a nursery class. The planned admission number for the nursery is 30. The headteacher will apply the above criteria to those parents wishing a place in the nursery class. A place in the nursery does not necessarily guarantee a place in the reception class.
- (n) If an applicant for admission has been turned down by the governing body, parents can appeal to an independent appeals panel. This appeal must be sent in writing to the clerk to the governors at the school within 20 days of notification of refusal. The parents must give their reasons for appealing in writing and the decision of the appeals panel is binding by the governors.
- (o) Looked after child. A looked after child is (a) in the care of the local authority, or (b) being provided with accommodation by the local authority in the exercise of their social service function under the section 22(1) of The Children Act 1989. A previously looked after child is one who immediately moved on from that status after becoming the subject to an adoption, social residence or guardianship order.
- (p) 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.
- (q) 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.

St Teresa's RC Primary School

Admission policy 2018/19

St Teresa's R.C. Primary School is a Roman Catholic Primary School in the trusteeship of the Diocese of Salford. It is maintained by Salford Local Authority and is a Voluntary Aided School.

The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The coordination of admissions arrangements is undertaken by the Local Authority for our Reception class and by the school for the Nursery class.

For the school year, commencing September 2018, the Governing body has set its planned admissions number 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.

Admission to the school will be made by the Governing Body, in accordance with the stated parental preferences it receives, subject to the following set of criteria, which will be used to form a priority order in the case of there being more applications than places available.

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.
2. Children with an exceptional social, medical, educational or religious need which can be best met, or only met at this school;*
3. Baptised Catholic children who have a sibling in the school at the time of admission.
4. Baptised Catholic children resident in the parish of St Teresa's
5. Other baptised Catholic children.
6. Other children who have a sibling in the school at the time of admission.
7. All remaining applicants.

*Exceptional needs of this kind will occur very rarely. It is strongly recommended that a written application is submitted in advance of the normal admissions timetable. This includes children for whom the governors accept that there are exceptionally strong medical, social or welfare reasons associated with the child and/or family, which are directly relevant to the school concerned. Supporting professional evidence will be required. This may be from whatever source/s the applicant feels are most appropriate. Examples of such evidence are doctors, health visitors and social services.

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 in a straight line from the address point of the child's home address to the centre point of the school. Distance will be measured by the Local Authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for 2 or more applicants and only one place left to be allocated, a random lottery will be carried out in a public place. All names will be entered into a hat and the required number of names will be drawn out.

The governing body is the admissions authority. The admissions committee is comprised of the following governors; Chair of governors, two additional governors and headteacher.

Each Roman Catholic applicant must produce a baptismal certificate. The criteria of being a baptised Catholic, is that of being baptised on, or before the deadline date for applications in January.

Parents should check whether they are residents within the Parish borders (a map is available in the school office and on the school website www.st-teresas.salford.sch.uk). All applicants will be required to follow LA recommendations and provide proof of address, by supplying original proof of residence at the point of application. At the point of offer, you will be asked to provide such information.

Governors will comply with class size limits in Keystage 1.

Notes for Applicants

- (a) All applications will be considered at the same time and after the closing date for admissions which is 15 January 2018. 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, residence or special guardianship order.
- (c) For a child to be considered as a Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring 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. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception.

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 [appropriate diocesan authority] 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.

After the closing date for admission, the LA will then notify schools of applicants. School will write to Parents/carers when they receive this notification to ask for proof of Baptism. Parents/carers will have two weeks to submit this written evidence. Two weeks after the request for evidence, the list will be re-ranked accordingly.

- (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 until 31st December of the application year 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.

her fifth birthday.

- (g) For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. Applications need to be made through the Local Authority. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- (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. Please note that there is no appeals for Nursery places.
- (i) The Governing Body reserve 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.
- (k) 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.
- (l) Parents may request that their child attend school part-time until he/she reaches his/

Admissions to the Nursery Class

Admissions to the Nursery class are explained in the School Prospectus and closely follow the LA arrangements. As from September 2014, the school became its own admissions authority for nursery applications. As such, all applications are made directly to the school and not on the online authority website. Opportunity to list up to five Nursery schools in preference order is given. All applications are administered using the Admissions criteria stated above at the closing date of applications.

It has been agreed with Governors and Nursery staff that we will admit up to a maximum of 30 children into the Nursery, on the assumption that all Health and Safety requirements have been met.

When seeking a place in Nursery, time spent on the request list is not a criterion of admission.

On making an application to the school a detailed form will be filled in and you will be requested to supply supporting documents in the form of; Birth certificate, Baptismal certificate.

The closing date for the nursery applications is 15 January 2018 and places will be allocated on 16 April 2018. Parents will have two weeks to respond to the offer of a place. They will need to provide proof of residence at the given home address on the allocation date.

Unsuccessful applications will also be informed and there will be an option to remain on the School waiting list.

Any requests received after the closing date will be treated as a late application and will be placed on the School waiting list in priority order according to the published admissions criteria. There is no right to appeal for a Nursery place. Attendance in the Nursery does not guarantee a place in the Reception class.

Admissions to the Reception Class

Admissions to the Reception class are explained in the School Prospectus and follow the LA arrangements. All applications are made online on the Salford authority website using the online application form - www.salford.gov.uk/school-admissions-online

If online access is unavailable paper applications are also accepted.

All applications are administered using the Admissions criteria stated above at the closing

date of applications. The online application requests that you list up to five schools in preference order.

It has been agreed with Governors that we will admit up to a maximum of 30 children into the Reception class, on the assumption that all Health and Safety requirements have been met.

The closing date for the reception applications is 15 January 2018 and places will be allocated on 16 April 2018. Parents will have two weeks to respond to the offer of a place. They will need to provide proof of residence at the given home address on the allocation date and also show an original copy of the Birth certificate and Baptismal certificate where applicable. This needs to be taken to the School Office. School will inform the authority of any child not taking up their offer of a place.

Any requests received after the closing date will be treated as a late application by the authority and will be placed on a waiting list in priority order according to the published admissions criteria.

In-Year Applications

In year applications for all year groups should be made directly to the Local Authority. www.salford.gov.uk/school-admissions-online

The authority will contact the school to request a school place. The published criteria for admissions will be followed. If there are places available but more applicants than places, then the published oversubscription criteria will be applied. A waiting list for children who have not been offered a place will be kept and will be ranked according to the admissions criteria. Each time a child is added to the list this will require the waiting list to be ranked again in line with the criteria – Priority will not be given to children based on the date their application was received.

The waiting list expires after 20 days after which time a reapplication will be required, except in the case of an application for a Reception place when the waiting list will expire on the 31st December 2018.

Please note that children meeting certain criteria may be referred to the in-year fair access process which the school has signed up to. This means that they might take precedence over all children on the waiting list.

St Thomas of Canterbury RC Primary School

Admission policy 2018/19

St Thomas of Canterbury RC Primary School is a Roman Catholic primary school provided by the Diocese of Salford and is maintained by Salford City Council as a voluntary aided school. The school's governing body is the admissions authority and is responsible for taking decisions on applications and admissions. For the school year commencing September 2018, the governing body has set its planned admissions number at 60.

Admission to the school will be made by the governing body in accordance with the stated preferences it receives, subject to the following set of criteria, which will be used to form a priority order if there are more applications for admission than the school has places available.

The governors will admit all children with an Education Health and Care Plan in which the school is named. In the event of oversubscription for the remaining places they will be allocated by use of the following criteria applied in order:

1. Baptised Roman Catholic Looked After Children and previously Looked After Children.
2. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and resident in the parish of St Thomas.
3. Other baptised Roman Catholic children who are resident in the parish of St Thomas.
4. Other baptised Roman Catholic children who have a brother or sister attending the school at the time of admission and resident in another parish.
5. Other baptised Roman Catholic children who are resident in another parish.
6. Non-Baptised Roman Catholic Looked After Children and previously Looked After Children.
7. Other children who will have a brother or sister attending the school at the time of admission.
8. Other children.

Oversubscription

In the course of allocating places for children within 1 to 8 of the above criteria, it is possible that the school's admission number will be reached before all the children within that criterion have been allocated places. If that happens, all of the children within that criterion (but not children in higher criteria whose places will be assured) will be ranked according to distance from the school. Priority is given to children who live nearest the school. The distance is measured along a straight line between the home address and the school. This exercise will be carried out by the local authority using a computer package.

In the event of distances being the same for two or more applicants where this distance would be for the last place(s) allocated, a random lottery will be carried out in a public place.

Notes

- (a) All applicants will be considered at the same time by the admissions committee after the closing date for admissions, which is 15 January 2018.
- (b) Each Roman Catholic applicant will be required to produce a Baptismal Certificate.
- (c) Parents/carers should check carefully whether they are within the parish boundary of the school concerned. A map illustrating the parish boundary will be available at the school.
- (d) It is the duty of the governors to comply with class size limits at Key Stage 1. This means that the school cannot operate classes of more than 30 in Key Stage 1.
- (e) The term 'brother or sister' will be defined as a natural brother or sister, or step brother or sister, or foster/adopted brother or sister who live in the same household and which is the child's genuine main residence.
- (f) The governing body reserve the right to admit children proven with exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing that such application is submitted with appropriate evidence from a doctor or social worker.

- (g) If an applicant for admission has been turned down by the governing body, parents/carers can appeal to an independent appeals panel. This appeal must be sent in writing to the clerk to the governors at the school within 20 days of notification of refusal.
- (h) A Looked After Child is a child who is a) in the care of the local authority or, b) been provided with accommodation by a local authority in the exercise of their Social Services functions under section 22(i) of the Children's Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

Part time, deferred and delayed admission

The admission authority provides for the admission of all children in the September following their fourth birthday. However, where a child has been offered a place at a school the child's parents/carers can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made.

Alternatively, where parents wish, children may attend part time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents wishing to take either of the above options should inform their allocated school as soon as a place is offered so that the appropriate arrangements can be made.

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Parents should contact the Headteacher in the first instance to discuss an application for admission outside of the normal age group.

In addition, parents of children born between 1 April and 31 August (summer born children) may choose not to send that 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 i.e. starting

reception a year later than those in their age group. This request should be made to the school admissions team in writing giving reasons for the request. This should be done at the time the child would usually be expected to apply for a reception place.

The request will be considered in conjunction with the school and the parent, and the admission authority for the school will decide on whether the child should be offered delayed admission or not. The decision, and the reasons for it, will be communicated to the parent in writing. Where a child is offered a place at a school but not in the year group preferred there will be no right of appeal.

In Year admissions

'In Year' or "non-routine" applications are applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. Applications to the school should be made to the School Admissions Team. If there are places available but more applicants than places then the published oversubscription criteria will be applied. The Local Authority runs a Fair Access protocol and where a child meets certain criteria their application may be considered under this protocol. Further information can be found at www.salford.gov.uk/inyear

Notes

Salford City Council



Children's Services

Unity House
Chorley Road
Swinton
Salford
M27 5AW



Phone 0161 793 2500



Web www.salford.gov.uk

This document can be provided in large print, audio, electronic and Braille formats. Please telephone 0161 793 2500.

If you need this document translated, please contact us on the number below.

Czech

Pokud potřebujete přeložit tento dokument do vašeho jazyka, kontaktujte nás na uvedeném čísle.

French

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Polish

Jeśli potrzebują Państwo kopię tego dokumentu przetłumaczoną na Państwa język, prosimy o kontakt na numer podany poniżej.

Somali

Haddii aad u baahan tahay dukumiintigan oo luuqaddaada ku turjuman, fadlan naga la soo xiriir nambarka hoos ku qoran.

Russian

Если Вам нужен перевод данного документа на русский язык, пожалуйста, свяжитесь с нами по ниже указанному номеру.

Chinese

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Hindi

यदि आपको इस दस्तावेज का अनुवाद आपकी भाषा में चाहिये, तो कृपया नीचे दिये नंबर पर हम से संपर्क करें।

Punjabi

ਜੇ ਤੁਹਾਨੂੰ ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਅਨੁਵਾਦ ਆਪਣੀ ਭਾਸ਼ਾ ਵਿੱਚ ਚਾਹੀਦਾ ਹੈ, ਤਾਂ ਕਰਿਪਾ ਕਰਕੇ ਹੇਠ ਦਿੱਤੇ ਨੰਬਰ ਤੇ ਸਾਡੇ ਨਾਲ ਸੰਪਰਕ ਕਰੋ।

Tigrinya

ከዚህ ሰነድ ላይ ያለውን መረጃ ወደ ቤተሰብዎ ለማስተላለፍ ወይም ለሌላ ማንኛውም ምክንያት ለማግኘት፣ እብዛኛውን ጊዜ ይጠቀሙ፡፡

Arabic

إذا احتجت لأن تترجم هذه الوثيقة إلى لغتك، فالرجاء الاتصال بنا على الرقم المبين أسفله.

Farsi

اگر شما ترجمه این مطلب را به زبان خود نیاز دارید، لطفاً از طریق شماره تلفن زیر با ما تماس بگیرید.

Kurdish Sorani

ئەگەر دەخوازیت ئەم دۆکیومێنتە (بەلگە نامە) وەرگیردرێت بۆ زمانی خۆت، ئێوا تکایە پەیوەندییمان پێوە بکە لە رێگەی ئەم ژمارەیە خوارەوە.

Pashto

کچیری ددی سند ترجمه پخپله ژبه غواری، لطفاً په لاندی شمیره مونږ سره اړیکه ونیسی.

Urdu

اگر آپ اس دستاویز کا اپنی زبان میں ترجمہ چاہتے ہیں، تو برائے مہربانی نیچے دیے گئے نمبر پر رابطہ کیجئے۔

0161 793 2500