Admissions to Primary School

Guide to Admission Policies 2027

This booklet contains admission policies for all Primary Schools in Bury

The information should be read along with the main Admissions to Primary School 2027 Guide

PLEASE NOTE

Dependent on demand, schools may be able to accept all children who wish to attend. These criteria will only be applied if the number of applicants exceeds the published admission number.

The following schools use the Local Authority Admissions Policy as per below:-

ALL SAINTS CE PRIMARY SCHOOL
BUTTERSTILE PRIMARY SCHOOL
CAMS LANE PRIMARY SCHOOL
CHANTLERS PRIMARY SCHOOL
CHESHAM PRIMARY SCHOOL
CHAPELFIELD PRIMARY SCHOOL
CHRIST CHURCH AINSWORTH CE PRIMARY SCHOOL
EAST WARD PRIMARY SCHOOL
ELTON PRIMARY SCHOOL
FAIRFIELD PRIMARY SCHOOL
GREENHILL PRIMARY SCHOOL
GREENMOUNT PRIMARY SCHOOL
HAZLEHURST PRIMARY SCHOOL
HEATON PARK PRIMARY SCHOOL
HOLCOMBE BROOK PRIMARY SCHOOL
HOLLINS GRUNDY PRIMARY SCHOOL
LOWERCROFT PRIMARY SCHOOL
MERSEY DRIVE PRIMARY SCHOOL
OLD HALL PRIMARY SCHOOL
PARK VIEW PRIMARY SCHOOL
RADCLIFFE HALL PRIMARY SCHOOL
RADCLIFFE PRIMARY SCHOOL
RIBBLE DRIVE PRIMARY SCHOOL
ST ANDREWS CE PRIMARY SCHOOL
ST JOHN WITH ST MARKS CE PRIMARY SCHOOL
ST LUKES CE PRIMARY SCHOOL
ST MARGARETS CE PRIMARY SCHOOL
ST PETERS CE PRIMARY SCHOOL
ST THOMAS CE PRIMARY SCHOOL
SEDGLEY PARK PRIMARY SCHOOL
SPRINGSIDE PRIMARY SCHOOL
SUMMERSEAT METHODIST PRIMARY SCHOOL
TOTTINGTON PRIMARY SCHOOL
UNSWORTH PRIMARY SCHOOL
WESLEY METHODIST PRIMARY SCHOOL
WHITEFIELD PRIMARY SCHOOL
WOODBANK PRIMARY SCHOOL

LOCAL AUTHORITY ADMISSIONS POLICY FOR PRIMARY SCHOOLS - SEPTEMBER 2027

Children with an Education Health & Care plan will be given a place at the school named on their plan.

When schools are oversubscribed, priority for allocation of places will be as follows:

1. Children in public care (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, in England.
    - A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or become subject to a child arrangements or special guardianship order, as well as a child who appears to have been in state care outside of England care (i.e. In the care of/or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.
2. Children who will have an older brother or sister in the school in September 2027. For this purpose, a brother or sister may be a full or stepbrother or a full or stepsister, living at the same address, at the time of admission.
3. Other children.

If applications are received after the closing date, they will be dealt with as late applications and will not be considered until after those applications which were received on time.

If there is over-subscription in any category, places will be offered using a straight-line distance measurement from home to school. The distance will be measured using the Local Authority's computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer).

Where the final place in a year group can be taken by two or more children living an equal distance from the school, (for example two children living in the same block of flats) the Local Authority will then use random allocation to decide which of the children can be offered a place.

Where a child has parents with shared responsibility and lives with each parent for part of the week, the home address will be decided by using the ***name & address of the parent/carer to whom the Child Benefit payment is paid or where the child is registered with a GP and in agreement with both parents.***

If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins or the three triplets will be offered places as a permitted exception to class size regulations.

1st, 2nd and 3rd preferences for all primary schools in Bury will be considered equally.

If you wish to give reasons for your preferences, you may do so. However, parents should note that the criteria given above are the criteria which will be used to offer places.

Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic 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.

Where parents wish to defer admission under the 'summer born regulations', parents must put their request in writing to the school admissions team, together with any supporting evidence that the parent wishes to be taken into account. Decisions on requests for admission outside the normal age group will be made 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. This request should be sent to the admissions team at the time of normal application.

Parents are only entitled to one appeal for an individual school each year. A re-appeal would only be considered if new evidence became available **which could not have been made available** at the original appeal hearing.

The following schools use their own Admissions Policy which can be found in this document or on the school's own website:-

BURY AND WHITEFIELD JEWISH PRIMARY SCHOOL
CHRIST CHURCH, CE PRIMARY SCHOOL, WALSHAW
EMMANUEL HOLCOMBE CE PRIMARY SCHOOL
GORSEFIELD PRIMARY SCHOOL
GUARDIAN ANGELS RC PRIMARY SCHOOL
HIGHER LANE PRIMARY SCHOOL
HOLLYMOUNT RC PRIMARY SCHOOL
HOLY TRINITY CE PRIMARY SCHOOL
OUR LADY OF GRACE RC PRIMARY SCHOOL
OUR LADY OF LOURDES RC PRIMARY SCHOOL
PEEL BROW PRIMARY SCHOOL
ST ANDREWS CE PRIMARY SCHOOL RADCLIFFE
ST BERNADETTES RC PRIMARY SCHOOL
ST HILDAS CE PRIMARY SCHOOL
ST JOHNS CE PRIMARY SCHOOL, RADCLIFFE
ST JOSEPH AND ST BEDES RC PRIMARY SCHOOL
ST JOSEPHS RC PRIMARY SCHOOL
ST MARIES RC PRIMARY SCHOOL
ST MARYS CE PRIMARY SCHOOL, HAWKSHAW
ST MARYS CE PRIMARY SCHOOL, PRESTWICH
ST MARYS RC PRIMARY SCHOOL, RADCLIFFE
ST MICHAELS RC PRIMARY SCHOOL
ST PAULS CE PRIMARY SCHOOL, BURY
ST STEPHENS CE PRIMARY SCHOOL
SUNNYBANK PRIMARY SCHOOL
YESOIDAY HATORAH SCHOOL



Bury and Whitefield

JEWISH PRIMARY SCHOOL

Admissions Policy and Arrangements

September 2027

We are an inclusive school and will admit pupils without reference to general ability or aptitude. We believe we operate a fair and equal admissions policy.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

Admission number	**Pupils admitted at the age of**
25	Reception age 4 (Pre – school age 3)

Aims

- To establish and maintain a fair and open admissions policy.
- To work with other schools in order to share good practice in order to improve this policy.
- We follow the Jewish ethos.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body, as the admissions authority, has:

- a duty to consider all applications to this school
- delegated powers and responsibilities to the Head teacher to ensure all school personnel and visitors to the school are aware of and comply with this policy
- in place an Admissions Committee
- responsibility for ensuring that the school complies with all equalities legislation
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy
- responsibility for ensuring funding is in place to support this policy
- responsibility for ensuring this policy and all policies are maintained and updated regularly
- responsibility for ensuring all policies are made available to parents
- the responsibility of involving the School Council (where appropriate) in the development, approval, implementation and review of this policy
- nominated a link governor to visit the school regularly, to liaise with the Head teacher and to report back to the Governing Body
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Head teacher

The Head teacher in conjunction with the Admissions Committee will:

- ensure that all applications are looked at fairly and openly
- ensure all school personnel, pupils and parents are aware of and comply with this policy
- work closely with the link governor and coordinator
- provide leadership and vision in respect of equality
- provide guidance, support and training to all staff
- monitor the effectiveness of this policy
- annually report to the Governing Body on the success and development of this policy

Role of the Admissions Committee

The Admissions Committee will:

- work closely with the Head teacher
- ensure that this policy and other linked policies are up to date
- ensure that everyone connected with the school is aware of this policy
- annually report to the Governing Body on the success and development of this policy
- in the event of over-subscription administer the following criteria

Admissions Criteria

Admission to this school shall be determined by the criteria set out below, which are listed in order of priority:-

1. Children who are looked after by the Local Authority.
2. Children whose parent/s or guardian/s are members of an orthodox synagogue. (As defined by the Chief Rabbi/ or the Chief Rabbinate of Israel)
3. Priority will be given to the admission of pupils' resident within the school's designated catchment area whose parents have expressed this preference if the admissions number of the school has not been exceeded.
4. In the event of over-subscription from within the school's designated catchment area, the following sub-criteria will be applied to prioritise admissions:

    a. children recommended for admission on medical grounds, supported by a Medical Officer or psychological or special educational needs reasons. These must be confirmed by the Local Authority's professional advisers.
    b. children who have older siblings at the school at the date of admission and whose parent/s or guardian/s are members of an orthodox synagogue. (As defined by the Chief Rabbi/ or the Chief Rabbinate of Israel) will be admitted in preference to those who do not.
    c. where there is more than one case as in (a), priority to be assessed on the basis of those

children closest in age to the elder siblings already at the school at the date of admission.
d. after taking account of categories (a) to (d), priority will be based on closeness to the school.

4. Should admission to a school not be possible due to class size or other requirements, transport will be provided to the next nearest school with available places (subject to distance limits).
5. When considering whether a child lives in a school's catchment area, the address considered is that of the parent or legal guardian, irrespective of a family's domestic arrangements, i.e. the address of another relative or childminder etc. must not be given. In certain cases it may necessary to provide evidence relating to the child(ren) in question, to show the home address of the child(ren).
6. Subject to class size and other requirements, pupils' resident outside the school's catchment area will be admitted if the admissions number of the school has not been exceeded. The event of over-subscription from outside the catchment area of the school, the sub-criteria described at (a) – (d) above will be applied to prioritise admissions.

Role of Parents/Carers
Parents/carers will be aware of and comply with this policy

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- Copies available from the school office on request
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- meetings with school personnel
- communications with home such as weekly newsletters and of end of term newsletters
- reports such annual report to parents and Head teacher reports to the Governing Body

Training

We ensure all school personnel have equal chances of training, career development and promotion. Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or

belief and sexual orientation.
This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Head teacher and the nominated governor.

Linked Policies

SEND Information report and policy	**Home school agreement**	**Equality & Diversity Policy**

Head teacher:	Mr David Witkin	**Date:**	September 2026
Co - Chair of Governing Body:	Mr P Ross	**Date:**	September 2026

THE SYCAMORE CHURCH OF ENGLAND TRUST

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ADMISSIONS POLICY FOR RECEPTION ADMISSIONS SEPTEMBER 2027 AT CHRIST CHURCH C.E. PRIMARY SCHOOL, WALSHAW

Admissions to Christ Church C.E. Primary School are the responsibility of the Local Academy Committee, in agreement with the trustees and Manchester Diocesan Board of Education.

The standard number agreed for admission to the Reception Class is 30.

Responsibility for admissions is delegated to the Local Academy Committee. Up to the admission number all applications will be accepted.

Children with Special Educational Needs or an Education, Health and Care Plan will be given a place at the school named on their EHCP.

If applications exceed the admission number, the Admissions Panel will meet and children will be admitted (up to the admission number) according to the following criteria, applied in order:

1.	Children in public care and previously looked after children. This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 'Looked after' means that the child was (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. This criterion also includes looked after children and all previously looked after children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2.	Children of serving armed services personnel.
3.	Children whose medical or social circumstances mean that their needs can only be met at this school.
4.	Children who will have an older brother or sister attending the school at the time of their admission.
5.	60% of the remaining places will be allocated to any children living in the Parish of Christ Church, Walshaw.
6.	Children whose parent(s)/carer(s) are in regular attendance at Christ Church, Walshaw.

7.	Children whose parent(s)/carer(s) are in regular attendance at a church which is a member of Churches Together in Britain and Ireland, or a local Churches Together organisation.
8.	Any other children.

If you wish your child to be considered within the faith category (see criteria 5 and 6 above), you must complete the supplementary form which is available online and return it to the school by the date specified on the form.
Applications received after the published closing date will be treated as late applications. We will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after those applications that are received on time.

The school will hold a waiting list for the first term after the normal admission round, i.e. September to December. If places become available, they will be offered in accordance with the school's admission policy.

Notes:

A. If there is over-subscription in any category, places will be offered using a straight-line distance measurement from home to school. The distance will be measured using a computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer). Those living closer to the school on this basis will receive the higher priority.

B. The Local Academy Committee will follow Bury LA policy when making decisions regarding a child's residence. For example, where shared parenting arrangements are in place, the home address will be decided by using the address to which the Child Benefit is paid.

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.

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. If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins and the three triplets will be offered places.

E. Regular church attendance is normally taken to mean a minimum of fortnightly attendance at public worship for at least the year prior to 1st September before admission into the school. We will also distinguish between levels of commitment based on attendance at public worship, with higher priority being given to those with a longer duration of attendance, up to a maximum of three years. Evidence of regular attendance of parent(s)/carer(s) must be provided by a member of the clergy or other designated church officer. The school will secure this evidence by sending Supplementary Form B to the named person.

F. A place in the school's nursery does not guarantee a place in the school's reception class.

Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic 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.

RIGHT OF APPEAL

If an application for admission has been turned down by the Local Academy Committee, parents can appeal to an independent Appeals Panel. This appeal must be sent in writing to the Admissions Team of the Local Authority. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Sycamore Church of England Trust.

Emmanuel Holcombe CE Primary

Admissions Policy

Vision Statement:

Growing together in love and learning, through faith, family and friendship.

"Live a life filled with love, following the example of Christ."

Admissions

Emmanuel Holcombe Church of England Primary School is a voluntary aided school. The Governing Body is the admission authority for the school, and the school is required to act in accordance with the School Admissions Code. The admissions process is co-ordinated by Bury Council (the Local Authority) and the school liaises with the Local Authority and with Manchester Diocese on admissions issues.

As a small Church school, we welcome all parents of prospective pupils to visit our school at any time, by arrangement with the Headteacher. Each year we hold two open days, to which we invite any parents of present pupils and prospective pupils to come and visit our school, meet the children and staff.

Admission arrangements

From September 2020, the school's published admission number (PAN) for the admission of children to the Reception Year changed to 15. If no more than 15 applications are received for admission to the Reception Year, all applicants will be offered places.

The school will admit all children with a Statement of Special Educational Needs or an Education, Health & Care plan naming the school.

Oversubscription criteria

When the number of applications received is greater than the number of remaining places available, (after the admission of any children with a statement of special educational needs or an Education, Health and Care plan naming the school), the decision on which children will be admitted will be based on the following oversubscription criteria, which will be applied in the order of priority set out below:

1. 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 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 arrangement order or special guardianship order.

2. Children who attend Emmanuel Holcombe Preschool.

3. Brothers/half-brothers/stepbrothers and sisters/half- sisters/stepsisters of children living in the same household, who will also be in school in the September when admission is sought. In the case of families with shared-parenting, "living in the same household" will be decided by the address of the parent to whom the child benefit is paid, which will be taken to be the child's home address.

4. Children whose parent/guardian is in regular attendance at public worship at any Church of England Church in the Parish of Holcombe and Hawkshaw. Regular attendance is defined as at least one parent/guardian attending public worship at church at least monthly for a period of at least 12 months, preceding the date of formal application. Confirmation from the Rector will be sought.

5. Children whose parent/guardian is in regular attendance at public worship at any other church which is in membership of Churches Together in Britain and Ireland. Regular attendance is defined as at least one parent/guardian attending public worship at church at least monthly for a period of at least 12 months preceding the date of formal application. Confirmation will be sought from the relevant faith leader. A list of churches in membership of Churches Together in Britain and Ireland can be viewed at www.ctbi.org.uk

6. Any other children.

Tie-breakers

Where there are more applicants for the available places within a category, the distance to the child's home address from the main gate of the school, measured by the means of straight-line distance, will be used as the determining factor, nearer addresses having priority.

If the distance from home to school does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.

Children from multiple births

Where there are children of multiple births wishing to be admitted and the sibling (brother or sister) is offered the final place, the governors may admit over the published admission number if it is possible to do so.

Applying for places

Applications must be made on the Local Authority's application form or on-line application system. Details of all the applications made will be forwarded to the school by the Local Authority.

Applications received after the closing date will be treated as late applications. The Local Authority will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after those applications received on time.

Appeals

Should there be a situation where an application for admission has been turned down by the Governing Body, because the school is oversubscribed, parents will be informed of the reason why admission was refused and of their right to appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Admissions Team of the Local Authority. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

Waiting list

Where we have more applications than places, the admissions criteria will be used to determine the allocation of places. 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 31st December at the end of the autumn term following admissions in September.

Deferred Admissions

Children are entitled to a place in Reception at the beginning of the Autumn term following their fourth birthday. Parents can defer the date their child is admitted to school 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. Where parents wish, their child may attend on a part time basis until the child reaches compulsory school age.

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 Headteacher 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 Headteacher. 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.

Non-routine/in-year admissions

It sometimes happens that a child needs to change school other than at the “normal” time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school may arrange to visit the school. They will be asked to complete an application form and will be offered a place by the Headteacher if one is available. The Local Authority will be informed of the offer of a place once it has been accepted. If the PAN has been reached, the governors will decide regarding the offer of a place. If there is no place available in our school then the applicant will be informed in writing, together with the Local Authority, and information about how to appeal against the refusal will be provided.

Gorsefield Primary School

Admissions Policy 2027-2028

Policy: Admissions		
Date of Last Review: 11th February 2026		
Next review Date: July 2028		
Principal Signature: R.Onyekaba	DSL Signature: A.Martin	LAB Approved: Yes

Admissions Policy 2027/2028

Gorefield Primary School is an Academy. The Forward as One Church of England Multi Academy Trust is the admissions authority for the school.

The published admissions number (PAN) for Gorsefield Primary School in the Reception Year Group for September 2027 is 60 pupils.

Bury Local Authority manages and co-ordinates the school admission process for every primary school in Bury. If your child was born between 1 September 2022 and 31 August 2023, your child is due to start Reception in September 2027.

Bury online admission service will be from beginning of October 2026 for primary Reception 2027 applications. All applications are now done online. Please click on the following link for information about how to apply this year: Primary school admissions - Bury Council.

You also have the right of appeal to an Independent Appeals Panel should your child not be offered a place. You can do so here: Appeal against school place decision - Bury Council.

Gorsefield will determine that applications outside the normal admissions cycle will be considered in the same way as those applying for entry at Reception.

Gorsefield Primary School welcome all children who have an EHCP that name the school.

Priority 1 – Priority will be given to looked after children (LAC) and all previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in stated care as a result of being adopted. A LAC 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 their social services functions at the time of making an application to the school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main

purpose is to benefit society. A previously looked after child is a child who was adopted or subject to a child arrangements order or special guardianship order immediately after being looked after.

Priority 2 - Priority will be given to children who will have older siblings in years Reception to Year 6 of the preferred school at the date of admission.

Priority 3 - Children who are attending Gorsefield Primary School Nursery at the time at which the application for admission to Gorsefield is made.

Priority 4 – Children for whom the journey to school is the shortest. The distance will be measured in a straight line using Bury Council's computerised mapping system. The ordnance survey integrated network will measure distance from the point on the highway nearest to the centre of the home property to the designated main entrance to the school.

Priority 5 - Children who suffer from some medical condition or disability, which makes it better for them to attend that school rather than another. Places will only be offered under this criterion if the child has a certified medical condition with strong professional supporting evidence confirming that existing exceptional problems with the child's health would be seriously exacerbated if a place were not made at the preferred school.

Tie breaker

Where there are two or more applicants in a criterion who have equal priority for admission and there are insufficient places available, straight-line distance to the school from the home property will be used to determine which child shall be given a place.

If the distance between the children's homes and the school is the same, which includes the same geographical property reference (such as a block of flats), then random allocation will be used as a tiebreaker. The random allocation process will be undertaken by Bury Council's School Admissions Team at the Council Offices in the presence of a school representative.

Definitions

'Sibling' means a brother or sister, half brother or sister or legally adopted child being regarded as a brother or sister.

The 'home property' is the address at which the child spends the majority of their week during term time. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents/carers must decide which address to use for admissions purposes.

Waiting List

The school will maintain a waiting list until 31 December in the academic year of admission. Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.

In-year admissions

In-year admission is the process for applying for admission into an existing year group within a school. Applications made after the start of the autumn term 2027 will be treated as an in-year application.

The in-year admission process will be administered by Bury Council. Parent(s)/carer(s) are

required to complete the application form, which is available from and returnable to Bury Council.

For some children, it may not be possible to secure admission to a school under the in-year admission process. Where this is the case, Bury Council will apply the Fair Access Protocol to secure the most appropriate educational provision for these children.

For children who have an education, health and care plan, the in-year admission process will not apply. Their request for admission will be dealt with by the home Local Authority's Special Educational Needs Team.

Applying for a year group outside of chronological age group

Where parent(s)/carers want their child to be educated outside of their chronological age group, an application should be made in writing to the school, addressed to the Principal, Mrs. Onyekaba, at the same time as the application for a place. This should explain why the parents wish for their child to be educated outside of their chronological age group and enclosing any evidence that supports it. The views of the Principal will also be considered. Parents/carers will be notified of the decision on the application, which will be based on the circumstances of the case and what is in the best interests of the child, once it has been made. This decision is separate from the decision on whether a place is granted.

Appeals

Parent(s) / carer(s) have a legal right of appeal to an independent appeal panel against the decision not to offer admission at Gorsefield Primary School. The appeals process will be administered by Bury Council, on behalf of the school. Parent(s) / carer(s) will be sent an appeal form with the refusal letter.

Parent(s) / carer(s) will be given at least 20 school days to prepare and submit their written case to the independent appeal panel. They will normally receive 14 days' notice of the place and time of the hearing, if they wish to attend, in order to present the case in person.

The decision letter from the independent appeal panel, which will include the reasons for the decision will be communicated to all parties as soon as possible, but no later than 5 school days, after the hearing.

The appeals timetable (published by 28 February each year), will include the following information. Click here for what the timetable must include.

GUARDIAN ANGELS' RCPS
ADMISSION POLICY AND ARRANGEMENTS FOR 2026/2027

Guardian Angels' RC Primary School is a Roman Catholic Primary School in the trusteeship of the Diocese of Salford. It is maintained by Bury Local Authority. As 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's year commencing September 2026, the governing board has determined that the number of children to be admitted to 2026 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 Board. Parents must complete a Local Authority Preference Form or apply online via the website http://www.bury.gov.uk/admissions. 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 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) Baptised Catholic Looked After Children and Baptised Catholic previously Looked After Children.
2) Baptised Roman Catholic children resident in the area of Our Lady of Good Counsel and Guardian Angels' parish allocated to Guardian Angels' RC school.
3) Other Baptised Catholic children who have a sibling in the school at the time of admission
4) Baptised Roman Catholic children resident in Our Lady of Good Counsel and Guardian Angels' parish.
5) Looked After Children and previously Looked After Children
6) Baptised Roman Catholic children resident in other parishes.
7) Other children who have a sibling in the school at the time of admission.

HOLLY MOUNT ROMAN CATHOLIC PRIMARY SCHOOL (2027)

This is a Voluntary Aided School. Admission to the school is the responsibility of the Governors. The school's admission policy is shown below.

Holly Mount Roman Catholic Primary School is a school provided by the Diocese of Salford and is maintained by the Bury LA as a Voluntary Aided 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 2027 the Governing Body has set its planned admission number at 45. Applications for all school admissions are submitted via the LA.

Admission to the school will be made by the Governing Body in accordance with the stated parental preferences it receives and subject to the following set of criteria which will be used to form a priority order for admission. All 1st, 2nd and 3rd preferences will be considered equally.

If a child has a Statement of Special Educational Needs, and this school is named on the Statement, a place will be offered to the child.

(a) Children who are in public care or adopted children who were previously in care, including those who have lived overseas.

(b) Baptised Roman Catholic children who are resident in the Parish of St Hilda's, Tottington.

(c) Children who will have a brother or sister attending the school at the time of admission.

(d) Other baptised Roman Catholic children in order of proximity to the school.

(e) Other children in order of proximity to the school.

Footnotes:

1. All applications will be considered at the same time after the closing date for admission which is January 2027.

2. Each Roman Catholic applicant will be required to produce a certificate of baptism.

3. Parents should check carefully whether they are resident within the Parish boundary of St Hilda's. This information can be provided by the Parish or the school.

4. 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 KS1 of more than 30 children. (The only exceptions to this policy would be in the case of twins, multiple births and children of armed forces personnel.)

5. If there is over-subscription in any category, places will be offered using distance from home to school as a criterion. The distance will be measured using the Local Authority's computerised mapping system, which uses the ordnance survey integrated network. The route will be measured using a straight line from the point on the highway nearest to the centre of the house to the mid-point of the school.

6. **Siblings** – For the purpose of admission, a sibling link is defined as a brother or sister or step brother/sister residing at the same address as a pupil who occupies a place in the school.

7. **Shared parenting** – Where a child has parents with shared responsibility and lives with each for part of the week, the home address will be decided by using the address on the Child Benefit payment book.

8. Late applications can only be considered in accordance with the Policy. Further offers cannot be made if the school is oversubscribed.

9. 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 Admissions Team of the Local Authority. The parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

10. Waiting list - the school will hold a waiting list for the first term after the normal admission round in September - December.

11. If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins or the three triplets will be offered places, except where this would breach infant class size legislation.

THE SYCAMORE CHURCH OF ENGLAND TRUST

A Charitable Company Limited by Guarantee registered in England and Wales (Company Number: 10762038)

ADMISSIONS POLICY FOR RECEPTION ADMISSIONS SEPTEMBER 2027 AT HOLY TRINITY CE PRIMARY SCHOOL, BURY

Admissions to Holy Trinity CE Primary School are the responsibility of the Local Academy Committee, in agreement with the trustees and Manchester Diocesan Board of Educa on.

The published admission number (PAN) agreed for admission to the Reception Class is 30.

Responsibility for admissions is delegated to the Local Academy Committee. Up to the admission number all applications will be accepted.

Children with Special Educational Needs or an Education Health and Care Plan will be given a place at the school named on their EHCP.

Oversubscription criteria

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

1.	Children in public care and previously looked a er children. This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 'Looked after' means that the child was (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. This criterion also includes looked after children and all previously looked after children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2.	Children of serving armed services personnel.
3.	Children whose medical or social circumstances mean that their needs can only be met at this school.
4.	Children whose parent/guardian is in regular attendance at public worship at a church which is a member of 'Churches Together in England'. (NB. Regular attendance is defined as attendance at least once a month by at least one of the child's parent(s)/guardian(s) for at least the year prior to the date of application for admission to the school. This must be confirmed by a signed letter from the minister of that church. A list of churches in membership of Churches Together in England can be viewed at www.cte.org.uk)

5.	Children who have older brothers and sisters (this includes full brother and sister and step-brother/sister living at the same address) who will still be on the school roll at Holy Trinity at the time of admission.
6.	All other children.

If you wish your child to be considered within the faith category (see criteria 4 above), you must complete the supplementary form which is available online and return it to the school by the date specified on the form.

Applications received after the published closing date will be treated as late applications. We will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after those applications that are received on time.

Notes:

A. If there are more applicants falling within any of the above criteria than there are places remaining available, priority for admission will be given to applicants living closest to the school, determined using a straight line distance measurement from home to school using the Local Authority's electronic mapping system. Those living closer to the school will receive the higher priority. If the distance from home to school does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.

B. The Local Academy Committee will follow Bury LA policy when making decisions regarding a child's residence. For example, where shared parenting arrangements are in place, the home address will be decided by using the address to which the Child Benefit is paid.

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.

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. Where there are children of multiple births wishing to be admitted and the sibling is the 30th child, the governors may admit over the admission number and exceed the infant class size requirement if it is possible to do so, as such children are permitted exceptions to the infant class size limit. A list of permitted exceptions are set out in the School Admissions Code.

E. A place in the school's nursery does not guarantee a place in the school's Reception class.

Waiting list

Where we have more applications than places, the oversubscription criteria will be used to determine the allocation of places. 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 is not one of the admissions criteria, it cannot be a criterion for the order of names on the waiting list, and late applicants for the school will be slotted into the order

according to the extent to which they meet the criteria. Therefore, 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 on whether an appeal has been submitted. This waiting list will operate until 31 December at the end of the autumn term following admissions in September.

RIGHT OF APPEAL

If an application for admission has been turned down by the Local Academy Committee, parents can appeal to an independent Appeals Panel. This appeal must be sent in writing to the Admissions Team of the Local Authority. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Sycamore Church of England Trust.

Deferred Admissions to the Reception Year

Children are entitled to a full-time place in school in September following the child's 4th (fourth) birthday.

Once they have been offered a place at the school, the child's parents 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 the application was made. 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.

Requests for 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 fith 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 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 Headteacher. When informing a parent of their decision on the year group the child should be admi ed 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.

Applying for places

Applications must be made on the local authority's common application form, which should be returned to the local authority by the closing date for applications. Details of all the applications made will be forwarded to the school by the local authority.

In addition to the local authority form, if you wish your child to be considered for entry under the faith-based criteria (criteria 4 above) you must ensure that a signed letter from the priest/minister of the church attended, confirming attendance at public worship (at least once a month by at least one of the child's parent(s)/guardian(s) for at least the year prior to the date of application for admission to the school) is returned to the school by the same closing date.

Non-routine/in-year admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school may arrange to visit the school. They will be asked to complete an application form and will be offered a place by the governors if one is available.

The Local Authority will be informed of the offer of a place once it has been accepted. If there is no place available in our school then the applicant will be informed in writing, together with the Local Authority, and information about how to appeal against the refusal will be provided.

ADMISSIONS POLICY

We warmly welcome children of all faiths, religions, and backgrounds. We foster an inclusive and nurturing community where everyone is valued. **All are Welcome All Belong.**

2027/2028

Our Mission Statement

Our Lady of Grace RC Primary School recognises that each member of our community is unique and made in the image and likeness of God. Our School will encourage each member:

Through **WORK**, to develop his or her potential

Through **WORSHIP**, to learn to know and love God and His world

Through **WITNESS**, to proclaim to all the peace, joy and glory of God

As Catholics we live our faith through all aspects of our lives. Our Mission Statement underpins our thinking when implementing this procedure

Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

Our Lady of Grace is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by the Bury Local Authority 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 2026 the Governing Body has set its planned admissions number at 45.

Admissions 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.

Children who have been issued with an Education Health Care plan will be offered a place at Our Lady of Grace if the school is named in the child's care plan.

1. Children in care and children who have previously been in care.

2. Baptised Catholic children with a sibling in school at time of admission.

3. Baptised Catholic children resident in the parish of Our Lady of Grace.

4. Other baptised Catholic children.

5. Other children with a sibling in school at the time of admission.

6. All remaining applicants.

We warmly welcome children of all faiths, religions, and backgrounds. We foster an inclusive and nurturing community where everyone is valued. All are Welcome. All Belong.

NOTES:

(a) The Governing Body is the Admissions Authority. The Admissions Committee comprises the following governors: Chair of Governors and the Chairs of Premises, Curriculum, Finance and Staffing, as well as an independent clerk.

(b) The Local Authority will administer the admissions.

(c) The Local Authority Primary Admissions Handbook which gives details of the co-ordinated admission arrangements will be available in the Autumn Term prior to admission. If you wish your child to be considered within the faith category, you must complete the supplementary form which is available from the school and return it to the school by the date specified on the form.

(d) Parents must complete a Common Application Form and express three preferences for Primary School Admission. The closing date for receipt of applications is stated on the application form and in the Handbook. All applications will be considered by the Admissions Committee at the same time according to the published criteria. The LA will date stamp all documentation as it is received. Late applications will be considered after all other applications and in accordance with the published admissions criteria.

(e) A completed supplementary form along with proof of address and a baptismal certificate must be provided directly to the school by the application closing date i.e. the one set by Bury. Proof of address must be in one of the following formats: A current council tax bill A current child benefit statement A recent utility bill i.e. one dated within the last three months

(f) Parents/Applicants should check carefully whether they are resident within the school boundary of Our Lady of Grace. Provision of false information will result in the automatic rejection of the application. Should the Governing Body later establish that incorrect information has been provided they reserve the right to withdraw the offer of a place in the school. (A map illustrating the school boundary can be obtained from the school).

(g) It is the duty of Governors to comply with class size limits at Key Stage One, as set by Government legislation. This means that the school cannot operate classes in Key Stage One of more than 30 children without additional measures to support being agreed.

(h) If in any category there are more applications than places available, the Governing Body will determine the allocation of places by using distance from home to school. The distance will be measured using the local authority's computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer). Those living closer on this basis will receive the higher priority.

(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 by the Governors of applicants for admission to the Reception Class.

(j) For the purposes of this policy the Governing Body will define 'Sibling' 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.

(k) In cases of shared parenting a child's home address will be determined by using the residence of the parent to whom the Child Benefit is paid.

(l) If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins or the triplets will be offered places.

(m) In years where the school is "over-subscribed", the school will hold a waiting list for one year after the normal admission round i.e. September to August. If places become available, they will be offered in accordance with the school's admission policy

(n) If an application for admission has been turned down by the Governing Body parents can appeal to an independent Appeals Panel. Parents wishing to appeal should state their case in writing to the Clerk of Governors via the school within 14 days of their notification of refusal.

OUR LADY OF LOURDES RCPS
ADMISSION POLICY AND ARRANGEMENTS FOR 2026/2027

Our Lady of Lourdes RC Primary School is a Roman Catholic Primary School under the trusteeship of the Diocese of Salford. It is maintained by Bury Local Authority. As a voluntary aided school, the governing board 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 2026, the governing board has set its admissions number at 20.

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 board. Parents must complete a Local Authority Preference Form or apply online via the website http://www.bury.gov.uk/admissions. 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 20 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) Baptised Catholic Looked After Children and Baptised Catholic previously Looked After Children.
2) Baptised Roman Catholic children resident in the area of Our Lady of Good Counsel and Guardian Angels' parish allocated to Our Lady of Lourdes RC school.
3) Other Baptised Catholic children who have a sibling in the school at the time of admission
4) Baptised Roman Catholic children resident in Our Lady of Good Counsel and Guardian Angels' parish.
5) Looked After Children and previously Looked After Children
6) Baptised Roman Catholic children resident in other parishes.
7) Other children who have a sibling in the school at the time of admission.
8) All remaining applicants.

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 using the Local Authority's computerised mapping system which uses the ordnance survey integrated network. The route will be measured using a straight line from the front door to the child's home address (including the community entrance to flats) to the main entrance of the school. In the event of distances being the same for 2 or more applicants where the distance would be the last place/s 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 for Applicants

a) All applicants will be considered at the same time and after the closing date for admissions which is **15th January 2026**. 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 Roman Catholic evidence of such Baptism or reception into the Catholic Church will be 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 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 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 Salford Diocese 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 the 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) Fair Access Protocol – The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions)

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 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 all parties.

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) 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 or UK Service personnel or children who move into the area for whom there is no other school available within a reasonable distance.

l) 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.

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



VISION
MULTI ACADEMY TRUST

Admissions Policy
Peel Brow Primary School
March 2026

For 2027-2028 Entry

Date of Review: March 2026
Approved by: Trust Board
Next Review Date: March 2027

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1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children, as defined in section 22 of the Children Act 1989, are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in).

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

6. Allocation of places

6.1 Published admission number (PAN)

The school has a published admission number of 15 pupils for entry in reception.

6.3 Oversubscription criteria

All children whose education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. Highest priority will be given to looked-after children and all previously looked-after children who apply for a place at the school.
2. Priority will next be given to children on the basis of social or medical need. The school defines social and medical need as circumstances where the child's physical or mental health, or the social circumstances of the child or immediate family, would make it unsuitable or detrimental for the child to attend any school other than this one.

The school requires written supporting evidence from an appropriate professional (such as a doctor, consultant, social worker, or other specialist) which clearly explains why this school is the only suitable setting for the child and what harm or disadvantage would result if the child were not offered a place here.

3. Priority will next be given to children of staff employed by the Trust, for entry into Reception (for primary schools) and Year 7 (for secondary schools) in the following circumstances:
   a) The member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made, and/or
   b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

4. Priority will next be given to children with siblings on the roll of the school at the point of application for the new pupil. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.

6.4 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

Distance will be measured in a straight line from the child's home address to the school's front gates on Fir Street.. For the purposes of this policy, a child's home address is defined as the place where they live and sleep for the majority of nights in a normal school week, with their parent(s).

If a child lives in different properties (shared care), parents must provide the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address should be used on the application. For applications made in the normal round, if there is no agreement, the local authority will decide which address will be used.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

6.5 Waiting list

We will maintain a clear, fair and objective waiting list for children entering reception until 31 December of each school year of admission. If your application is unsuccessful, your child's name will be added to the waiting list. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria outlined in section 6.3. Priority will not be given to children based on the date their application was received, or when their name was added to the list.

Under the School Admissions Code, looked-after children, previously-looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol (see section 6.7 below) must take precedence over those on the waiting list.

6.6 Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the 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.

6.7 Fair Access Protocol

We participate in Bury Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to the school for their child. Any application will be processed in accordance with the usual in-year admission procedures (see section 7).

6.8 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. The exception to this is where we may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13) apply.

6.9 Children of UK service personnel and crown servants

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

6.10 Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to the waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

Office.peelbrow@visionmat.com

Peel Brow Primary School, Fir Street, Ramsbottom, Bury BL0 0BJ

You can find details on our in-year admissions and an application form on the following webpage:

https://www.peelbrowschool.co.uk/parents/admissions

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

Office.peelbrow@visionmat.com

Peel Brow School, Fir Street, Ramsbottom, Bury BL0 0BJ

You can find details of the school's appeals timetable on the school website https://www.peelbrowschool.co.uk/parents/admissions

Appeals will be heard by an independent appeal panel.

9. Monitoring arrangements

This policy will be reviewed and approved by the Trust Board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the published admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years. Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangement are to apply.

ST ANDREW'S CE PRIMARY SCHOOL, RADCLIFFE

At St. Andrews's School, the Staff and Governors work together to create a happy secure and stimulating environment. We are committed to the provision of a high-quality education which enables children to grow and develop within a caring Christian context.

St. Andrew's Church of England Primary School is a Voluntary Aided school in the Diocese of Manchester. Admissions to a Voluntary Aided School are the responsibility of the Governing Body and the school is required to act in accordance with the School Admissions Code. The admissions process is co-ordinated by Bury Council (the Local Authority) and the school liaises with the Diocesan Board of Education and the Local Authority on admissions issues. Responsibility for admissions is delegated by the Governing Body to the Admissions Sub-Committee.

Admissions arrangements

The Published Admission Number for the admission of children to the Reception Year at the School is 30.

Places will be allocated to any child who has an Education, Health & Care Plan (EHCP) and this school is named on the EHCP. If sufficient places are available, all other applicants will be offered a place (i.e. up to the Published Admission number for St. Andrew's which is **30**).

Oversubscription criteria

If the number of applicants exceeds the Published Admission Number, applications will be passed to the Admissions Sub Committee who will allocate places in order of priority as follows:

1. 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 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 [1] (or became subject to a child arrangements order [2] or special guardianship order.

2. Those children for whom some exceptional educational, medical or social need is established. See Note a.

3. Children whose older brother/sister/stepbrother/stepsister is (at the time of admission of the younger child) a pupil at the school.

4. Child along with a parent(s), carer(s)/grandparent(s) has attended public worship at St. Andrew's Church, Radcliffe or Sunday 'See & Know' (Crèche) at least twice a month for at least the year prior to 1 January in the year before admission. **See Note b.**

5. Child along with a parent(s)/carer(s)/grandparent(s) has attended public worship at other CE churches at least twice a month for at least the year prior to 1 January in the year before admission. See Note b and c.

6. Other children from within St Andrew's Parish (If in doubt, please ask the school or Vicar for a list of the streets/roads etc within St. Andrew's Parish).

7. Any other children.

[1] Under the terms of Section 12 of the Adoption Act 1976 and Section 46 of the Adoption and Childrens Act 2002 (adoption orders).

[2] Under the terms of Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014 which defines a 'child arrangements order' as an order settling the arrangements to be made as to the person with whom the child is to live.

[3] Special Guardianship orders are defined in Section 14A of the Children Act 1989.

ST BERNADETTE'S ROMAN CATHOLIC PRIMARY SCHOOL

St Bernadette's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by the Bury Local Authority 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 2026, the Governing Body has set its planned admissions number at **45**.

Admissions 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. Children who have an Education, Health & Care plan will be given a place at the school if the school is named in the plan.

1. Baptised Roman Catholic Looked After Children and baptised Roman Catholic adopted children who were previously in care.
2. Baptised Roman Catholic children resident within the former St Bernadette's parish, with a brother or sister at St Bernadette's at the time of admission.
3. Baptised Roman Catholic children with a brother or sister at St Bernadette's at the time of admission and resident in the remaining part of St Michael's and St Bernadette's parish.
4. Baptised Roman Catholic children, resident within the former St Bernadette's parish.
5. Baptised Roman Catholic children resident in the remaining part of St Michael's and St Bernadette's parish.
6. Baptised Roman Catholic children with a brother or sister at St Bernadette's at the time of admission and resident in another parish.
7. Baptised Roman Catholic children resident in another parish.
8. Other children who are in public care and other adopted children who were previously in care.
9. Other children with a brother or sister attending St Bernadette's at the time of admission.
10. Other children.

NOTES:

(a) The Governing Body is the Admissions Authority. The Admissions Committee comprises the following governors: Chair of Governors and the Chairs of Premises, Curriculum, Finance and Staffing, as well as an independent clerk.

(b) The Local Authority will administer the admissions.

(c) The Local Authority Primary Admissions Guide which gives details of the co-ordinated admission arrangements will be available in the Autumn Term prior to admission. If you wish your child to be considered within the faith category, you must complete the supplementary form which is available from the school and return it to the school by the date specified on the form.

(d) Parents must complete a Common Application Form and express three preferences for Primary School Admission. The closing date for receipt of applications is stated on the application form and in the Guide. All applications will be considered by the Admissions Committee at the same time according to the published criteria. The LA will date stamp all documentation as it is received. Late applications will be considered after all other applications and in accordance with the published admissions criteria.

(e) A completed supplementary form along with proof of address and a baptismal certificate **must** be provided directly to the school by the application closing date i.e. the

one set by Bury. Proof of address must be in one of the following formats:

- A current council tax bill
- A current child benefit statement
- A recent utility bill i.e., one dated within the last three months

(f) Parents/Applicants should check carefully whether they are resident within the parish boundary of St. Bernadette's. Provision of false information will result in the automatic rejection of the application.
Should the Governing Body later establish that incorrect information has been provided they reserve the right to withdraw the offer of a place in the school.
(A map illustrating the boundary can be obtained from the school)

(g) It is the duty of Governors to comply with class size limits at Key Stage One, as set by Government legislation. This means that the school cannot operate classes in Key Stage One of more than 30 children.

(h) If in any category there are more applications than places available, the Governing Body will determine the allocation of places by using distance from home to school. The distance will be measured using the local authority's computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer). Those living closer on this basis will receive the higher priority.

(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 by the Governors of applicants for admission to the Reception Class.

(j) For the purposes of this policy the Governing Body will define 'Sibling Link' as a 'brother and sister or stepbrother and sister residing at the same address. (Definition as provided by Bury LA).

(k) In cases of shared parenting a child's home address will be determined by using the residence of the parent to whom the Child Benefit is paid.

(l) If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins or the three triplets will be offered places.

(m) In years where the school is "over-subscribed", the school will hold a waiting list for one year after the normal admission round i.e., September to August. If places become available, they will be offered in accordance with the school's admission policy.

(n) If an application for admission has been turned down by the Governing Body parents can appeal to an independent Appeals Panel. Parents wishing to appeal should state their case in writing to the Clerk of Governors via the school within 14 days of their notification of refusal.

Short birth certificates will be checked if a place is offered.



Learning and growing together in Christ

Admissions Policy 2026-2027

Approved by: The Full Governing Body
Date: Autumn 2025

Mission Statement

'Learning and growing together in Christ'

St Hilda's provides a safe, happy and stimulating environment which empowers everyone to flourish as unique individuals and embeds a life-long love of learning. Underpinned by Christian values, every child is given the opportunity to fulfil their true potential, learning and growing together in Christ.

Vision

The Seed of Faith

Through faith we are 'Learning and growing together in Christ' so that we will become inquisitive, independent, resilient citizens and have the compassion, curiosity and courage to flourish and enjoy life in all its fullness, in the modern world.

Our vision is rooted in scripture:

"Though it is the smallest of all seeds, yet when it grows it is the largest of garden plants and becomes a tree, so that the birds of the air come and nest in its branches."
Matthew 13 v32

Equality Statement

Under the Equality Act 2010, we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations. We believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at St Hilda's CE (VA) Primary School.

St Hilda's Church of England Primary School welcomes children of all faiths and abilities to join our learning experience. However, should the school be oversubscribed the following 'Admissions Policy' will come into effect.

ADMISSIONS POLICY 2026-2027

Children with an EHC Plan will be given a place at our school, if the school is named on their EHC Plan.

The admission number for 2026 - 2027 is **30**.

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.	
1	**Looked after children and previously looked after children (see note b)**
2	**Children who have siblings on roll at the time of admission (see note c)**
3	**Baptised Church of England children who are resident in the Parish of St Hilda's (see note e)**
4	**Children who are resident in the Parish of St Hilda's (see note f)**
5	**Baptised Church of England children who are resident in another Parish. (see note e)**
6	**Baptised Children (Including Infant Dedication) of Christian families (see note g)**
7	**Other children.**

Notes

a) All applicants will be considered at the same time by the Governing Body, regardless of whether or not St Hilda's has been placed 1st, 2nd or 3rd choice by applicants.

b) Children in public care and previously looked after children.
This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was (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.
This criteria also includes looked after children and all previously looked after children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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. The older child **must be in attendance** at the school in the September when the younger child starts.

d) It is the duty of the Governors to comply with class size limits at Foundation Stage and Key Stage One. This means that the school cannot operate classes in Foundation Stage and Key Stage One of more than 30 children. The exception to this is twins, other multiple births and children of armed forces personnel.

e) Parents will need to provide a copy of their child's baptism certificate at the time of application.

f) Parents should check carefully whether they are resident within the parish boundary of St Hilda's. A map is available within school to help you with this.

g) 'Christian church means any church which is designated under the Ecumenical Relations Measure nationally by the Archbishops of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England, or the Evangelical Alliance, or a partner church of Affinity'.

The Governing Body reserve the right to admit children with proven and 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.

Shared Parenting
Where a child has shared parenting arrangements involving different addresses, the 'normal' home address of the child will be taken to be the home in which the child sleeps for the majority of the school week. Parents may be asked to show proof of address. For children of UK Service personnel and other Crown Servants returning to the area, proof of the posting is all that is required.

Over-subscription
If there is over-subscription in any category, places will be offered using a straight line distance measurement from home to school. The distance will be measured using the Local Authority's straight line distance system, which measures from the address point of the home property to the address point of the school. Those living closer to the school on this basis will receive the higher priority.

Final Tie-Breaker
If the distance from home to school does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.

Children from Multiple Births
Where there are children of multiple births wishing to be admitted and the sibling (brother or sister) is offered the final place the governors may admit over the published admission number if it is possible to do so.

Infant Class Size
Under the School Standards and Framework Act 1998 and the School Admissions Code, infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

a) Children admitted outside the normal admissions round with statements of special educational needs or Education, Health and Care Plan specifying a school
b) Looked after children and previously looked after children admitted outside the normal admissions round
c) Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process
d) Children admitted after an independent appeals panel upholds an appeal
e) Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance
f) Children of UK service personnel admitted outside the normal admissions round
g) Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil
h) Children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

Applying for Places
Applications for a Reception class place must be made on the Local Authority's Common Application Form. Details of all the applications made will be forwarded.

Late Applications for Admission
Where the Local Authority accepts that there are extenuating circumstances for an application being received after the last date for applications, 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 the oversubscription criteria.

Waiting List
Where the School received more applications than places, the oversubscription criteria will be used to determine the allocation of places. 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 is not one of the admissions criteria, it cannot be a criterion for the order of names on the waiting list, and 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 on whether an appeal has been submitted. This waiting list will operate until 31 December at the end of the Autumn Term following admissions in September.

Appeals
Where the governors are unable to offer a place because the school is over-subscribed, parents will be informed of the reason why admission was refused and of their right to appeal to an independent admission appeal panel. This appeal must be sent within 14 days of notification of refusal. The date of notification will be 2 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.

A copy of the Appeals Procedure is available in the school office.

Fraudulent Applications
Where the Board of Governors discovers that a child has been awarded a place as a result of a fraudulent or intentionally misleading application (for example, a false claim to residence in the catchment area) which effectively denies a place to a child with a stronger claim, then under the School Admissions Code the Board of Governors is able to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

THE SYCAMORE CHURCH OF ENGLAND TRUST

A Charitable Company Limited by Guarantee registered in England and Wales (Company Number: 10762038)

ADMISSIONS POLICY FOR RECEPTION ADMISSIONS 2026 AT ST. JOHN'S CE PRIMARY SCHOOL

Admissions to St. John's CE Primary School are the responsibility of the Local Academy Committee, in agreement with the trustees and Manchester Diocesan Board of Education.

The standard number agreed for admission to the Reception Class is 30.

Responsibility for admissions is delegated to the Local Academy Committee. Up to the admission number all applications will be accepted.

Children with Special Educational Needs or an Education Health and Care Plan will be given a place at the school named on their EHCP.

If applications exceed the admission number, the Trust Admissions Panel will meet and children will be admitted (up to the admission number) according to the following criteria, applied in order:

1.	Children in public care and previously looked after children. This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 'Looked after' means that the child was (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. This criterion also includes looked after children and all previously looked after children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2.	Children of serving armed services personnel.
3.	Children whose medical or social circumstances mean that their needs can only be met at this school.
4.	Children who will have an older brother or sister attending the school at the time of their admission.
5.	60% of the remaining places will be allocated to any children living in the Parish of St. Thomas and St. John, Radcliffe.
6.	Children whose parent(s)/carer(s) are in regular attendance at St. Thomas and St. John, Radcliffe.
7.	Children whose parent(s)/carer(s) are in regular attendance at a church which is a member of Churches Together in Britain and Ireland, or a local Churches Together organisation.
8.	Any other children.

If you wish your child to be considered within the faith category (see criteria 5 and 6 above), you **must** complete the supplementary form which is available online and return it to the school by the date specified on the form.

Applications received after the published closing date will be treated as late applications. We will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after those applications that are received on time.

The school will hold a waiting list for the first term after the normal admission round, i.e. September to December. If places become available, they will be offered in accordance with the school's admission policy.

Notes:

A. If there is over-subscription in any category places will be offered using a straight-line distance measurement from home to school. The distance will be measured using a computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer). Those living closer to the school on this basis will receive the higher priority.

B. The Local Academy Committee will follow Bury LA policy when making decisions regarding a child's residence. For example, where shared parenting arrangements are in place, the home address will be decided by using the address to which the Child Benefit is paid.

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.

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. If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins and the three triplets will be offered places.

E. Regular church attendance is normally taken to mean a **minimum** of fortnightly attendance at public worship for **at least** the year prior to 1st September before admission into the school. We will also distinguish between levels of commitment based on attendance at public worship, with higher priority being given to those with a longer duration of attendance, up to a maximum of three years. Evidence of regular attendance of parent(s)/carers(s) must be provided by a member of the clergy or other designated church officer. The school will secure this evidence by sending Supplementary Form B to the named person.

F. A place in the school's nursery does not guarantee a place in the school's reception class.

Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic 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.

RIGHT OF APPEAL: If an application for admission has been turned down by the Local Academy Committee, parents can appeal to an independent Appeals Panel. This appeal must be sent in writing to the Admissions Team of the Local Authority. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Sycamore Church of England Trust.

St. Joseph & St. Bede R.C. Primary School

ADMISSIONS POLICY 2027-28

With **Christ** at the **centre, our** *Dream* is for **greatness** in our **learning,** to *Believe* in our **unique talents,** to be **Guardians** of **life & creation** and to *Achieve* **a better world,** by **living life** to the **full.**

Approved by: Mrs. McEntyre (Chair of Governors) **Date:** September 2026

Children in the parish of St. Marie and St. Joseph and living in the following catchment area

St. Joseph and St Bede's R.C. School Catchment Area (see map attached)

St. Joseph & St. Bede R.C. Primary School
ADMISSION POLICY AND ARRANGEMENTS 2027-2028

St. Joseph & St. Bede is a Catholic Voluntary Academy in the trusteeship of the Diocese of Salford. It is maintained by the Directors of St Teresa of Calcutta 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 admissions arrangements is undertaken by the Local Authority. For the school year commencing **September 2027**, the governing board has determined that the number of children to be admitted to Reception will be **45.**

Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and articles of association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. As a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.
The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its admission number at **45** pupils to be admitted to the Reception year in the school year which begins in **September 2027.**

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs
The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

This is for admission to the school at the start of the school year in September and not for applications made in-year

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the catchment area of the parish of St. Joseph and St. Maie's. (see notes 3&11)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

(i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)

(ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the child's home address using the local authority's computerised measuring system**.** In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 4 or 6 to 8. The Supplementary Information Form should be returned to the office staff at **St Joseph & St. Bede** by **the Local Authority's closing date**.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

[5] This is for admission to the school at the start of the school year in September and not for applications made in-year.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 4 or 6 to 8, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions published by the Bury Local Authority.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted 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, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to Reception rather than Year 1.

Any such request should be made in writing to **the Headteacher** at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and ***not*** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until **the last day of the summer term**.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made **to the school** by contacting **the office staff at the school.**

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).
You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Fair Access Protocol
The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery
For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.
The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.
3. A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
4. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.
5. For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, 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].

6. ‘Catechumen’ means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
7. ‘Eastern Christian Church’ includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
8. “Children of other Christian denominations” means children who belong to other churches and ecclesial communities which, acknowledge God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.
9. All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.
10. “Children of other faiths” means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

a. A religion which involves belief in more than one God, and
b. A religion which does not involve belief in a God.

11. Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.
12. ‘Brother or sister’ includes:
13. all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
14. the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
15. A ‘parent’ means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
16. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
17. For the purposes of this policy, parish boundaries are set by the Diocese and will be applied to the admission arrangements for **this policy.**
18. A child’s “home address” refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form (“CAF”). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

St. Joseph & St. Bede R.C. Primary School, Bury.

Supplementary Application Form 2027/2028

If you are expressing a preference for a place for your child at St. Joseph & St. Bede in Bury and wish to apply under a faith criterion, you should complete this Supplementary Information Form.

· The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be returned to the school office at the academy by the closing date insert 15 January 2027 for a primary school.

· If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.

· If you do not provide the information required in this form and return it to the school/academy, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this may affect your child's chance of being offered a place.

· Remember – you must also complete the Common Application Form.

Surname of child:		
First names:		
Date of Birth:		
Address: Postcode:		
Religious Status of child	Tick Box	Evidence: insert details in accordance with the Notes below
1. Catholic	☐	
2. Catechumen	☐	
2. Catechumen	☐	
3. Member of an Eastern Christian Church	☐	
4. Member of other Christian denomination	☐	
5. Member of other faith	☐	
Date of Baptism:		
Church where baptised:		
Name of the Catholic parish in which your child lives:		

You must provide the school with a copy of your child's Baptism Certificate during the application process.

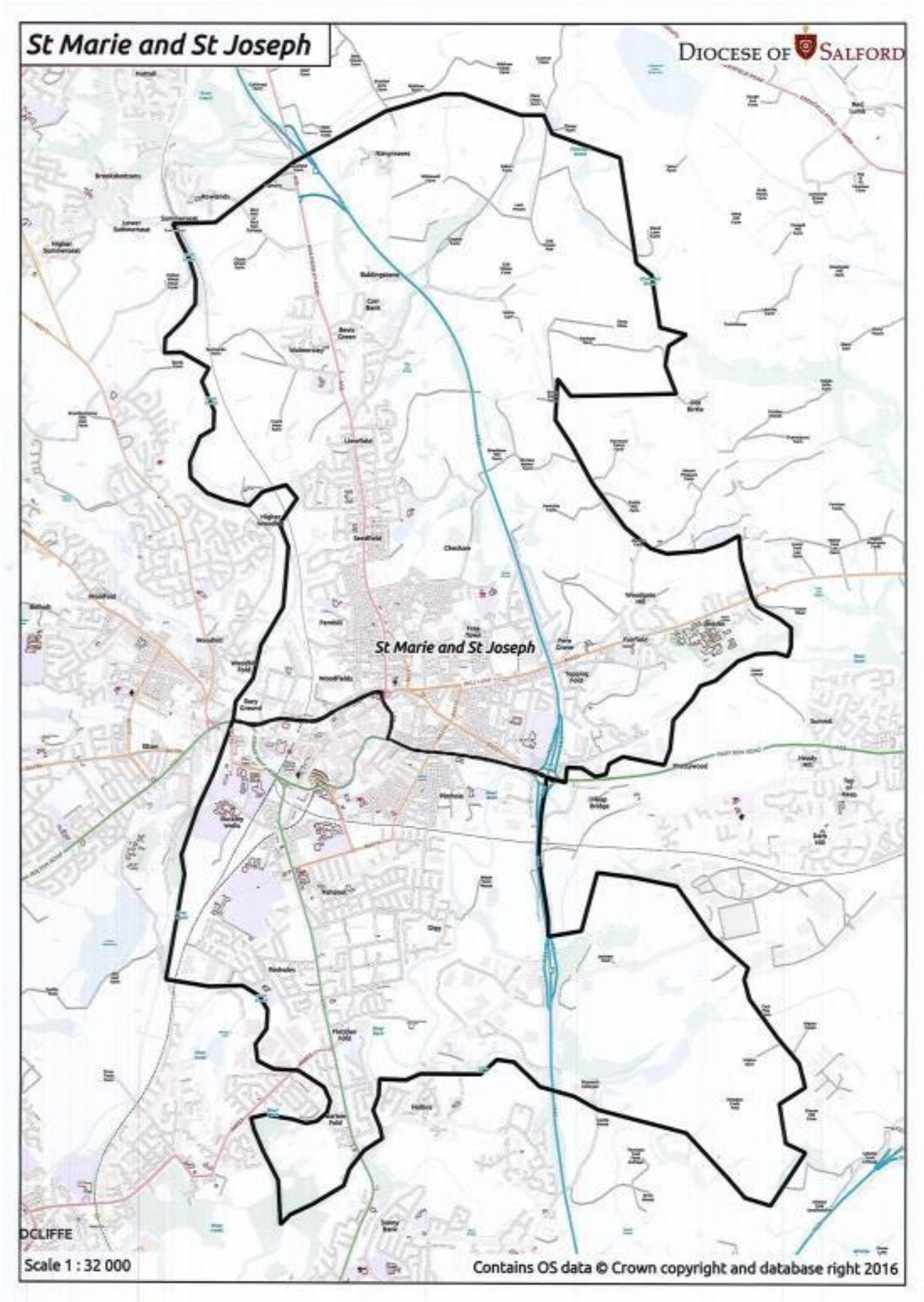
For office use only: Certificate seen by:	

In compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. **St. Joseph & St. Bede** is a Catholic Voluntary Academy in the trusteeship of the Diocese of Salford. It is maintained by the Directors of St Teresa of Calcutta Catholic Academy Trust.
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is R. Lafferty and you can contact them with questions relating to our handling of the data. You can contact them by emailing the school office.
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school/academy.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the UK GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the UK GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of domestic law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the UK GDPR).
8. If the application is successful, the information you have provided on this form will be migrated to the school's/academy's enrolment system, and the data will be retained and processed on the basis of the school's/academy's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school/academy may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's/academy's data retention policy.
10. To read about your individual rights you can refer to the school's/academy's fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by following the complaints procedure on the website. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at: ico.org.uk.

I confirm that I have read the Admissions Policy of the school/academy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Admission Authority may withdraw any offer of a place even if the child has already started school.

Signed…….. Date……



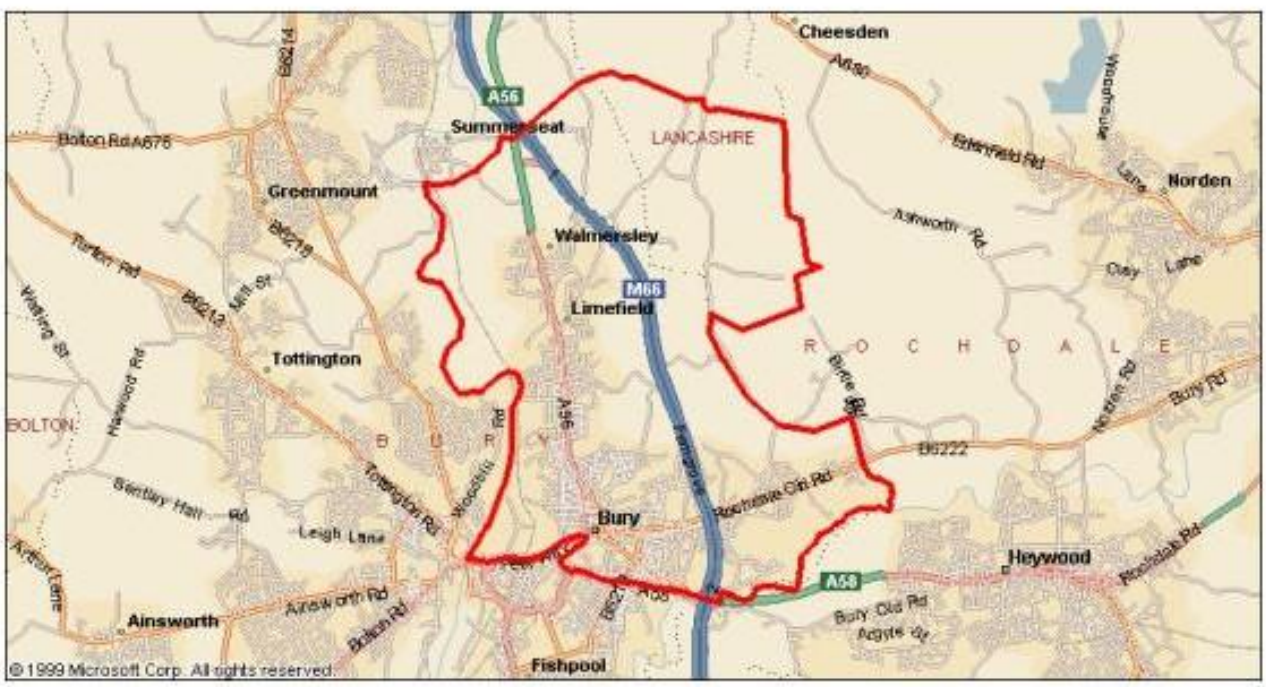
*Please note we are the top part of this map – see below for definition.

Bury, St Joseph with St Bede

Schedule 1: Definition of Parish Boundaries

From the River Irwell at Lower Summerseat to the junction of Railway Street and Wood Road, then by a curving bee-line running south of the cricket ground and Ashborne Drive to Rowlands Road at a point opposite the public footpath to Bass Lane; by this footpath to and along Bass Lane to Walmsley Road, then by a beeline to the path junction by the small reservoir south of Bast House and by this path to Bury Old Road south of Butcher Acre Farm and by the track to Ridshaw and by Buckhurst Road to Croston Close Road and the path south of the small reservoir leading to Closes as far as the Rochdale Metropolitan Borough Council Boundary.

By the Rochdale MBC Boundary to and along the River Irwell to Heap Bridge, then across the Motorway Junction to and along Rochdale Road, The Rock, Peel Way and Bolton Street to where it crosses the River Irwell and by the River Irwell to Railway Street at Lower Summerseat.



ST JOSEPH'S R.C. PRIMARY SCHOOL, RAMSBOTTOM ADMISSION POLICY FOR 2027/28

St Joseph's RC Primary School is a Catholic Voluntary Academy in the trusteeship of the Diocese of Salford. It is maintained by the Directors of St Teresa of Calcutta 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 admissions arrangements is undertaken by the Local Authority. For the school year commencing September 2027, the Governing Body has set its Published Admissions Number (PAN) at 30.

Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and [instrument of government][1] [articles of association][2], and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round[3] . The governing body has set its admission number at 30 pupils to be admitted to the Reception year in the school year which begins in September, 2027.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

[1] Include for a Catholic voluntary aided school and delete for a Catholic voluntary academy
[2] Include for a Catholic voluntary academy and delete for a Catholic voluntary aided school
[3] This is for admission to the school at the start of the school year in September and not for applications made in-year

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish(es) of St Joseph's. (see notes 3&11)
3. Catholic children who are resident in the parish(es) of St Joseph's for whom St Joseph's is the nearest Catholic school. (see notes 3&11)
4. Other Catholic children. (see note 3)
5. Other looked after and previously looked after children. (see note 2)
6. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
7. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
8. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
9. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

(i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)

(ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

Tie Break[4]

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the child's home address using the local authority's computerised measuring system**.** In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round[5], you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 4 or 6 to 8. The Supplementary Information Form should be returned to the office staff at **St Joseph's** by **the Local Authority's closing date**.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

[4] This paragraph may need to be amended depending on whether there are any local arrangements with the local authority.
[5] This is for admission to the school at the start of the school year in September and not for applications made in-year.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 4 or 6 to 8, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions published by the Bury Local Authority.

Late Applications[6]

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted 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, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to Reception rather than Year 1.

Any such request should be made in writing to **the Headteacher** at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and ***not*** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until **the last day of the summer term**.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made **to the school** by contacting **the office staff at the school.**

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

[6] This section will need to be tailored to follow the procedure within the school's home local authority to ensure that it is in accordance with the local authority's scheme for co-ordination of admissions.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

   A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

   For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, 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].

4. ‘catechumen’ means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. ‘Eastern Christian Church’ includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. “children of other Christian denominations” means children who belong to other churches and ecclesial communities which, acknowledge God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

   All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. “children of other faiths” means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

   - A religion which involves belief in more than one God, and
   - A religion which does not involve belief in a God.

   Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. ‘brother or sister’ includes:

   (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

   (ii) the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

9. A ‘parent’ means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

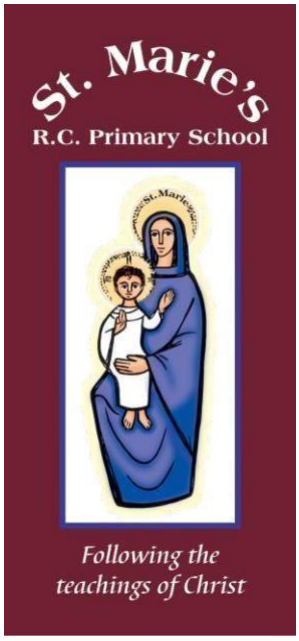
10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

11. For the purposes of this policy, parish boundaries are set by the Diocese and will be applied to the admission arrangements for **this policy.**

12. A child’s “home address” refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (“CAF”). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

St Marie's
RC Primary School

Admissions Policy



ST TERESA
of CALCUTTA
Catholic Academy Trust

2027/2028

Reviewed: November 2026

Mr G McRae (Headteacher)

ST MARIE'S R.C CATHOLIC PRIMARYSCHOOL. BURY

ADMISSION POLICY FOR 2027/2028

Children within the parish of St Marie's and St Joseph and living in the following catchment area:

St Marie's RC Primary School Catchment Area

St Marie's Primary School is a Roman Catholic Primary School under the trusteeship of the Diocese of Salford. It is maintained by Bury Local Education Authority. As a Voluntary Aided School, the Governing Body is the Admission Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admission arrangements is undertaken by the Local Authority. For the school year commencing September 2027, the Local Governing Board has set its planned admission number at 30.

Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

As a Catholic school, we aim to provide a Catholic education for all our pupils. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round[1] . The governing body has set its admission number at 30 pupils to be admitted to [the reception year] in the school year which begins in September, 2027

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted where the school feels that they can meet the needs of the child after careful consideration of the evidence given.

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[1] This is for admission to the school at the start of the school year in September and not for applications made in-year

Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Baptised Roman Catholic looked after and Baptised Roman Catholic children previously looked after children.
2. Baptised Roman Catholic children who are resident in the parish of St Marie's and St Joseph RC Parish Bury whom are living in the catchment of area of St Marie's RC Primary School.
3. Other Baptised Roman Catholic children who have a sibling at the school at the time of admission.
4. Other Baptised Roman Catholic
5. Other looked after and previously looked after children.
6. Children of members of staff who have been employed at the school for two years or more at the time at which the application for admission to the school is made;
7. Other children who have a sibling in the school (see note 4)
8. Catechumens and members of an Eastern Christian Church. (see notes 8)
9. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 9)
10. Other children

(i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 4).

(ii) Children of members of staff (who have been employed for two years or more at the time of enrolment) will increase the priority of an application within each category. This is to support the effective running of the school

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school using the local authority's computerised measuring system.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round[2], you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 7. The Supplementary Information Form should be returned to St Marie's Primary School by the closing date set by the local authority.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions published by Bury Local Authority.

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[2] This is for admission to the school at the start of the school year in September and not for applications made in-year.

Late Applications[3]

Late applications will be administered in accordance with Bury Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and ***not*** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until **the last day of the summer term**.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting **the school office**

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the Bury Local Authority. **Attendance at the school's nursery does not guarantee that a place will be offered at the school.**

The governing board reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.
    a. A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.
    a. For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, 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].
4. ' 'brother or sister' includes:
    a. all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
    b. the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

5. A ‘parent’ means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
6. For the purposes of this policy, parish boundaries are set by the Diocese of Salford and will be applied to the admission arrangements for St Marie’s RC Primary School.
7. A child’s “home address” refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (“CAF”). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
8. Catechumen’ means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens. ‘Eastern Christian Church’ includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
9. “Children of other Christian denominations” means children who belong to other churches and ecclesial communities which, acknowledge God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.. All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Supplementary Information Form

Please complete this form if you wish your child to be considered under the faith criterion, and return it to: St. Marie's RC Primary School, Edward Street, Bury, BL9 0RZ

Surname of child:	
First names:	
Date of Birth:	
Address:	
Postcode:	
Child's religion:	
Date of Baptism:	
Church where baptised:	

You must provide the school with a copy of your child's Baptism Certificate when returning this form which requires completion during the application process.

Parent's Name:	Signature …….
Parent's Name:	Signature ……

St Mary's C of E Primary

Admissions Policy

As

As part of the Manchester Diocese family, we promote Jesus' promise from John 10: 10

"life in all its fullness"

Vision statement

Our vision at St Mary's is rooted in Ephesians 3:17-19

" I pray that you would be rooted and established in love …filled to the measure of the fullness of God"

Approved by:	Full Governing Body	**Date:** October 2026
Reviewed:	October 2026	
Reviewed:		
Next review due by:	September 2027	

Admissions

St Mary's Church of England Primary School is a voluntary aided school. The Governing Body is the admission authority for the school, and the school is required to act in accordance with the School Admissions Code. The admissions process is co-ordinated by Bury Council (the Local Authority) and the school liaises with the Local Authority and with Manchester Diocese on admissions issues.

As a small Church school, we welcome all parents of prospective pupils to visit our school at any time, by arrangement with the Headteacher. Each year we hold several open days, to which we invite any parents of present pupils and prospective pupils to come and visit our school, meet the children and staff.

Reception Year Admission Arrangements

From September 2020, the school's published admission number (PAN) for the admission of children to the Reception Year changed to 15. If no more than 15 applications are received for admission to the Reception Year, all applicants will be offered places.

Where possible and where needs can be met, the school will admit all children with an Education, Health & Care plan, whose parents name the school.

Oversubscription criteria

When the number of applications received is greater than the number of places available, the decision on which children will be admitted will be based on the following oversubscription criteria, which will be applied in the order of priority set out below:

Priority 1: 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 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 arrangement order or special guardianship order.

Priority 2: Children who attend St Mary's Preschool.

Priority 3: Children who have older siblings in years Reception- Year 6, who will be in school in the September when admission is sought. 'Siblings' includes full, step, half, foster or adopted brothers and sisters living permanently at the same address. In the case of families with shared parenting, "living in the same household" will be decided by the address of the parent to whom the child benefit is paid, which will be taken to be the child's home address.

Priority 4: Children whose parent/guardian is in regular attendance at public worship at any Church of England Church in the Parish of Holcombe and Hawkshaw, (Emmanuel Holcombe, St Mary's Hawkshaw, The Emmanuel Church Centre). Regular attendance is defined as at least one parent/guardian attending public worship at church at least monthly for a period of at least 12 months, preceding the date of formal application. Confirmation from the Rector will be sought.

Priority 5: Children whose parent/guardian is in regular attendance at public worship at any other church which is in membership of Churches Together in Britain and Ireland. Regular attendance is defined as at least one parent/guardian attending public worship at church at least monthly for a period of at least 12 months preceding the date of formal application. Confirmation will be sought from the relevant faith leader. A list of churches in membership of Churches Together in Britain and Ireland can be viewed at www.ctbi.org.uk

Priority 6: The distance to the child's home address from the main gate of the school, measured by the means of straight-line distance, (nearer addresses having priority).

Tie-breakers

If the distance from home to school does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.

Children from multiple births

Where there are children of multiple births wishing to be admitted and the sibling (brother or sister) is offered the final place, the governors may admit over the published admission number if it is possible to do so.

Applying for places

Applications must be made on the Local Authority's application form or on-line application system. Details of all the

applications made will be forwarded to the school by the Local Authority and the school will publish the information on the school website.

Applications received after the closing date will be treated as late applications. The Local Authority will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after those applications received on time.

Appeals

Should there be a situation where an application for admission has been turned down by the Governing Body, because the school is oversubscribed, parents will be informed of the reason why admission was refused and of their right to appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Admissions Team of the Local Authority. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

Waiting list

Where we have more applications than places, the admissions criteria will be used to determine the allocation of places. 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 31st December at the end of the autumn term following admissions in September.

Deferred Admissions

Children are entitled to a place in Reception at the beginning of the Autumn term following their fourth birthday. Parents can defer the date their child is admitted to school 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. Where parents wish, their child may attend on a part time basis until the child reaches compulsory school age.

Requests for admission outside a child's normal age group

Parents may request a place for their child outside of their normal age group, for example, if the child 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 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 Headteacher. 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.

Non-routine/in-year admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school may arrange to visit the school. They will be asked to complete an application form and will be offered a place by the Headteacher if one is available. The Local Authority will be informed of the offer of a place once it has been accepted. If the PAN has been reached, the governors will decide regarding the offer of a place. If there is no place available in our school, then the applicant will be informed and offered a place on our waiting list. Information about how to appeal against the decision will be provided, if requested.

Preschool Admission Policy

St Mary's Primary School offers a 13 place Preschool. Every child is offered the Universal 15 hours funding, and some are eligible for 30 hours extended funding.

Admissions criteria

Applications for pre-school are reviewed from the 1st March by the school. If the number of applications received by March 1st is greater than the number of places available, the decision on which children will be offered a place will be based on the following oversubscription criteria, which will be applied in the order of priority set out below:

Priority 1: 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 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 arrangement order or special guardianship order.

Priority 2: Children who have older siblings in years Reception- Year 6, who will be in school in the September when admission is sought. 'Siblings' includes full, step, half, foster or adopted brothers and sisters living permanently at the same address. In the case of families with shared parenting, "living in the same household" will be decided by the address of the parent to whom the child benefit is paid, which will be taken to be the child's home address.

Priority 3: Children whose parent/guardian is in regular attendance at public worship at any Church of England Church in the Parish of Holcombe and Hawkshaw, (Emmanuel Holcombe, St Mary's Hawkshaw, The Emmanuel Church Centre). Regular attendance is defined as at least one parent/guardian attending public worship at church at least monthly for a period of at least 12 months, preceding the date of formal application. Confirmation from the Rector will be sought.

Priority 4: Children whose parent/guardian is in regular attendance at public worship at any other church which is in membership of Churches Together in Britain and Ireland. Regular attendance is defined as at least one parent/guardian attending public worship at church at least monthly for a period of at least 12 months preceding the date of formal application. Confirmation will be sought from the relevant faith leader. A list of churches in membership of Churches Together in Britain and Ireland can be viewed at www.ctbi.org.uk

Priority 5: The distance to the child's home address from the main gate of the school, measured by the means of straight-line distance, (nearer addresses having priority).

Tie-breakers

If the distance from home to school does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.

The criteria may not be applied in exceptional circumstances. This decision is at the discretion of the Governing Body. Applications for a place under exceptional circumstances needs to be put in writing to the Chair of Governors.

Children who have not been offered a place initially will be put on a waiting list. If places become available during the academic year, the children on this waiting list will be given priority, on a first come first served basis.

ST MARY'S CHURCH OF ENGLAND (VA) PRIMARY SCHOOL, PRESTWICH, BURY.

ADMISSION POLICY FOR ADMISSION IN SEPTEMBER 2027
Academic Year 2027 / 2028

Introduction

St Mary's Church of England Primary School ("the School") is a Voluntary Aided School. The Board of Governors is the Admission Authority for the School. The School is required to act in accordance with the School Admissions Code. The admissions process is co-ordinated by Bury Metropolitan Borough Council (the Local Authority) and the School liaises with the Local Authority on admissions issues. The following arrangements for admissions, which include the criteria used to determine the allocation of places when the School is oversubscribed, have been agreed for consultation with parents, Manchester Diocesan Board of Education, neighbouring admission authorities, other interested parties and Bury Metropolitan Borough Council.

Applying for Places

Applications for a Reception class place must be made on the Local Authority's Common Application Form by the national closing date of 15th January.

Details of all the applications made will be forwarded to the School by the Local Authority.

The Local Authority will inform parents of the offer of a place on behalf of the Board of Governors on the national offer date of 16th April or the next working day.

In addition to the Local Authority Form, parents/guardians seeking a place under the faith-related criteria (criteria 4, 5 and 6) below should also complete and return the School's Supplementary Information Form (Appendix 1).

Admission

Arrangements for Admission to Reception in September 2027 The School's published admission number (PAN) 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.

The School also provides Nursery education for children of three years of age. (Please see separate Nursery Admissions Policy for full details - below). A separate application must be made for any child wishing to transfer from the Nursery Class to the Reception Class in the Primary School.

The School will admit all children having a statement of special educational needs or an Education, Health and Care Plan (EHCP) in whose statement the School is named. Oversubscription Criteria When the number of applications received is greater than the number of remaining places available (after the admission of any pupils with a statement of special educational needs or an EHCP naming the School), the decision on which children will be admitted will be based on the following oversubscription criteria, which will be applied in the order of priority set out below:

1. **Children in public care and previously looked after children.**
   This includes any "looked after child", “previously looked after child” and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.

   ‘Looked after child’ means a child(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.

   “Previously looked after child” is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately following having been looked after.

   This criteria also includes looked after children and all previously looked after children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. **Children who have an Education and Health Care Plan, where the school is the named school.**

3. **Children who will have an older brother or sister attending the School at the time of their admission to the Reception class.**
   ‘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.

4. **Children who reside within the ecclesiastical boundaries of the Prestwich and Kersal Mission Community and who have attended Public Worship at a Church of England Church on a minimum of 18 occasions in the calendar year prior to admission.**

   A map of the ecclesiastical boundaries of the Prestwich and Kersal Mission Community can be found at Appendix 2.

   “Public Worship” meaning worship conducted according to the rules and regulations of the relevant ecclesiastical authority performed in a public place and open to all members of the public equally without privacy.
   Only 1 attendance per week will count towards the qualifying attendance during the calendar year.

Evidence of the child's attendance must be provided on the School's Supplementary Information Form at Appendix 1. It must be completed and signed by a member of the clergy or other designated church officer and signed by the child(ren's) parent/guardian.

Where a child has shared parenting arrangements involving different addresses, the home in which the child resides will be taken to be the home in which the child sleeps for the majority of the school week. Parents may be asked to show proof of address.

For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

5. **Children who reside within the ecclesiastical boundaries of the Prestwich and Kersal Mission Community and who have attended Public Worship at any other Christian Church on a minimum of 18 occasions in the calendar year prior to admission.**

   A map of the ecclesiastical boundaries of the Prestwich and Kersal Mission Community can be found at Appendix 2.

   "Public Worship" meaning worship conducted according to the rules and regulations of the relevant ecclesiastical authority performed in a public place and open to all members of the public equally without privacy.

   'Other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at:
   https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf.

   Only 1 attendance per week will count towards the qualifying attendance during the calendar year.

   Evidence of the child's attendance must be provided on the School's Supplementary Information Form at Appendix 1. It must be completed and signed by a member of the clergy or other designated church officer and signed by the child(ren's) parent/guardian.

   Where a child has shared parenting arrangements involving different addresses, the home in which the child resides will be taken to be the home 4 in which the child sleeps for the majority of the school week. Parents may be asked to show proof of address.

   For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.
6. **Any other children who have attended Public Worship at any Church of England Church on a minimum of 18 occasions in the calendar year prior to admission**

"Public Worship" meaning worship conducted according to the rules and regulations of the relevant ecclesiastical authority performed in a public place and open to all members of the public equally without privacy.

Only 1 attendance per week will count towards the qualifying attendance during the calendar year.

Evidence of the child's attendance must be provided on the School's Supplementary Information Form at Appendix 1. It must be completed and signed by a member of the clergy or other designated church officer and signed by the child(ren's) parent/guardian.

7. Any other children, with priority given to those living nearest the school. For the purpose of prioritising applicants under criterion 7, and in any other category where there are more applicants for the remaining available places, the distance from the child's normal home address to the School will be used as the determining factor, nearer addresses having higher priority. The distance will be measured using the Local Authority's straight line distance system. Where a child has shared parenting arrangements involving different addresses, the 'normal' home address of the child will be taken to be the home in which the child sleeps for the majority of the school week. Parents may be asked to show proof of address. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

Final Tie-Breaker

If the distance from home to school does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the School.

Children from Multiple Births

Where there are children of multiple births wishing to be admitted and the sibling (brother or sister) is offered the final place the governors may admit over the published admission number if it is possible to do so.

Infant Class Size

Under the School Standards and Framework Act 1998 and the School Admissions Code, infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

(a) Children admitted outside the normal admissions round with statements of special educational needs or Education, Health and Care Plan specifying a

school (b) Children in public care and previously looked after children admitted outside the normal admissions round
(c) Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process
(d) Children admitted after an independent appeals panel upholds an appeal
(e) Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance
(f) Children of UK service personnel admitted outside the normal admissions round
(g) Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil
(h) Children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

Late Applications for Admission

Where the Local Authority accepts that there are exceptional circumstances for an application being received after the last date for applications, 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 the oversubscription criteria.

Fraudulent Applications

Where the Board of Governors discovers that a child has been awarded a place as a result of a fraudulent or intentionally misleading application (for example, a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then under the School Admissions Code the Board of Governors is able to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

Waiting List

Where the School received more applications than places, the oversubscription criteria will be used to determine the allocation of places. Children who are not admitted will have their name placed on a waiting list. A child's position on the waiting list will be determined solely in accordance with the over subscription criteria and not by the date of the application. It is therefore 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 on whether an appeal has been submitted. This waiting list will operate until 31 December at the end of the Autumn Term following admissions in September.

Appeals

Where the governors are unable to offer a place because the School is oversubscribed, parents will be informed of the reason why admission was refused and of their right to appeal to an independent admission appeal panel.

A copy of the Appeals Procedure is available in the School office.

Nursery

If a child has attended the Nursery class at the School it does not automatically mean that they have a school place. ALL pupils must apply though the Local Authority website for a place in school in accordance with the process set out above.

Deferred Admissions

Children will be admitted to the Reception Class at the beginning of the Autumn Term before their fifth 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.

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 at the School, together with 7 any supporting evidence that the parent wishes to be taken into account. The Board of Governors 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 Headteacher. When informing a parent of their decision on the year group the child should be admitted to, the Board of Governors will set out clearly the reasons for their decision.
Where the Board of Governors 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 Board of Governors 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.

Non-Routine/In-Year Admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. Parents wishing their child to attend this School may arrange to visit the School. They will be asked to complete an application form and will be offered a place by the governors if one is available. The Local Authority will be informed of the offer of a place once it has been accepted. If there is no place available in our School then the applicant will be informed in writing, together with the Local Authority, and information about how to appeal against the refusal will be provided.

Please note that you cannot re-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

Appendix 1. Supplementary Information Form

St Mary's CE (VA) Primary School
Reception Admission 2027/28

Name of child:
Surname:……

Christian or first names:……..

Date of
Birth ……

☐ Boy ☐ Girl

Name of parent(s)/guardian(s) . . . . . .

Address . . . . . .
. . . . . .
Post code . . . . . .

Home Telephone
……..

Mobile……..

Email address
……..

Is the Child a looked After or Previously Looked After Child? Yes/No

Please list the name(s) of any older brother(s) or sister(s) who will still be attending the school at the date of admission of the younger child:

……

……

☐ **Tick this box if you wish to apply for a place without the use of faith criteria**

Signed: …… Parent / Guardian

Printed name: …… Date:……

St Mary's CE (VA) Primary School
Admission 2027/ 28

Please pass this form to your vicar/priest/minister/designated church officer/faith leader who will certify the following information:

Worship Attendance:
Did your child attend public worship at the above church at least 18 times in the qualifying attendance period that is 1 January 2026 to 31 December 2026 with one attendance per week counting to qualifying attendance?
YES / NO

Your vicar/priest/minister/designated church officer/faith leader will be contacted in order to confirm this information.

Does your child reside within the Prestwich & Kersal Mission Community ecclesiastical boundaries? **YES / NO**

Place of Worship Where One of the Parents/Guardians Regularly Worship:

Church of England Church ☐

Other Church that is a member of Churches Together in England ☐

Name of the Church: ……

Name of vicar/priest/minister/designated church officer/faith leader:……

Church Address:
.....

…… Post Code: ……..…

Telephone: …….

Name of Child:……..

Name of Parent/Guardian:……..

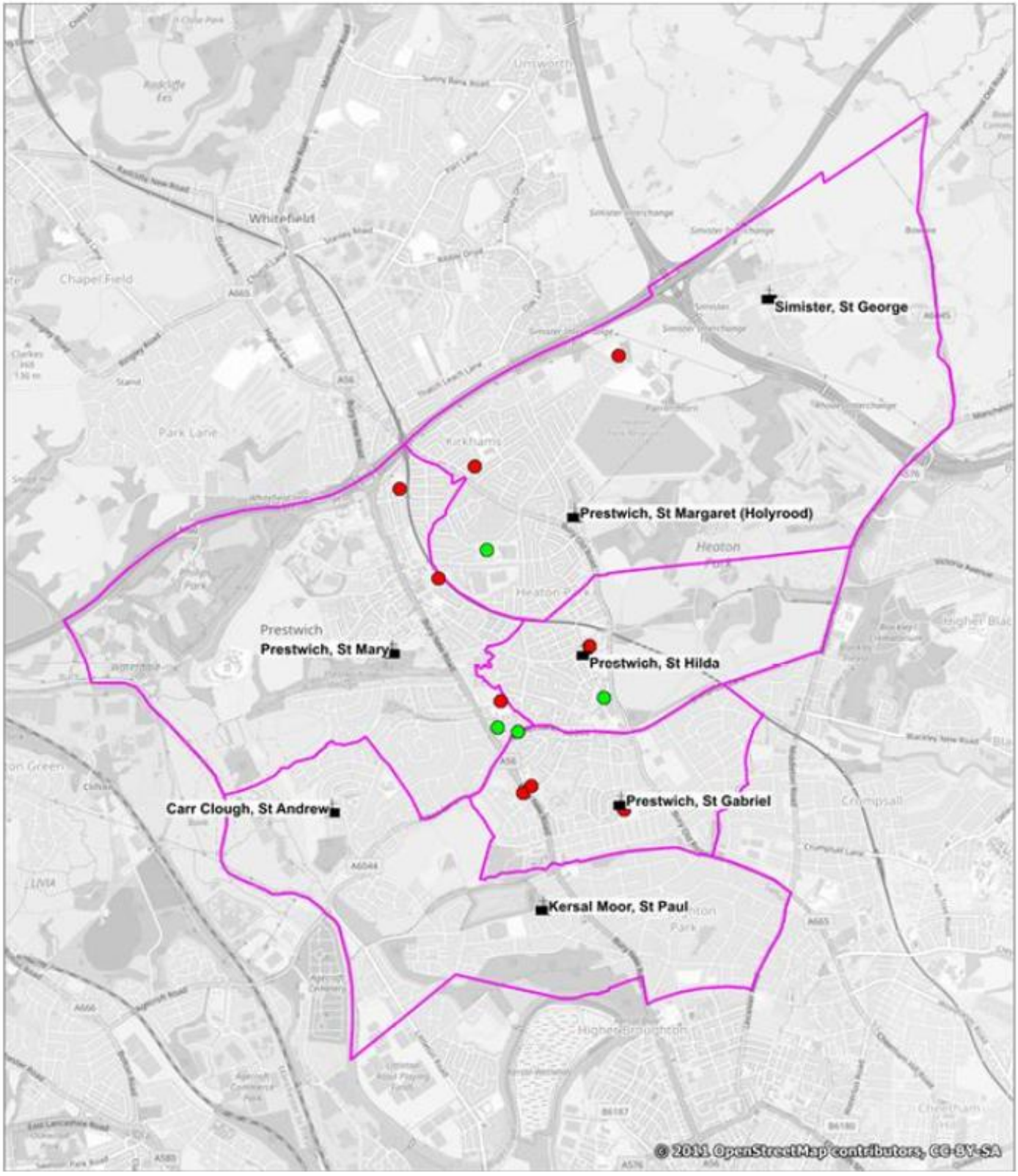
_____

I confirm that the child named above has attended public worship at Church at least 18 times in the qualifying attendance period of 1st January 2026 to 31st December 2026. Only one attendance per week has been counted to the qualifying attendance. Please attach the confirmed dates of attendance.

Signed: ……Vicar/priest/minister/designated church officer/faith leader
Print Name: ……Date: ……

Appendix 2 A map of the ecclesiastical boundaries of the Prestwich and Kersal Mission Community

Deanery of Bury and Rossendale Mission Community 5



Church and Other Schools

- Primary
- Secondary

Digital map from Dotted Eyes.
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ST MARY'S RC PRIMARY SCHOOL, RADCLIFFE

St Mary's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by the Bury Local Authority 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 2024, the Governing Body has set its planned admissions number at **60**.

As a Roman Catholic Primary School, Saint Mary's sees assisting parents in the practice and development of the Catholic faith of their children as its primary responsibility. Its role is to provide an all-round atmosphere and environment which will help the children develop fully, providing not just education in curriculum subjects, but also formation in faith, prayer and charity, which will allow the children to become responsible mature Catholics taking their place in society.

Religious Education and Catholic prayer and worship are central to the school's ethos, and all parents applying for a place must understand and respect this ethos, its importance to the school community, and its practical consequences. This does not affect the right of non-Catholic parents to apply for a place at this school.

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:
http://www.bury.gov.uk/admissions

Supplementary Form
Parents who wish to seek priority under any criterion that requires additional evidence (such as your child being baptised Roman Catholic) **must** complete the school's Supplementary Form (SIF) and return it to the school with baptism and birth certificates attached. (If you do not complete the supplementary form, your child will not be considered under the faith criteria). Short birth certificates will be checked if a place is offered. The form is available from the school, the school website or the Local Authority website and must be returned to the **school** by closing date for applications.

If there are fewer than 60 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 Roman Catholic children who will have a brother or sister attending the school at the time of admission.

4. Other Baptised Roman Catholic children who are resident in the parish of St Mary and Saint Philip Neri, Radcliffe

5. Other Baptised Roman Catholic children resident in another parish.

6. Other children (Non-Roman Catholic) who have siblings in the school.

7. Other children (Non-Roman Catholic) who are resident in the Parish of St Mary and Saint Philip Neri, Radcliffe.

8. Other children.

NOTES:

All applications will be considered at the same time and after the closing date for admissions which is 15 January 2024.

(a) 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. They 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.

(b) Admission to the Reception Class is separate to that for the Nursery. Attendance at the Nursery does not give any child any guarantee or priority when it comes to consideration by the Governors of applicants for admission to the Reception Class.

(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) The Governing Body will consider children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing that such an application is submitted with appropriate evidence from a doctor or social worker. Parents should explain why Saint Mary's RC Primary School is more suitable than any other school and what difficulties would be

caused if the child had to attend a different school.

(e) 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 Salford Diocese 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.

(f) '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 fits the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.

(g) Parents/applicants should check carefully whether they are resident within the parish boundary of Saint Mary and Saint Philip Neri. Please consult school for verification.

(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.

(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. If places become available, they will be offered in accordance with the School's Admission 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 and any children not offered a place will be added to the waiting list described in note i.

(k) If in any category there are more applications than places available priority will be given on the basis of proximity, and this will be determined by a straight-line distance as provided by the Local Authority. Those living closer to school will receive the higher priority.

(l) 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.

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

(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 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.

(o) 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 head teacher.

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

St Michael's R.C Primary School

St Michael's
Roman Catholic Primary School

Admissions Policy

2027-28

Admissions Arrangements 2027

St. Michael's is a Roman Catholic Primary School provided by the Diocese of Salford and is an academy within the St Teresa of Calcutta Catholic Academy Trust. Admission to St. Michael's R.C. School Whitefield is the responsibility of the Trust.

Admission to the school will be considered in the following order of priority if there are more applications for admission than the school has places available. The planned admission number is set at 30. Children who have been issued with an Education Health Care Plan will be offered a place at St. Michael's if the school is named in the child's care plan.

- **Baptised Roman Catholic Looked After Children and baptised catholic previously Looked After Children.**
- **Baptised Roman Catholic children resident within the St. Michael's parish catchment area with a sibling at St. Michael's school at the time of admission.**
- **Baptised Roman Catholic children with a sibling at St. Michael's at the time of admission and resident in the remaining part of St Michael's and St Bernadette's parish catchment area.**
- **Baptised Roman Catholic children resident within the St. Michael's parish catchment area.**
- **Baptised Roman Catholic children resident in the remaining part of St Michael's and St Bernadette's parish catchment area.**
- **Baptised Roman Catholic children with a sibling at St. Michael's at the time of admission and resident in another parish.**
- **Baptised Roman Catholic children resident in another parish.**
- **Looked After Children and previously Looked After Children.**
- **Other children with a sibling attending the school at the time of admission.**
- **All remaining applicants.**

Next Update September 2028

Notes

1. The closing date for admissions and the offer of a place is in line with the LA co-ordinated admissions arrangements. Applications received after the closing date will be treated as late applications. The school will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after those applications received on time.

2. Each Roman Catholic applicant will be required to produce a baptismal certificate and proof of residence.

3. Parents need to ensure that they are resident in the parish of St. Michael's and St Bernadette's. If parents are not sure in which parish they reside they should contact the school.

4. It is the duty of governors to comply with the class size limits of Key Stage 1. This means that the school cannot operate classes in the Reception class and Key Stage 1 of more than 30 children.

5. If there is over-subscription in any category, places will be offered using a straight line distance measurement from home to school. The distance will be measured using the Local Authority's computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer). Those living closer on this basis will receive the higher priority.

6. The school will hold a waiting list for the first term after the normal admission round, i.e. September to December. If places become available, they will be offered in accordance with the school's admission policy.

7. Where the admission criteria refers 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.

8. If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins or the three triplets will be offered places

9. For the purpose of admission a brother and sister includes step-brother and step-sister.

10. Where a child has parents with shared responsibility and lives with each for part of the week, the home address will be decided by using the address to which the Child Benefit is paid.

11. 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 14 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.

Nursery

The nursery admission limit is set at 26 full-time equivalent places. Admission to the nursery will be considered with reference to the main school policy.

All children ages 3 and 4 are entitled to 15 hours free nursery childcare. We are able to offer the 5 free 3-hour sessions to meet the needs of the child.

Please note that a place in the school's nursery does not guarantee a place in the school's reception class.

Next Update September 2028

THE SYCAMORE CHURCH OF ENGLAND MULTI-ACADEMY TRUST

A Charitable Company Limited by Guarantee registered in England and Wales (Company Number: 10762038)

ADMISSIONS POLICY FOR RECEPTION ADMISSIONS SEPTEMBER 2026 AT ST STEPHEN'S CE PRIMARY SCHOOL, BURY

Admissions to St Stephen's CE Primary School are the responsibility of the Local Academy Committee, in agreement with the Trustees and Manchester Diocesan Board of Education.

The standard number proposed for admission to the Reception Class is 30.

Responsibility for admissions is delegated to the Local Academy Committee. Up to the admission number all applications will be accepted.

Children with Special Educational Needs or an Education Health and Care Plan will be given a place at the school named on their EHCP.

If applications exceed the admission number, the Admissions Panel will meet and children will be admitted (up to the admission number) according to the following criteria, applied in order:

1.	Children in public care and previously looked after children. This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 'Looked after' means that the child was (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. This criterion also includes looked after children and all previously looked after children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2.	Children of serving armed services personnel.
3.	Children whose medical or social circumstances mean that their needs can only be met at this school.
4.	Children who will have an older sister or brother attending the school at the time of their admission.
5.	60% of the remaining places will be allocated to any children living in the Parish of St Stephen's.
6.	Children whose parent(s)/carer(s) are in regular attendance at St Stephen's.
7.	Children whose parent(s)/carer(s) are in regular attendance at a church which is a member of Churches Together in Britain and Ireland, or a local Churches Together organisation.
8.	Any other children.

St Paul's CE Primary School

Admissions Policy 2027-2028

Our Vision:

With God, there is no limit to what you can do, there is no obstacle you can't overcome, through him all things are possible. ***(Matthew 19:26)***

Policy: Admissions	
Date of Issue: September 2026	Date of Last Review: 11th February 2026

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Admissions Policy 2027/2028

St Paul's Church of England Primary School is an Academy. The Forward as One Church of England Multi Academy Trust is the admissions authority for the school.

The published admissions number (PAN) for St Paul's CE Primary School in reception for September 2027 is 30 pupils.

Bury Local Authority manages and co-ordinates the school admission process for every primary school in Bury. If your child was born between 1 September 2022 and 31 August 2023, your child is due to start Reception in September 2027.

Bury online admission service will be from beginning of October 2026 for primary Reception 2027 applications. All applications are now done online. Please click on the following link for information about how to apply this year: Primary school admissions - Bury Council.

You also have the right of appeal to an Independent Appeals Panel should your child not be offered a place. You can do so here: Appeal against school place decision - Bury Council.

St Paul's CE will determine that applications outside the normal admissions cycle will be considered in the same way as those applying for entry at Reception.

St Paul's CE Primary School welcome and will admit all children who have an EHCP that name the school.

Priority 1 - Children in Public Care (Children who are looked after - CLA) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 their social services functions (see definition in Section 22(1) of the Children Act 1989).

Priority 2 - Priority will be given to children who will have older siblings in years Reception to Year 6 of the preferred school at the date of admission.

Priority 3 - Children who have strong church connections. Parents must provide with their application evidence that the family and the child are active worshipping members at St. Paul's Church. Active worshipping members of a church will be those persons who worship at least once a month, sustained over a period of a year.

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Priority 4 - Children who suffer from some medical condition or disability, which makes it better for them to attend that school rather than another. Places will only be offered under this criterion if the child has a certified medical condition with strong professional supporting evidence confirming that existing exceptional problems with the child's health would be seriously exacerbated if a place were not made at the preferred school.

Priority 5 - Children for whom the journey to school is the shortest. The distance will be measured in a straight line using Bury Council's computerised mapping system. The ordnance survey integrated network will measure distance from the point on the highway nearest to the centre of the home property to the designated main entrance to the school.

Tie breaker

Where there are two or more applicants in a criterion who have equal priority for admission and there are insufficient places available, straight-line distance to the school from the home property will be used to determine which child shall be given a place.

If the distance between the children's homes and the school is the same, which includes the same geographical property reference (such as a block of flats), then random allocation will be used as a tiebreaker. The random allocation process will be undertaken by Bury Council's School Admissions Team at the Council Offices in the presence of a school representative.

Definitions

'Sibling' means a brother or sister, half brother or sister or legally adopted child being regarded as a brother or sister.

The 'home property' is the address at which the child spends the majority of their week during term time. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents/carers must decide which address to use for admissions purposes.

Waiting List

The school will maintain a waiting list until 31 December in the academic year of admission. Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.

In-year admissions

In-year admission is the process for applying for admission into an existing year group within a school. Applications made after the start of the Autumn term 2027 will be treated as an in-year application.

The in-year admission process will be administered by Bury Council. Parent(s)/carer(s) are required to complete the application form, which is available from and returnable to Bury Council.

For some children, it may not be possible to secure admission to a school under the in-year admission process. Where this is the case, Bury Council will apply the Fair Access Protocol to secure the most appropriate educational provision for these children.

For children who have an education, health and care plan, the in-year admission process will not apply. Their request for admission will be dealt with by the home Local Authority's Special Educational Needs Team.

Applying for a year group outside of chronological age group

Where parent(s)/carers want their child to be educated outside of their chronological age group, an application should be made in writing to the school, addressed to the Headteacher, Mrs Asani, at the same time as the application for a place. This should explain why the parents wish for their child to be educated outside of their chronological age group and enclosing any evidence that supports it. The views of the Headteacher will also be considered. Parents/carers will be notified of the decision on the application, which will be based on the circumstances of the case and what is in the best interests of the child, once it has been made. This decision is separate from the decision on whether a place is granted.

Appeals

Parent(s) / carer(s) have a legal right of appeal to an independent appeal panel against the decision not to offer admission at St Paul's CE Primary School. The appeals process will be administered by Bury Council, on behalf of the school. Parent(s) / carer(s) will be sent an appeal form with the refusal letter.

Parent(s) / carer(s) will be given at least 20 school days to prepare and submit their written case to the independent appeal panel. They will normally receive 14 days' notice of the place and time of the hearing, if they wish to attend, in order to present the case in person.

The decision letter from the independent appeal panel, which will include the reasons for the decision will be communicated to all parties as soon as possible, but no later than 5 school days, after the hearing.

The appeals timetable (published by 28 February each year, will include the following information. Click here for what the timetable must include.

THE SYCAMORE CHURCH OF ENGLAND MULTI-ACADEMY TRUST

A Charitable Company Limited by Guarantee registered in England and Wales (Company Number: 10762038)

ADMISSIONS POLICY FOR RECEPTION ADMISSIONS SEPTEMBER 2027 AT ST STEPHEN'S CE PRIMARY SCHOOL, BURY

Admissions to St Stephen's CE Primary School are the responsibility of the Local Academy Committee, in agreement with the Trustees and Manchester Diocesan Board of Education.

The standard number proposed for admission to the Reception Class is 30.

Responsibility for admissions is delegated to the Local Academy Committee. Up to the admission number all applications will be accepted.

Children with Special Educational Needs or an Education Health and Care Plan will be given a place at the school named on their EHCP.

If applications exceed the admission number, the Admissions Panel will meet and children will be admitted (up to the admission number) according to the following criteria, applied in order:

1.	Children in public care and previously looked after children. This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 'Looked after' means that the child was (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. This criterion also includes looked after children and all previously looked after children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2.	Children of serving armed services personnel.
3.	Children whose medical or social circumstances mean that their needs can only be met at this school.
4.	Children who will have an older sister or brother attending the school at the time of their admission.
5.	60% of the remaining places will be allocated to any children living in the Parish of St Stephen's.
6.	Children whose parent(s)/carer(s) are in regular attendance at St Stephen's.

7.	Children whose parent(s)/carer(s) are in regular attendance at a church which is a member of Churches Together in Britain and Ireland, or a local Churches Together organisation.
8.	Any other children.

If you wish your child to be considered within the faith category (see criteria 5 and 6 above), you must complete the supplementary form which is available online and return it to the school by the date specified on the form. This is not a requirement to apply for a place. Applications received after the published closing date will be treated as late applications. We will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after those applications that are received on time.

The school will hold a waiting list for the first term after the normal admission round, i.e. September to December. If places become available, they will be offered in accordance with the school's admission policy.

Notes:

A. If there is over-subscription in any category, places will be offered using a straight-line distance measurement from home to school. The distance will be measured using a computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer). Those living closer to the school on this basis will receive the higher priority.

B. The Local Academy Committee will follow Bury LA policy when making decisions regarding a child's residence. For example, where shared parenting arrangements are in place, the home address will be decided by using the address to which the Child Benefit is paid.

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.

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. If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins and the three triplets will be offered places.

E. Regular church attendance is normally taken to mean a minimum of fortnightly attendance at public worship for at least the year prior to 1st September before admission into the school. We will also distinguish between levels of commitment based on attendance at public worship, with higher priority being given to those with a longer duration of attendance, up to a maximum of three years. Evidence of regular attendance of parent(s)/carer(s) must be provided by a member of the clergy or other designated church officer. The school will secure this evidence by sending Supplementary Form B to the named person.

F. A place in the school's nursery does not guarantee a place in the school's Reception class.

Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is

deferred, the school will hold a place for that child and not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic 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.

RIGHT OF APPEAL

If an application for admission has been turned down by the Local Academy Committee, parents can appeal to an independent Appeals Panel. This appeal must be sent in writing to the Admissions Team of the Local Authority. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on The Sycamore Church of England Trust.

ST STEPHEN'S CE PRIMARY SCHOOL, BURY

Reception Admissions September 2027

Supplementary form (A) – To be completed by Parent(s) and returned to school by Friday 15th January 2027

Child's Surname . . . . . First names . . . .

Date of birth . . . . Boy □ Girl □

Name of parent(s) . . . .

Address . . . . . .

. . . . . .

Post code . . . . . .

Telephone . . . . Mobile . . . .

Place of worship one (or both) of the parents regularly attends:

Name of place of worship . . . .

Address . . . .

. . . .

Name of vicar / priest / minister / faith leader . . . .

Address . . . .

. . . .

Post code . . . . . .

Telephone . . . .

Worship attendance:

I can confirm that I have attended worship at the above church at least fortnightly for:

the past year □

the past two years □

the past three years □

SIGNED..... Parent/Carer

Your faith leader will be contacted in order to confirm this information.

ST STEPHEN'S CE PRIMARY SCHOOL, BURY

RECEPTION ADMISSIONS 2027

Optional Supplementary Form (B) – Reference from Church Leader

Child's Surname . . . . . First names . . . .

Name of parent(s) . . . . . .

Address . . . .

. . . . . .

. . . .

Post code . . . . . .

Telephone . . . . Mobile . . . .

Place of worship one (or both) of parents regularly attends:

Name of place of worship . . . .

Address . . . . . .

. . . . . .

Name of vicar/priest/minister/church officer . . . . . .

Address . . . .

. . . .

Post code . . . . . Telephone . . . .

I confirm that one (or both) of the parent(s) named above have attended this church at least fortnightly for:

the past year □

the past two years □

the past three years □

SIGNED..... Vicar/minister/church officer DATE.....

Please return directly to St Stephen's CE Primary School, Colville Drive, Bury BL8 2DX by Friday 22nd January 2027



VISION
MULTI ACADEMY TRUST

Admissions Policy
Sunny Bank Primary School
March 2026

For 2027-2028 Entry

Date of Review: **March 2026**
Approved by: **Trust Board**
Next Review Date: **March 2027**

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1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children, as defined in section 22 of the Children Act 1989, are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in).

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

6. Allocation of places

6.1 Published admission number (PAN)

The school has a published admission number of 30 pupils for entry in Reception Class.

6.3 Oversubscription criteria

All children whose education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. Highest priority will be given to looked-after children and all previously looked-after children who apply for a place at the school.
2. Priority will next be given to children on the basis of social or medical need. The school defines social and medical need as circumstances where the child's physical or mental health, or the social

circumstances of the child or immediate family, would make it unsuitable or detrimental for the child to attend any school other than this one.

The school requires written supporting evidence from an appropriate professional (such as a doctor, consultant, social worker, or other specialist) which clearly explains why this school is the only suitable setting for the child and what harm or disadvantage would result if the child were not offered a place here.

3. Priority will next be given to children of staff employed by the Trust, for entry into Reception (for primary schools) and Year 7 (for secondary schools) in the following circumstances:
   a) The member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made, and/or
   b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

4. Priority will next be given to children with siblings on the roll of the school at the point of application for the new pupil. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.

6.4 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

Distance will be measured in a straight line from the child's home address to the school's front gates on Hathaway Road. For the purposes of this policy, a child's home address is defined as the place where they live and sleep for the majority of nights in a normal school week, with their parent(s).

If a child lives in different properties (shared care), parents must provide the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address should be used on the application. For applications made in the normal round, if there is no agreement, the local authority will decide which address will be used.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

6.5 Waiting list

We will maintain a clear, fair and objective waiting list for children entering reception until 31 December of each school year of admission. If your application is unsuccessful, your child's name will be added to the waiting list. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria outlined in section 6.3. Priority will not be given to children based on the date their application was received, or when their name was added to the list.

Under the School Admissions Code, looked-after children, previously-looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol (see section 6.7 below) must take precedence over those on the waiting list.

6.6 Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the 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.

6.7 Fair Access Protocol

We participate in Bury Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to the school for their child. Any application will be processed in accordance with the usual in-year admission procedures (see section 7).

6.8 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. The exception to this is where we may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13) apply.

6.9 Children of UK service personnel and crown servants

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

6.10 Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to the waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest. Applications for in-year admissions should be sent to the following address:

If you would like to apply for a school place outside of the September intake, please contact the school office on 0161 766 2121 for details of class sizes and availability. Once you know there is an available place you will need to apply formally through Bury Council via the following link: Moving primary school - Bury Council

You can find details on our in-year admissions and an application form on the following webpage: https://www.sunnybankprimary.org.uk/parents/admissions-and-starting-school

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing. You can find the relevant processes and supporting information at: https://www.bury.gov.uk/schools-and-learning/school-admissions/appeals

You can find details of the school's appeals timetable on the following webpage: https://www.sunnybankprimary.org.uk/parents/admissions-and-starting-school

Appeals will be heard by an independent appeal panel.

9. Monitoring arrangements

This policy will be reviewed and approved by the Trust Board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the published admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years. Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangement are to apply.

YESOIDAY HATORAH BOYS ACADEMY

Sedgley Park Road, Prestwich M25 0JW

ADMISSION POLICY 2027

1. Yesoiday HaTorah Boys Academy caters for boys with priority conferred on Jewish boys who conduct all aspects of their lives in accordance with strictly Orthodox Jewish Practice, as set out in the "Shulchan Oruch" [Code of Jewish Law].

2. The Academy is funded directly from Central Government.

3. The Academy's governing body is the admissions authority.

4. For admissions in September for the academic year 2027, the admission number is sixty (60).

5. Applications are considered without reference to the child's ability or aptitude.

6. Attendance at Yocheved Segal Nursery does not give a child any guarantee or priority when it comes to consideration by the governors of applicants for admission to the reception class.

7. Provision of false information will result in the automatic rejection of the application and any place offered shall be withdrawn even if a child has already started school.

8. The academy will meet its statutory obligation to admit any child whom the academy has to admit by law, including any child with an Education Health and Care Plan that names the academy.

9. If the academy is oversubscribed, priority will be given to applicants who meet the school's faith-based oversubscription criterion. The academy will give priority to Jewish boys who conduct all aspects of their lives in accordance with strictly Orthodox Jewish Practice as set out in the "Shulchan Oruch" [Code of Jewish Law] and in particular as per the "Mehalech HaChaim code". Applicants wishing to be considered for priority in accordance with this criterion should complete the school's supplementary application form available from the academy, and return both forms to the academy by 15 January 2027.

10. In the event of oversubscription, places will be allocated in accordance with the following oversubscription criteria:

    1. A looked after Jewish child (note 1)
    2. Charedi Jewish children who will still have siblings in either Yesoiday HaTorah Boys Academy or Yesoiday HaTorah Girls Academy when they join the school and who live at the same address as the applicant (note 2)
    3. Children from "Charedi" families (note 4)
    4. Other looked after children (note 1)
    5. Other children

    <u>Tie Breaker</u>

    If there is over-subscription in any category, places will be offered using distance from home to the academy main gate as a criterion. The distance will be measured using the Local Authority's computerised mapping system, which uses the ordnance survey integrated network. The route will be measured using a walking distance from the point on the highway nearest to the centre of

the house to the academy main gate. This route must be paved and have street lights. Those living closer on this basis will receive the higher priority. When the final place in a year group can be taken by two or more children living an equal distance from the academy, (for example two children living in the same block of flats) the academy will then use random allocation overseen by a person independent of the academy and/or multi academy trust to decide which of the children can be offered a place.

Multiple Births

If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins or the three triplets will be offered places

Note 1 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 (see the definition in Section 22(1) of the Children Act 1989) 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). Previously looked after children include those children who appear (to the Trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Note 2 For the purpose of admission, a sibling link is defined as a brother or sister, half or step brother or sister residing at the same address as the pupil who occupies a place in either Yesoiday HaTorah Boys Academy or Yesoiday HaTorah Girls Academy and will be at either school at the time of the applicant's admission.

Note 3. Families are required to produce a reference from the Rabbi of their community or synagogue certifying their degree of practical commitment to "conducting all aspects of their lives in accordance with strictly Orthodox Jewish Practice as set out in the "Shulchan Oruch" [Code of Jewish Law] in particular in accordance with the "Mehalech HaChaim Code" which is attached as an appendix to the academy admission form.

11. Any parent whose child is refused a place may appeal that decision and that appeal will be heard by the "Admission Appeal Panel". Appeals should be in writing, addressed to the "Clerk to the Admission Appeal Panel" and made within 20 days of receiving notification that the child has been refused a place.

12. It is policy not to reconsider repeat applications in the same academic year unless there has been a significant change in circumstances relevant to the application.

13. Procedure for late applications:
All applications received after the deadline (current year: 15 January 2027) are treated as late applications and only considered after all on-time applications have been processed. It is likely that there will be no vacancies at the school, as the school tends to be heavily oversubscribed and places will usually have been allocated to those applying on time. However, if there are vacancies we will offer them in accordance with the Admissions Policy criteria. If there are no vacancies, the child will be placed on the waiting list. Applications received towards the end of the summer term or during the summer holidays may not be dealt with until the start of the autumn term, due to the summer break.

14. Procedure for in-year applications:
Parents may apply for a place outside of the normal admissions round (these are called in-year applications). A place will only be offered where to do so would not cause prejudice to the efficient education of others at the school or efficient use of resources. Where a parent wishes, a right of appeal arises to an Admission Appeal Panel where an in-year application has been rejected.

YESOIDAY HATORAH GIRLS ACADEMY

Sedgley Park Road, Prestwich M25 0JW

ADMISSION POLICY 2027

1. Yesoiday HaTorah Girls Academy caters for girls with priority conferred on Jewish girls who conduct all aspects of their lives in accordance with strictly Orthodox Jewish Practice, as set out in the "Shulchan Oruch" [Code of Jewish Law].

2. The Academy is funded directly from Central Government.

3. The Academy's governing body is the admissions authority.

4. For admissions in September for the academic year 2027, the admission number is sixty (60).

5. Applications are considered without reference to the child's ability or aptitude.

6. Attendance at Yocheved Segal Nursery does not give a child any guarantee or priority when it comes to consideration by the governors of applicants for admission to the reception class.

7. Provision of false information will result in the automatic rejection of the application and any place offered shall be withdrawn even if a child has already started school.

8. The academy will meet its statutory obligation to admit any child whom the academy has to admit by law, including any child with an Education Health and Care Plan that names the academy.

9. If the academy is oversubscribed, priority will be given to applicants who meet the school's faith-based oversubscription criterion. The academy will give priority to Jewish girls who conduct all aspects of their lives in accordance with strictly Orthodox Jewish Practice as set out in the "Shulchan Oruch" [Code of Jewish Law] and in particular as per the "Mehalech HaChaim code". Applicants wishing to be considered for priority in accordance with this criterion should complete the school's supplementary application form available from the academy, and return both forms to the academy by 15 January 2027.

10. In the event of oversubscription, places will be allocated in accordance with the following oversubscription criteria:

    1. A looked after Jewish child (note 1)
    2. Charedi Jewish children who will still have siblings in either Yesoiday HaTorah Girls Academy or Yesoiday HaTorah Boys Academy when they join the school and who live at the same address as the applicant (note 2)
    3. Children from "Charedi" families (note 4)
    4. Other looked after children (note 1)
    5. Other children

    <u>Tie Breaker</u>

    If there is over-subscription in any category, places will be offered using distance from home to the academy main gate as a criterion. The distance will be measured using the Local Authority's computerised mapping system, which uses the ordnance survey integrated network. The route will be measured using a walking distance from the point on the highway nearest to the centre of

the house to the academy main gate. This route must be paved and have street lights. Those living closer on this basis will receive the higher priority. When the final place in a year group can be taken by two or more children living an equal distance from the academy, (for example two children living in the same block of flats) the academy will then use random allocation overseen by a person independent of the academy and/or multi academy trust to decide which of the children can be offered a place.

Multiple Births

If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins or the three triplets will be offered places

Note 1 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 (see the definition in Section 22(1) of the Children Act 1989) 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). Previously looked after children include those children who appear (to the Trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Note 2 For the purpose of admission, a sibling link is defined as a brother or sister, half or step brother or sister residing at the same address as the pupil who occupies a place in either Yesoiday HaTorah Girls Academy or Yesoiday HaTorah Boys Academy and will be at either school at the time of the applicant's admission.

Note 3. Families are required to produce a reference from the Rabbi of their community or synagogue certifying their degree of practical commitment to "conducting all aspects of their lives in accordance with strictly Orthodox Jewish Practice as set out in the "Shulchan Oruch" [Code of Jewish Law] in particular in accordance with the "Mehalech HaChaim Code" which is attached as an appendix to the academy admission form.

11. Any parent whose child is refused a place may appeal that decision and that appeal will be heard by the "Admission Appeal Panel". Appeals should be in writing, addressed to the "Clerk to the Admission Appeal Panel" and made within 20 days of receiving notification that the child has been refused a place.

12. It is policy not to reconsider repeat applications in the same academic year unless there has been a significant change in circumstances relevant to the application.

13. Procedure for late applications:
All applications received after the deadline (current year: 15 January 2024) are treated as late applications and only considered after all on-time applications have been processed. It is likely that there will be no vacancies at the school, as the school tends to be heavily oversubscribed and places will usually have been allocated to those applying on time. However, if there are vacancies we will offer them in accordance with the Admissions Policy criteria. If there are no vacancies, the child will be placed on the waiting list. Applications received towards the end of the summer term or during the summer holidays may not be dealt with until the start of the autumn term, due to the summer break.

14. Procedure for in-year applications:
Parents may apply for a place outside of the normal admissions round (these are called in-year applications). A place will only be offered where to do so would not cause prejudice to the efficient education of others at the school or efficient use of resources. Where a parent wishes, a right of appeal arises to an Admission Appeal Panel where an in-year application has been rejected.