

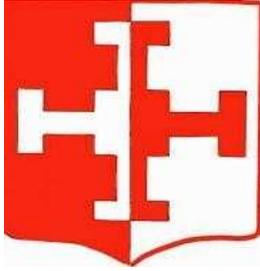
DIOCESE OF SALFORD

School Admissions Policy

ST. CHAD'S RC PRIMARY SCHOOL

September 2025 - 2026

Review date: January 2025



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Admissions Policy 2025 -2026

St Chad's is a Catholic Voluntary Academy in the trusteeship of the Diocese of Salford. It is maintained by the directors of Emmaus Catholic Academy Trust. The Academy Trust is the Admissions Authority, however, implementation of this policy is undertaken by the Local Governing Board.

The co-ordination of admission arrangements is undertaken by the Local Authority.

For the school's year 2023-24 the Local Governing Board's planned admission is **30**.

Admission to the school will be determined by the Local Governing Board. Parents must complete a Local Authority Common Application Form (CAF)*.

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.

The following criteria will be used, in accordance with stated parental preferences, to form a priority order if there are more applications for admission than the school has places available.

- 1. Looked after children and previously looked after children, including children adopted overseas**
- 2. Baptised Roman Catholic children resident in the parishes of St Chad's**
- 3. Other baptised Roman Catholic children who have a sibling at the school at the time of admission**
- 4. Other children who have a sibling at the school at the time of the admission**
- 5. All remaining applicants**

Explanatory Notes

- a) *In the autumn term all parents who have expressed an interest in the school will be asked to complete a Common Application Form (CAF). This form will be sent out by Manchester Local Authority who co-ordinate the admissions to schools in Manchester. Parents/carers will also be able to make their application on line.
Applications received after the closing date will be treated as a **late** application and will not be considered until **after** the main allocation of places has taken place.
- b) Each Catholic applicant will be required to produce a baptismal certificate.
- c) All applicants will be asked to provide proof of address. 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.
- d) All applicants will be considered at the same time and after the closing date for admissions.
- e) 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.
- f) It is the duty of Governors to comply with regulations in class size limits at Key Stage One. This means that the school cannot operate classes in KS1 of more than 30 children.
- g) 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 centre 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 2 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.
- 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 or priority when it comes to consideration of applicants for admission to the Reception class.
- i) 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.
- 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 the sibling. This does not include cousins or other family relationships.
- j) If a child has a Statement of Special Educational Needs (SEN) or Education Health and Care (EHC) Plan naming a specific school, there is a duty for the school to admit the child.

- k) 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 but more applicants than places then the published oversubscription criteria will be applied. Parents will be notified within 15 days if their application has been successful.
- l) 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 twenty school days from the date of notification that their application was unsuccessful to submit an appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- m) 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.
- n) 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 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.
- o) 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.