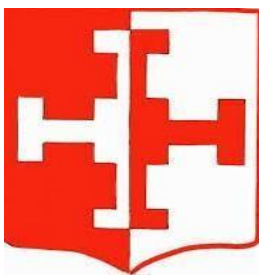


DIOCESE OF SALFORD

# School Admissions Policy

ST. CHAD'S RC PRIMARY SCHOOL

**September 2022-2023**



**Review date: January 2023**

Balmfield Street



DIOCESE OF SALFORD

## Admissions Policy 2022-23

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 Local Governing Board is the Admissions 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 2022-23 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 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. Baptised Catholic Looked After Children and previously Looked After Children.
2. Baptised Catholic children who have a sibling attending the school at the time of admission and resident in the parish of St Chad's.
3. Baptised Catholic children resident in the parish of St Chad's.
4. Other baptised Roman Catholic children who will have a sibling attending the school at the time of admission and are resident in another parish.
5. Other baptised Catholic children who are resident in another parish.
6. Other Looked After Children and previously Looked After Children.
7. Other children with a sibling attending the school at the time of admission.
8. Other children

- 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.
- b) Each Catholic applicant will be required to produce a baptismal certificate.
- c) All applicants will be asked to provide proof of address.
- 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) Applications received after the closing date will be treated as late applications. The governors will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after those received on time.
- i) 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.
- 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 ranked according to the admission criteria. Parents will be informed of their child's position on the waiting list.
- k) 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.
- l) 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.
- m) 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.
- n) 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.

- o) 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.
- p) 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.